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MEMORANDUM NO. 958
Series of 2024

TO: **Ms. Aniceta M. Lumacad**
Graduate School

RE: **Designation as Alternate Deputy Document and Records Controller**

FROM: **DR. PROSE IVY G. YEPES**
University President

For and on behalf of the University President:

DR. ELWIN JAY V. YU
Vice President for Administration and Finance

DATE: **December 6, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Head, you are hereby designated as **Alternate Deputy Document and Records Controller (adDRC)** of your respective office/unit effective January 2, 2025 until December 31, 2025 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 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.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.

cc: QAC
Records
File