



January 27, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of **Ms. Leilani M. Valdevieso** as Alternate Deputy Document and Records Controller of the Department of Food Science and Technology effective January 3, 2022.

As alternate dDRC, **Ms. Valdevieso** shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit she is assigned in the absence of the former 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 her, the University Document and Records Controller, and the department's dDRC in all concerns related to document and records control.
3. Performs other functions as assigned by the department head.

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

Thank you very much.

Very truly yours,

  
**LORINA A. GALVEZ**  
Department Head