



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: www.vsu.edu.ph

January 3, 2022

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tulin,

I would like to recommend the designation of

Name of the Appointee:

Vanessa May B. Milan

Designated Position/s:

Deputy Document and Records Controller for Eco-FARMI

Date of Appointment:

January 1, 2022

Name of the Appointee:

Jonel H. Ababat

Designated Position/s:

Alternate Deputy Document and Records Controller for

Eco-FARMI

Date of Appointment:

January 1, 2022

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

- Perform the functions of the Document and Records Controller (DRC) within the unit he/she is assigned 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) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
- Ensure that there is good coordination between him/her, the University Document and Records Controller, and the alternate dDRC of the unit he/she is assigned, in all concerns related to document and records control.

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

Thank you very much.

Very truly yours,

OIC Director, Eco-FARMI



Vision:

Mission:

A globally competitive university for science, technology, and environmental

conservation.

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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