



February 2, 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

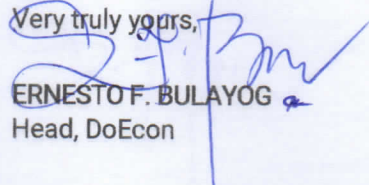
Dear Dr. Tulin:

This is to recommend the appointment of **Mr. Carlito O. Suganob** of the Department of Economics as **Deputy Document and Records Controller** effective January 3, 2023 to December 31, 2023.


As a dDRC, Mr. Suganob 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 college 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. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing document information.

Very truly yours,


ERNESTOF F. BULAYOG
Head, DoEcon

Conforme:


CARLITO O. SUGANOB
dDRC/Admin. Aide VI

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President