



Office of the President
COMMISSION ON HIGHER EDUCATION
REGIONAL OFFICE VIII

CERTIFICATE OF APPEARANCE

This is to certify that JUNARD C. SUCELA of
YOSHIAS STATE UNIVERSITY attended the **Seminar and General Assembly**
of the Philippine Association of Practitioners of Student Affairs and Services, Inc. (PAPSAS)
Region VIII Chapter on April 10, 2018 at Saint Paul School of Professional Studies.


MARCELO M. UY
Chief Administrative Officer



VISAYAS
STATE UNIVERSITY

presents this

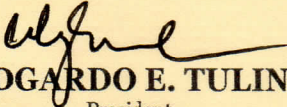
CERTIFICATE OF PARTICIPATION

to

JUNARD C. GUCELA

for actively participating in the **"Orientation Workshop Among JO Clerks & Laboratory Technicians"**
held on January 15, 2019 at the 1st Floor CCE Bldg, VSU.

Given this 15th day of January 2019 at the Visayas State University, Visca, Baybay City, Leyte.


EDGARDO E. TULIN
President



VISAYAS
STATE UNIVERSITY

presents this

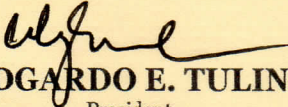
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Given this 15th day of January 2019 at the Visayas State University, Visca, Baybay City, Leyte.


EDGARDO E. TULIN
President

CERTIFICATE OF ATTENDANCE

is hereby presented to

JUNARD C. GUCELA

*for having attended the ISO 9001:2015 Awareness/Re-awareness
Webinar conducted on November 27, 2020*

*Given this 27th day of November 2020, at the
Visayas State University, Visca, Baybay City, Leyte*


ELVIRA E. ONGY

Certified Lead Auditor for ISO 9001:2015
Certificate Registration No.: Q80/PHT/44/01


EDGARDO E. TULIN

President



VISAYAS
STATE UNIVERSITY





DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)

present this

CERTIFICATE OF PARTICIPATION

to

JUNARD C. GUCELA

for having participated in the
webinar entitled "**Control Your Records before They Control You:
The Basics of Records Management and Records Control**"

Given this 27th day of January 2021 via Zoom.



RICHARD P. BURGOS

DIRECTOR, DOST-STII



01 July 2020

MEMORANDUM NO. 379
Series of 2020

T O: Mr. Junard C. Gucela - Office of the Dean of Student
Ms. Geraldine T. Baro - Office of the Chief Librarian

R E: Designation as Alternate Deputy Document and Records Controllers under the
Office of the Vice President for Student Affairs and Services (OVPSAS)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controllers (dDRCs)** of your respective offices/units under the Office Vice President for Student Affairs and Services effective July 01, 2020 to December 31, 2020. As such you are to exercise the following functions:

1. Perform the functions of the Document and Records Controller (DRC) within the unit you are assigned by: a) issuing, maintaining, retrieving and controlling controlled 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 you and the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.

EDGARDO E. TULIN
President



04 January 2021

MEMORANDUM NO. 25
Series of 2021

T O: **Mr. Junard C. Gucela** - Office of the Dean of Student
Ms. Crisilda Marie Roble - Office of the Chief Librarian

R E: **Designation as Alternate Deputy Document and Records Controllers under the Office of the Vice President for Student Affairs and Services (OVPSAS)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controllers (dDRCs)** of your respective offices/units under the Office Vice President for Student Affairs and Services effective January 04, 2021 to December 31, 2021. As such you are to exercise the following functions:

1. Perform the functions of the Document and Records Controller (DRC) within the unit you are assigned by: a) issuing, maintaining, retrieving and controlling controlled 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 you and the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.

EDGARDO E. TULIN
President