



March 04, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of:

Name of the Appointee: **VALERIE C. VALENZONA**  
Designated Position: Alternate Document and Records Controller  
Date of Appointment: January 1, 2022 to December 31, 2022

She shall perform the following duties and responsibilities;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit she is assigned in the absence of the former 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 Office dDRCs in all concerns related to document and records control.
3. Assist the dDRC in the performance of her duties.

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,

  
**QUEEN EVER Y. ATUPAN**  
Head, Cash Office