



March 14, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This to recommend the appointment of Mr. Ernesto A. Gonzaga, Jr. of the Institute for Strategic Research and Development Studies as Deputy Documents and Record Controller effective January 3, 2022 to December 31, 2022.

As a dDRC, Mr. Gonzaga is expected to perform the following duties and responsibilities:

1. Issue and maintain, retrieve and control controlled documents;
2. Assign document numbers and other coding controls for document in coordination with the college DRC;
3. Coordinate with and inform relevant personnel on any changes;
4. Ensure the implementation of the control of records.
5. Coordinate with the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controller In all concerns related to document and records control;
6. Attend regular meetings called upon by the University DRC to monitor and/or assess Status of managing document information.

Very truly yours,

LILIAN B. NUÑEZ
Director, ISRDS

Conforme:

ERNESTO A. GONZAGA, Jr.
dDRC/Admin. Aide VI

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO. E. TULIN
President