



January 25, 2023

Dr. Edgardo E. Tulin
President
Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: **GRETCHEN MAE M. PRADO**
Designated Position/s: **Alternate-Deputy Document and Records Controller for
Department of Agronomy**
Date of Appointment: **January 19, 2023 -June 30, 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.
3. Assist the dDRC in the performance of her duties.

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,

RUTH O. ESCASINAS
Head, DA

Cc: *Ms. Pamela P. Oraño-ODQA*