



February 10, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee:	MERLIN R. LEBANTE
Designated Position/s:	Deputy Document and Records Controller for RCCRDC
Date of Appointment:	January 3 – June 30, 2022

He/ She shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit he/she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between him/her, the University Document and Records Controller, and the alternate dDRC of the unit he/she is assigned, in all concerns related to document and records control.

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

Thank you very much.

Very truly yours,

EDUARDO O. MANGAOANG

Regional Climate Change Research and Development Center (RCCRDC)