



6 July 2022

**MEMORANDUM NO.** 546  
Series of 2022


**T O:** **Ms. Luvilla G. Alcober** - Office of the Director for Human Resource Management  
**Ms. Carren Mae B. Vilbar** - Office of the Head for Recruitment, Selection, Placement and Personnel Records  
**Ms. Emelita S. Pausanos** - Office of the Head for Performance Management and Rewards & Recognition  
**Ms. Ma. Fe L. Gayanilo** - Office of the Head for Learning and Development & Human Resource Accreditation  
**Mr. Florante G. Didal** - Office of the Head for Payroll and Leave Benefits

**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 1, 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) assign of document numbers and other coding controls for the 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