



January 03, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: Ms. Meriam M. Luna
Designated Position/s: Deputy Document and Records Controller for Office
of the Dean of Students (ODS)
Date of Appointment: January 3, 2022 to June 30, 2022

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. 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 concerns related to document and records control.

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

Thank you very much.

Very truly yours,

MANOLO B. LORETO, JR.
Dean of Students



January 03, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of:

Name of the Appointee: Mr. Junard C. Gucela
Designated Position/s: Alternate Document and Records Controller for
Office of the Dean of Students (ODS)
Date of Appointment: January 3, 2022 to June 30, 2022

He shall perform the following duties and responsibilities;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he is assigned in the absence of the former 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, the University Document and Records Controller, and the Office dDRCs in all concerns related to document and records control.
3. Assist the dDRC in the performance of his duties.

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

Thank you very much.

Very truly yours,

MANOLO B. LORETO, JR.
Dean of Students





January 03, 2022

DR. EDGARDO E. TULIN
President
Visayas State University

Dear Dr. Tulin,

I would like to recommend the designation of

Name of the Appointee: Mr. Marlon V. Dampios
Designated Position/s: Deputy Document and Records Controller for NSTPO
Date of Appointment: January 3, 2022 to June 30, 2022

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

1. Perform the functions of the Document and Records Controller (DRC) within the unit he 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, the University Document and Records Controller, and the alternate dDRC of the unit he is assigned, in all concerns related to document and records control.

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

Thank you very much.

Very truly yours,

MANOLO B. LORETO, JR.
Head, National Service Training Program Office