

OFFICE OF THE PRESIDENT

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12 August 2022

MEMORANDUM NO. 621 Series of 2022

T 0:

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;
- 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