



2 January 2024

**MEMORANDUM NO.** 27  
Series of 2024

**T O:** Mr. Marvin Lao - Motor Pool Services Unit

**R E:** Designation as Alternate Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controller (adDRC)** of your respective office/unit effective January 2, 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.

**DANIEL LESLIE S. TAN**  
Officer-In-Charge

cc: ODQA  
Records  
File