



January 2, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Editha G. Cagasan**  
Director for Quality Assurance

Dear *Dr. Tulin*:

This is to recommend the designation of **Mr. Felix John T. Amestoso** as **Alternate Deputy Document and Records Controller (Alternate dDRC)** of the Institute of Tropical Ecology and Environmental Management (ITEEM), effective January 1, 2023, until December 31, 2023.

As Alternate dDRC, Mr. Amestoso will perform the following responsibilities:

1. Perform the functions of the Document and Records Controller (DRC) within the Institute by:
  - a. issuing, maintaining, retrieving, and controlling controlled documents;
  - b. assigning of document numbers and other coding controls for documents 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 you, the University Document and Records Controller, Core Deputy Document and Records Controller, and the dDRCs in all concerns related to document and records control;
3. Assist the dDRC in the performance of her duties.

Thank you very much for your favorable action.

Very truly yours,

**ELIZA D. ESPINOSA**  
Director

**Conformé:**

**FELIX JOHN T. AMESTOSO**  
Ag. Tech. I (Admin. Support Staff)

***Endorsed by:***

**DENNIS P. PEQUE**

Dean, College of Forestry and Environmental Science (CFES)

***Recommending Approval:***

**EDITHA G. CAGASAN**

Director for Quality Assurance

*c c: KJGLongatang  
Director, ODQA  
Dean, CFES  
Head, RSPPRO  
ITEEM-file*