

DEPARTMENT OF ECONOMICS

College of Management and Economics Visayas State University Visca, Baybay City, Leyte PHILIPPINES

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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;
- Assigning of document numbers and other coding controls for document in coordination with the DRC;
- Coordinate with and inform relevant personnel on any changes;
- 4. Ensure the implementation of the control of records.
- 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

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

EDGARDO E. TULIN

President



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.

Page 1 of 1 FM-VSU-03 v0 05-04-2020

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