



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 624
Series of 2024

TO: Engr. John Christian L. Gaviola
Department of Civil Engineering

RE: Designation as Alternate Deputy Document and Records Controller

FROM: DR. PROSE IVY G. YEPES
University President

DATE: July 26, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Department Head, you are hereby designated as **Alternate Deputy Document and Records Controller (adDRC)** of your respective office/unit effective August 1, 2024 until December 31, 2024 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.

Please be guided accordingly.

cc: QAC
Records
File