



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH  
AND DEVELOPMENT  
STUDIES**

January 13, 2025

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Baybay City, Leyte

**Dear Dr. Yepes,**

I would like to recommend the designation of

Name of the Appointee: Ernesto A. Gonzaga, Jr.  
Designated Position/s: Alternate Deputy Document and Records Controller for  
Institute for Strategic Research and Development Studies  
Date of Appointment: January 13, 2025 to December 31, 2025

He shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit he is assigned in the absence of the former by: a) issuing, maintaining, retrieving and controlling of controlled documents; b) assigning of document numbers and other coding controls for documents in coordination with the DRC; c) coordinating with and informing relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between him, the University Document and Records Controller, the Core Deputy Document and Records Controller, and the Deputy Document and Records Controllers (dDRC) in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

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

Thank you very much.



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