



Vision:
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Mission:
A globally competitive university for science, technology, and environmental conservation.

ROBELYN T. PIAMONTE
Director, NARC

Very truly yours,

Thank you very much.

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

1. Perform the functions of the alternate Document and Records Controller (aDRC) within the unit he 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 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 her duties.

She shall perform the following duties and responsibilities;

Name of the Appointee:	Cielo F. Señara
Designated Position/s:	Alternate Document and Records Controller
Date of Appointment:	January 5, 2022 to December 31, 2022

I would like to recommend the designation of:

Dear Dr. Tulin,

DR. EDGARDO E. TULIN
President
Visayas State University

January 3, 2022



VISAYAS
STATE UNIVERSITY

