

July 1, 2023

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: Vanessa May B. Milan
Designated Position/s: Deputy Document and Records Controller (dDRC) for Eco-FARMI
Date of Appointment: July 1, 2023 – December 31, 2023

Name of the Appointee: Jonel H. Ababat
Designated Position/s: Alternate Deputy Document and Records Controller (AdDRC) for Eco-FARMI
Date of Appointment: July 1, 2023 – December 31, 2023

He/ She shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit he/she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between him/her, the University Document and Records Controller, and the alternate dDRC of the unit he/she is assigned, in all concerns related to document and records control.

Moreover, he/she entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Thank you very much.

Very truly yours,

JEROME O. ARRIBADO

Director, Eco-FARMI

**ECOLOGICAL FARM RESOURCES AND
MANAGEMENT INSTITUTE**

Visayas State University, PQWV+X76 Baybay City, Leyte
Email: ecofarmi@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1040



Page 1 of 1
FM-VSU-03
V2 05-09-2023

No. 23-