



Office of the Director

08 February 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

This is to recommend the renewal of appointment of **Mr. Ryan C. Rebucas** as Alternate Deputy Documents and Records Controller (dDRC) of the Renewable Energy Research Center (RERC) effective January 1, 2022 to December 31, 2022.

As Alternate Deputy Documents and Records Controller (dDRC) he is expected to:

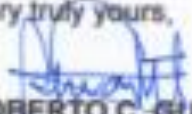
1. Perform the functions of the Document and Records Controller (DRC) within the Center by: a) issuing, maintaining, retrieving, and controlling controlled documents; b) assigning of document numbers and other coding controls for the document in coordination with the University DRC; c) coordinating with 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 dDRC, DRC, and alternate dDRC in all concerns related to document and records control.
3. Assist the dDRC in the performance of his duties.

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

The effectivity of the appointment shall be subject to the validity of his Contract of Service and shall be automatically be effective upon renewal of contract within the period stipulated above.

Attached herewith are Mr. **Rebucas's** appointment as Alternate dDRC under the Offices of the Vice President for Academic Affairs (OVPAA) dated 04 January 2021, appointment as Alternate dDRC under the Offices of the Vice President for Research, Extension and Innovation (OVPREI) dated 04 January 2021, and Contract of Service for January-June 2022.

Very truly yours,


ROBERTO C. GUARTE
Director, RERC

