



September 23, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of the ff:

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|------------------------|--|
| Name of the Appointee: | THELMA P. APAS |
| Designated Position/s: | Deputy Document and Records Controller for DoPAC |
| Date of Appointment: | January 2, 2022 – December 31, 2022 |
| Name of Appointee: | MARIA TERESITA D. MECAIRAN |
| Designated Position/s: | Alternate Deputy Document and Records Controller for DoPAC |
| Date of Appointment: | January 2, 2022 – December 31, 2022 |

They shall perform the following duties and responsibilities, to wit;

1. Perform the function of the deputy Document and Records Controller (dDRC) and alternate dDRC within the unit 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) coordinating with and informing relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between them, and the University Document and Records Controller, in all concerns related to documents and records control.

Moreover, they are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Thank you very much.

Very truly yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

cc: VP for Academic Affairs
Office of the Director for Quality Assurance
Thelma P. Apas
Maria Teresita D. Mecairan