



23 August 2019

MEMORANDUM NO. 324

Series of 2019

- T O:** Engr. Ramil B. Vinculado, Jr.
Ms. Ma. Roberta S. Miraflor
- Mr. Rolando I. Oracion
Ms. Pamela H. Urdaneta
Engr. Glenda Loraine S. Sobrio
Ms. Josefina M. Larrosa
Ms. Shirley T. Nayre
- Ms. Donna C. Cuyno
Ms. Eunice Kenée L. Serioño
Mr. Lindon Fernandez
- Ms. Sheillo G. Catorce
Ms. Arsenia Posas
Engr. Triana F. Soroño
- Ms. Jesibel L. Muertigue
Ms. Geraldine T. Baro
Ms. Maria Fe A. Baslan
Engr. Charlindo S. Torrion
Ms. Elizabeth T. Mamasig
- Ms. Hermie G. Mazo
Mr. Carlito V. Sanchez
Ms. Marilou Sta. Iglesia
- Dept. of Civil Engineering
 - Office of the Vice President for Administration and Finance
 - College of Agriculture & Food Science
 - National Coconut Research Center – V
 - Dept. of Geodetic Engineering
 - Office of the President
 - Office of the Vice President for Research and Extension
 - Department of Statistics
 - Department of Biological Science
 - Supply, Procurement and Property Management Office
 - Department of Business Management
 - ViCARP
 - Department of Agricultural and Bio-systems Engineering
 - Department of Forestry
 - University Library
 - Accounting Office
 - Department of Meteorology
 - Department of Computer Science and Technology
 - Department of Math and Physics
 - Department of Animal Science
 - OVPRE

R E: Designation as Alternate Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated ISO Alternate Deputy Document and Records Controller. As such, you are to exercise the following functions in the absence of the Deputy Document and Records Controller in your respective offices:

1. Perform the functions of the Document and Records Controller (DRC) within the unit you are assigned by a) issuing, maintaining, retrieving and controlling of the controlled documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate and inform relevant personnel on any changes; and d) ensuring the implementation of control of records.

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

2. Ensure that there is good coordination between you and the DRC in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: All Department/Center/Office Concerned
QAC
Records
File

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.
