



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE
DRIVER'S LICENSE





2022/01/20

[Signature]
Signature of Licensee

Last Name, First Name, Middle Name
ALKUINO, JOVELYN NAVALES

Nationality	Sex	Date of Birth	Weight (kg)	Height(m)
PHL	F	1985/02/27	52	1.55

Address
SITIO SAN ISIDRO, BRGY. KILIM, BAYBAY CITY, LEYTE

License No.	Expiration Date	Agency Code
H12-17-003713	2032/02/27	H12

Blood Type	Eyes Color
O+	BLACK

DL Codes	Conditions
A, A1	NONE

[Signature]
EDGAR C. GALVANTE
Assistant Secretary



17 January 2024

MEMORANDUM NO. 107

Series of 2024

T O: Ms. Jovelyn N. Alkuino - Dept. of Animal Science

R E: Designation as Alternate Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controller (adDRC)** of your respective office/unit effective January 23, 2024 until June 30, 2024 or until such time that a new dDRC shall have been appointed. 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 in the absence of the former 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.


DANIEL LESLIE S. TAN
OIC-President

cc: QAC
Records
File