



5 September 2023

MEMORANDUM NO. 857
Series of 2023

T O: Mr. Juanito M. Rivera - DAEx

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 July 1, 2023 until December 31, 2023 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.
4. Riso exams, syllabi, handouts, course outlines and other materials.
5. Deliver and follow-up documents to concerned faculty/staff.
6. Maintain cleanliness and orderliness of the office and reception area and perform messengerial jobs.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: ODQA
Records
File