



January 20, 2023

**DR. EDGARDO E. TULIN**

President

Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: **Ms. Jen B. Posas**  
Designated Position/s: Deputy Document and Records Controller  
Date of Appointment: January 1, 2023 to June 30, 2023

She 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 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 her, the University Document and Records Controller, and the alternate dDRC of the unit she is assigned, in all concerns related to document and records control.

Moreover, 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