



February 22, 2022

**MARIA JULIET C. CENIZA, PhD**

Vice President for Research, Extension and Innovation

Visayas State University

Baybay City, Leyte


Dear **Dr. Ceniza**,

Greetings!

This is with reference to the need for one Deputy Document and Records Controller (DDRC) with a regular position to be assigned at the GIS Services Unit as a requirement for ISO compliance. As of present, the GIS Services unit has a DDRC who is hired on Job Order basis thus any skills acquired/developed will be easily lost whenever he will transfer to another agency or find another job in other private organizations. Hence, may I therefore request assistance from your good office to help us look for an open regular administrative position to be assigned as DDRC for GIS Services Unit such that anybody who is qualified for the position including my existing staff can apply.

Thank you very much and hoping for your affirmative reply on this request.

Very truly yours,

  
**PASTOR P. GARCIA, PhD**  
Head, GISSU