



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT

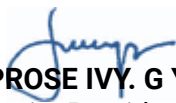


MEMORANDUM NO. 1071

Series of 2024

TO: **Ms. Maria Roberta S. Miraflor**

RE: **Designation as Head, Records Management and Archives**

FROM: **DR. PROSE IVY. G YEPES**

University President

DATE: **December 27, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, and as per recommendation by the Office of the Vice President for Administration and Finance, you are hereby designated as **Head, Records Management and Archives**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

1. Lead the development and implementation of efficient records management policies and procedures to ensure the accurate creation, maintenance, and disposal of university records.
2. Supervise the appraisal, acquisition, organization, preservation, and accessibility of archival materials that document the university's history and activities.
3. Ensure that all records management and archival practices comply with relevant laws, regulations, and university policies, safeguarding the security and integrity of records.
4. Establish and maintain records retention and disposition schedules, ensuring timely disposal of non-permanent records and preservation of permanent records.
5. Ensure that records and archives are accessible to authorized personnel, balancing the need for access with confidentiality and privacy considerations.
6. Oversee the adoption of digital records management systems and the digitization of archival materials to enhance accessibility and preservation.

Anent to this, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This designation will take effect on **January 2, 2025 until December 31, 2025** or unless sooner revoked.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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