



7 February 2023

**MEMORANDUM NO.** 305  
Series of 2023

**T O:** Ms. Shara Mae S. Castones - Office of the Chief Legal Officer

**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 January 3, 2023 until June 30, 2023 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) assigning of document numbers and other coding controls for 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 *oic 2/7/23*

cc: ODQA  
Records  
File