



January 14, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of:

Name of the Appointee: DOREEN B. ALBA
Designated Position/s: Deputy Document and Records Controller for SPMO
Date of Appointment: January 17, 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 she is assigned by: a) issuing, maintaining, retrieving, and controlling of documents; b) assigning document numbers and other coding controls for the 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 alternate dDRC of the unit she is assigned, in all document and records control concerns.

Moreover, he/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,


ALICIA M. FLORES
Head, SPMO