



10 February 2022

MEMORANDUM NO. 98
Series of 2022

T O: **Ms. Jansel Joi C. Villas** - Office of the Vice President for Planning,
Resource Generation and Auxiliary Services
Mr. Adriel Efraim V. Cunanan - Office of the Director for Planning and
Infrastructure Project Development and Monitoring
Ms. Jerlyn M. Donayre - Office of the Head for Planning
Ms. Dalisay F. Andres - Office of the Risk Manager
Mr. Marvin B. Bandalan - Office of the Director for Resource Generation
and Auxiliary Services
- Office of the Head for Income Generating Projects

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

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controllers (dDRCs)** of your respective office/unit effective January 3, 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