



**VISAYAS**  
STATE UNIVERSITY

## **GEOGRAPHIC INFORMATION SYSTEM SERVICES UNIT**

July 1, 2023

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: Frederick P. Babilonia III  
Designated Position/s: Deputy Document and Records Controller (dDRC) for GISSU  
Date of Appointment: July 1, 2023 – December 31, 2023

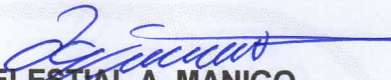
He/ She shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit 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.

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

Thank you very much.

Very truly yours,

  
**CELESTIAL A. MANIGO**  
HEAD, GISSU

**ECOLOGICAL FARM RESOURCES AND  
MANAGEMENT INSTITUTE**

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