



*Office of the Director*

14 January 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

This is to recommend the renewal of appointment of **Ms. Susana B. Miñoza** as Deputy Documents and Records Controller (dDRC) of the Renewable Energy Research Center (RERC) effective January 1, 2022 to December 31, 2022.

As Deputy Documents and Records Controller (DDRC) she is expected to:

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

Moreover, **Ms. Miñoza** is entitled to the privileges granted and the responsibilities attached to her position subject to pertinent policies.

Very truly yours,

**ROBERTO C. GUARTE**

Director, RERC

Conforme:

**SUSANA B. MIÑOZA**

Administrative Aide IV, RERC

APPROVED:

**EDGARDO E. TULIN**  
President

Cc: *DRC*  
*File - RERC*