



January 27, 2023

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

Thru: **Dr. Editha G. Cagasan**
Director for Quality Assurance

Dear *Dr. Tulin*:

This is to recommend the appointment of **Ms. Kleer Jeann G. Longatang** as **Deputy Document and Records Controller (dDRC)** of the Institute of Tropical Ecology and Environmental Management (ITEEM), effective January 1, 2023, until December 31, 2023, or until such time that a new dDRC shall have been appointed.

As dDRC, Ms. Longatang will perform the following responsibilities:

1. Perform the functions of the Document and Records Controller (DRC) within the Institute by:
 - a. issuing, maintaining, retrieving, and controlling controlled documents;
 - b. assigning of document numbers and other coding controls for documents 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 you, the University Document and Records Controller, and the alternate dDRC in all concerns related to document and records control.

Thank you very much for your favorable action.

Very truly yours,

ELIZA D. ESPINOSA
Director

Conformé:

KLEER JEANN G. LONGATANG
Instructor I

Endorsed by:

DENNIS P. PEQUE

Dean, College of Forestry and Environmental Science (CFES)

Recommending Approval:

EDITHA G. CAGASAN

Director for Quality Assurance

*c c: KJGLongatang
Director, ODQA
Dean, CFES
Head, RSPPRO
ITEEM-file*