



January 31, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of

Name of the Appointee: **JESSICA L. CONSTANTINO**
Designated Position/s: Deputy Document and Records Controller for Department of
Soil Science
Date of Appointment: January 23 – March 31, 2023

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

1. Perform the functions of the Document and Records Controller (DRC) within the unit 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. Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed.
3. 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.
4. Attend regular meeting called upon by the University DRC to monitor and/or assess status of managing documented information.

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,

SUZETTE B. LINA

Head, DSS

Cc: Ms. Pamela P. Oraño - ODQA



January 31, 2023

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of

Name of the Appointee: **ANGELICA C. ASOY**
Designated Position/s: **Alternate-Deputy Document and Records Controller for
Department of Soil Science**
Date of Appointment: **January 3 – December 31, 2023**

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.
3. Assist the dDRC in the performance of her duties.

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,

SUZETTE B. LINA
Head, DSS

Cc: Ms. Pamela P. Oraño - ODQA