



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



copy for: Records

5 January 2024

MEMORANDUM NO. 34
Series of 2024

T O: Ms. Sheila Marie C. Lemos - Quality Management Office

R E: Designation as Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of Quality Management Office effective January 5, 2024 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 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, the University Document and Records Controller and the alternate dDRC in all concerns related to document and records control.

DANIEL LESLIE S. TAN.
OIC-President

cc: QAC
Records
File

OFFICE OF THE PRESIDENT

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