



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

January 23, 2025

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: January 2, 2025 to June 30, 2025

Name of the Appointee: Ma. Theresa A. Arcelo
Designated Position/s: Alternate Deputy Document and Records Controller for Eco-FARMI
Date of Appointment: January 2, 2025 to June 30, 2025


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
Head, Eco-FARMI



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