

ROBELYN T. PIAMONTE
 Director, NARC

Very truly yours,

Thank you very much.

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

1. Perform the functions of the Document and Records Controller (DRC) within the Innovation Office: 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 alternate dDRC of the unit she is assigned, in all concerns related to document and records control.

She shall perform the following duties and responsibilities, to wit:

Name of the Appointee:	Maria Zaida A. Flores
Designated Position/s:	Deputy Document and Records Controller of the National Abaca Research Center
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