



February 14, 2022

DR. EDITHA G. CAGASAN
Director for Quality Assurance
Visayas State University
Visca, Baybay City, Leyte
6521

Dear **Dr. Cagasan**:

Greetings!

On behalf of the Department of Physics (DPHys), I would like to recommend Ms. Perlle A. Gucela as our Deputy Document Records Controller (dDRC). In addition, I am recommending Mr. Hermie G. Mazo as the alternate dDRC of the Department of Physics.

As for the effectivity of their service as Job Order (JO) workers of the department, their contract takes effect on January 1, 2022, until June 30, 2022.

Thank you very much.

Very truly yours,


REV RHIZZA L. AURE
Head, *Department of Physics*

Noted:

MA. THERESA P. LORETO
Dean, CAS