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STATE UNIVERSITY

**OFFICE OF THE  
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**MEMORANDUM NO. 822**  
Series of 2024

**TO: Ms. Sheillo G. Catorce**  
Department of Business and Management

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

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

**DATE: September 25, 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 **Deputy Document and Records Controller (dDRC)** of your respective offices/units effective July 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 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.

Please be guided accordingly.

cc: QAC  
Records  
File

**OFFICE OF THE PRESIDENT**

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**FM-00P-01**  
V05 06-06-2024  
No. 24-822