



3 January 2022

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Sir:

I would like to recommend the designation of **Ms. Graciana M. Espinosa** as Deputy Document and Records Controller (dDRC) for the Office of the Head of Records and Archives (OHRA) effective January 3, 2022 until December 31, 2022.

As dDRC, she shall perform the following duties and responsibilities, to wit:

1. Perform the functions of the Document and Records Controller (DRC) within the unit 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 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.

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

Thank you very much.

Very truly yours,


MARIA ROBERTA S. MIRAFIOR
Head, OHRA

Approved:

EDGARDO E. TULIN
President

cc: OP
Ms. Orano, UDRC
File