



January 03, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of:

Name of the Appointee: Sheillo G. Catorce
Designated Position/s: deputy Document and Records Controller
Date of Appointment: January 3, 2022

He/ She shall perform the following duties and responsibilities;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he/she is assigned in the absence of the former 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 Office dDRCs in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

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

Thank you very much.

Very truly yours,


ANGELITA L. PARADERO
Head, DBM