



5 September 2022

**MEMORANDUM CIRCULAR NO. 96**  
Series of 2022


**T O: VPs, Deans, Department/Unit Heads, Center Directors**

**R E: Orientation and Re-orientation of Duties and Responsibilities & Cascading of Document and Records Control Documented Information**

In preparation for our 4th Internal Quality Audit, the University Document and Records Controller will conduct an **"Orientation/Re-orientation of Duties and Responsibilities as dDRCs and alternate dDCRs and Cascading of Document and Records Control Documented Information"**. In this connection, please allow your assigned dDRC and alternate dDRC to attend the said activity on **September 7, 2022, face to face at the 1<sup>st</sup> floor, CCE Building, VSU, Baybay City, Leyte**. The activity is scheduled as follows:

Schedule Time	Office/Units
8:30 AM - 12:00 NN	Colleges, Academic departments and offices/ units under OVPAA
1:30 PM - 5:00 PM	All units/ offices under OP, OVPRGAS, OVPAF, OVPSAS, OVPREI

Please be guided accordingly and thank you for your commitment and continued support for the continual improvement of our QMS.

  
**EDGARDO E. TULIN**  
President