



January 22, 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University  
Visca, Baybay City, Leyte

*Thru:* **Dr. Rotacio S. Gravoso**  
Director for Quality Assurance

Dear **Dr. Tan:**

This is to recommend the designation of **Ms. Shaira B. Manapsal** as **Deputy Document and Records Controller (dDRC)** of the Institute of Tropical Ecology and Environmental Management (ITEEM), effective January 1, 2024, until December 31, 2024.

As dDRC, Ms. Manapsal 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,

**TEOFANES A. PATINDOL**  
Director

**Conformé:**

**SHAIRA B. MANAPSAL**  
Ag. Tech. I (Admin. Support Staff)

***Endorsed by:***

**RENEZITA S. COME**


Dean, College of Forestry and Environmental Science (CFES)

***Recommending Approval:***

**ROTACIO S. GRAVOSO**

Director for Quality Assurance

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



**Vision** : A globally competitive university for science, technology, and environmental conservation.  
**Mission** : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.