



January 16, 2024

DR. DANIEL LESLIE S. TAN

OIC President

Visayas State University

Dear **Dr. Tan**,

I would like to recommend the designation of

Name of the Appointee: Ernesto A. Gonzaga Jr.
Designated Position/s: Alternate Deputy Document and Records Controller for
Institute for Strategic Research and Development Studies
Date of Appointment: January 2, 2024 to December 31, 2024

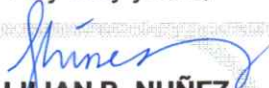
He shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) 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 documents 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 him, the University Document and Records Controller, and the dDRC of the unit he is assigned, in all concerns related to document and records control.

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

Thank you very much.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS

copy furnished:
ODQA