



**VISAYAS**  
STATE UNIVERSITY

**EXTENSION**  
OFFICE

January 15, 2025

**DR. PROSE IVY G. YEPES**

President

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Dr. Yepes**,

I would like to recommend the designation of

Name of the Appointee:	MARIANNE JOYCE DE CAIMAN-GALLEG0
Designation of Appointment:	Deputy Document and Records Controller
Date of Appointment:	January 15, 2025 to June 30, 2025
Name of the Appointee:	CHONA T. LISTON
Designation of Appointment:	Alternate Deputy Document and Records Controller
Date of Appointment:	January 15, 2025 to June 30, 2025

She shall perform the following duties and responsibilities:

1. Perform the function of the Document and Records Controller (DRC) within the unit she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning document numbers and other coding control 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, in all concerns related to document and records control.


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,

  
**CATHERINE C. ARRADAZA**  
Director, Extension Office

Recommending Approval By:

  
**SANTIAGO T. PEÑA JR.**  
Vice President for Research, Extension and, Innovation

cc: ODQA

**EXTENSION OFFICE**

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Page 1 of 1  
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