



12 August 2022

MEMORANDUM NO. 621
Series of 2022

T O: Mr. Juanito M. Rivera - DAEEx

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 (Alternate dDRC)** of your respective office/unit effective July 1, 2022 until December 31, 2022. As such you are to exercise the following functions:

1. Riso exams, syllabi, handouts, course outlines and other materials;
2. Deliver documents to concerned faculty/staff;
3. Maintains cleanliness and orderliness of the office and reception area and performs messengerial jobs;
4. Deliver and follow-up documents;
5. Do other task as assigned by the Dept. Head and Faculty performs the functions of the Alternate Document and Records Controller;
6. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.


EDGARDO E. TULIN
President