



VISAYAS
STATE UNIVERSITY


CERTIFICATE OF ATTENDANCE

is hereby presented to

ROLDAN E. OMALAY

*for having attended the ISO 9001:2015 Awareness/Re-awareness
Webinar conducted on September 13, 2021*

*Given this 13th day of September 2021, at the
Visayas State University, Visca, Baybay City, Leyte*


EDGARDO E. TULIN
President





24 May 2021

MEMORANDUM NO. 457

Series of 2021

T O: Mr. Roldan E. Omalay - Office of the Head of the Continuing Professional Development and Education (CPDE)

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 in the effective June 1, 2021 until December 31, 2021. 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 dDRCs in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President



10 February 2022

MEMORANDUM NO. 101
Series of 2022

T O: **Mr. Roldan E. Omalay** - Office of the Head of the Continuing Professional Development and Education

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 office/unit effective February 7, 2022 until December 31, 2022 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.


EDGARDO E. TULIN
President