



26 January 2024

MEMORANDUM NO. 89
Series of 2024

T O: Ms. Susana B. Miñoza

R E: Designation as ISO University Document and Records Controller (DRC)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **ISO University Document and Records Controller** effective February 1, 2024 until June 30, 2024 or unless sooner revoked or terminated by higher authorities.

As UDRC, you are directed to do the following functions:

1. Assist the Quality Management Representative in the creation and revision of ISO-documented information.
2. Issue, maintain, retrieve, and control all controlled documents.
3. Assign document numbers and other coding controls for all ISO-documented information.
4. Coordinate and inform relevant personnel on any changes of the documents.
5. Ensure the implementation of records control.

Please be guided accordingly.


DANIEL LESLIE S. TAN
OIC-President *enc 1/26/24*

cc: OVPAA
OVPAF
OVPREI
OVPSAS
OVPPRGAS
QAC
Records
File