

February 27, 2024

**DR. DANIEL LESLIE S. TAN**  
OIC- President  
Visayas State University

Dear **Dr. Tan**,

I would like to recommend the designation of

Name of the Appointee: Frederick P. Babilonia III  
Designated Position/s: Deputy Document and Records Controller for GISSU  
Date of Appointment: January 1, 2024 – June 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,

**CELESTIAL A. MANIGO**  
Head, GISSU

**GEOGRAPHIC INFORMATION SYSTEM  
SERVICES UNIT**

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