



**VISAYAS**  
STATE UNIVERSITY

## **ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE**

August 22, 2024

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

Dear **Dr. Yepes**,

I would like to recommend the designation of

Name of the Appointee:	Riclyn M. Argallon
Designated Position/s:	Deputy Document and Records Controller for Eco-FARMI
Date of Appointment:	August 5, 2024 to September 30, 2024


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.

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,

  
**JEROME O. ARRIBADO**  
Director, Eco-FARMI



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

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