



7 February 2023

**MEMORANDUM NO.** 308  
Series of 2023

**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 January 1, 2023, until June 30, 2023 or until such time that a new alternate dDRC shall have been appointed. 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. Maintain 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 department head and faculty.
6. Perform the functions of the alternate dDRC.
7. Assist dDRC in the performance of his/her duties.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *oic 2/7/23*

cc: ODQA  
Records  
File