



14 September 2022

MEMORANDUM NO. 678
Series of 2022


T O: Mr. Victorino M. Lamo - Department of Animal Science

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 September 15, 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. Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed.
3. Ensures 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.
4. Attend regular meeting called upon by the UDRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.


EDGARDO E. TULIN
President *oic alishw*