



26 January 2024


**MEMORANDUM NO.** 120  
Series of 2024

**T O:** Ms. Almera D. Circulado - Office of the Vice President for  
Administration and Finance

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

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective offices/units effective January 12, 2024 until June 30, 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.

  
**DANIEL LESLIE S. TAN**  
OIC-President

cc: QAC  
Records  
File