



January 16, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of:

Name of the Appointee: **Jo Jane D. Atok**
Designated Position/s: **Alternate Document and Records Controller**
Date of Appointment: **January 16 – December 31 2022**

She shall perform the following duties and responsibilities;

1. Performs the function of the deputy Document and Records Controller (dDRC) within the unit 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 University DRC; c) coordinating with and informing relevant personnel on any changes, and d) ensuring the implementation of the control of records.
2. Ensures that there is good coordination between her, the University Document and Records Controller, and the Office dDRCs in all concerns related to documents and records control.
3. Assist the dDRC in the performance of her duties.

Moreover, 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,

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center

cc: *VP, Research, Extension & Innovation*
Office of the Director for Quality Assurance
Jo Jane D. Atok