



September 15, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

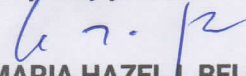
**Dear Dr. Tulin:**

This is to recommend the appointment of **Ms. Zyra May H. Centino** of the Department of Economics as **Alternate Deputy Document and Records Controller (Alternate dDRC)** effective September 15, 2022 to December 31, 2022.

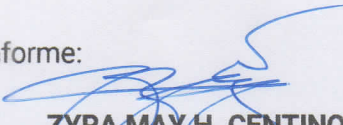
As a Alternate dDRC, Ms. Centino is expected to perform the following duties and responsibilities:

1. Issuing, maintaining, retrieving and controlling controlled documents;
2. Assigning of document numbers and other coding controls for document in coordination with the DRC;
3. Coordinate with and inform relevant personnel on any changes;
4. Ensure the implementation of the control of records.
5. Coordinate with the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controller in all concerns related to document and records control.
6. Assist the dDRC in the performance of his duties.

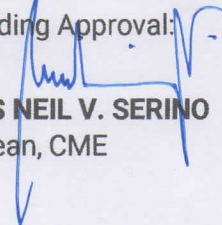
Very truly yours,

  
**MARIA HAZEL I. BELLEZAS**  
Head, DoEcon

Conforme:

  
**ZYRA MAY H. CENTINO**  
Alternate dDRC

Recommending Approval:

  
**MOISES NEIL V. SERINO**  
Dean, CME

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President