



February 6, 2023

DR. EDGARDO E. TULIN
President
Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: **Maria Zaida A. Flores**
Designated Position/s: **Alternate Document and Records Controller**
Date of Appointment: **January 3, 2023 to June 30, 2023**

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

1. Perform the functions of the Alternate Document and Records Controller (AdRC) within the unit she 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/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 his/her duties.

Moreover, he/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,

ROMEL B. ARMECIN
Director, NARC