



January 5, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: **Mr. Rafael Rosario A. Juntilla**
Designated Position/s: Deputy Document and Records Controller for Power Plant
& Electrical Services Unit
Date of Appointment: **January 3, 2023 to December 31, 2023**

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

1. Perform the functions of the Document and Records Controller (DRC) within the unit he is assigned by: a) issuing, maintaining, retrieving, and controlling of documents; b) assigning of document numbers and other coding controls for the 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, the University Document and Records Controller, and the alternate dDRC of the unit he is assigned, in all concerns related to document and records control.
3. Attend regular meetings called upon by the University DRC to monitor and/or assess the status of managing documented information.

Moreover, he is entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Thank you very much.

Very truly yours,

MARLON G. BURLAS

HEAD, PPES-PPO

