



18 July 2022

MEMORANDUM NO. 586
Series of 2022

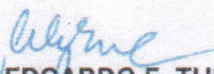
T O: Mr. Reyvin N. Sabanal - CME

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 (Alternate dDRC)** of your respective office/unit effective July 1, 2022 until December 31, 2022. As such you are to exercise the following functions:

1. Review, issue, maintain, retrieve and control controlled documents;
2. Assign document numbers and other coding controls for documents in coordination with the dDRC;
3. Coordinate with and inform relevant personnel on any changes;
4. Ensure the implementation of the control of records;
5. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.


EDGARDO E. TULIN
President