



3 April 2019

MEMORANDUM NO. 181

Series of 2019



T O: All Concerned

OP	Office of the President	Les Andre Pamaos
ASHU	Anti-Sexual Harassment Unit	Letty Jean Lor
IASO	Internal Audit Service Office	Arlin B. Flandez
	Information Office	Sheila Marie C. Lemos
OVRGEA	Office of the Vice President for Planning, Resource Generation and External Affairs	Bernardita P. Bibera
IGPO	Income Generating Project Office	Marvin B. Bandalan
OVPAF	Office of the Vice President for Administration and Finance	Ma. Roberta S. Miraflor
BAC	Bids and Awards Committee	Jessamine C. Ecleo
Cash	Cash Division	Valerie Circulado
Accounting	Accounting Office	Valerie Y. Vergis
ODABRD	Office of the Director for Administration and Human Resource Development	Ma. Fe L. Gayanilo
PRPEO	Personnel Records and Performance Evaluation Office	Merle N. Gravador
Records	Records Office	Graciana M. Espinosa
BUDGET	Budget Office	Mona Nena Geraldo
Infirmery	Infirmery	Ma. Liza Tulin
ODF	Office of the Director for Finance	Jocelyn T. Co
SPPMO	SPPMO (Procurement)	Doreen B. Alba
SPPMO	SPPMO (Property)	Lovely G. Terol
OVPRE	Office of the Vice President for Research and Extension	Fe Remedios L. Diaz
	Extension Office	Maria Fatima B. Estrosas
VICARP	VICARP	Arsenia M. Posas
OVPI	Office of the Vice President for Instruction	Erlinda S. Valenzona
CAFS	College of Agriculture and Food Science	Remenita J. Solis
DA	Agronomy	Rodireck Unajan
DAEE	Agricultural Education and Extension	Janet Pasa
DAS	Animal Science	Retchil Aragon
DDC	Development Communication	Jesse Tulin
DFST	Food Science and Technology	Pearl P. Vistal



DOH	Horticulture	Albert M. Vergis
DPBG	Plant Breeding and Genetics	Marissa Orobillo
DPM	Pest Management	Sheryl Suyom
DSS	Soil Science	Joserose B. Capricho
CAS	College of Arts and Sciences	Thelma P. Apas
DBS	Biological Sciences	Cheryl-LanTumulak
DBT	Biotechnology	Genalyn Apas
DLABS	Liberal Arts and Behavioral Sciences	Gilda P. Nayre
DMP	Math and Physics	Arlene A. Guinipaan
DOS	Statistics	Monna E. Bengalan
DoPAC	Pure and Applied Chemistry	Yhena P. Lazona
CE	College of Engineering	Michelle A. Borleo
DAE	Agricultural Engineering	Joyce B. Maurello
DCE	Civil Engineering	Dahlia R. Arpoceple
DGE	Geodetic Engineering	Haide Cueva
DME	Mechanical Engineering	Antonette S. Cruz
DCST	Computer Science and Technology	Rafael B. Vergara
DM	Meteorology	Lorna B. Abamo
RERC		Susana B. Miñoza
CoEd	College of Education	Marilyn A. Orquilla
DTE	Teacher Education	Julie Ann Orias
IHK	Institute of Human Kinetics	Sheena Eunice B. Tabudlong
LHS	Laboratory High School	Guada Marie Amihan
SHSU	Senior High School	Allen Brian Conde
CFES	College of Forestry and Environmental Science	Angelica P. Baldos.
DFS	Forest Science	Angelica P. Baldos.
ITEEM	Institute of Tropical Ecology/Environmental Management	Angelita B. Orias
CME	College of Management and Economics	
DBM	Business and Management	Julia. A. Tabinas
DOE	Economics	Carlito O. Suganob
DCHM	Consumer/Hospitality Management	Michael D. Dag-uman
ISRDS	Institute of Social Research and Dev't Studies	Ernesto A. Gonzaga, Jr.
CON	College of Nursing	Kean Agravante
CVM	College of Veterinary Medicine	Carl Leonard Pradera
OGS	Graduate School	Winefreda T. Oclinaria
OLPO	Online Program Office	Me-An D. Villas
MMDC	Multi-Media Development Center	Windy O. Tuyan
OUR	University Registrar	Norma O. Villas



OUL	University Library	Mariel E. Lacambra
QAC	Quality Assurance Center	Raul Anthony Valenzona
USSO	Students Services	Meriam M. Luna
GSD	General Services Office	Charlie Mark Cutamora

R E: Designation as ISO Deputy Document and Records Controller (dDRC)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated ISO Deputy Document and Records Controllers (dDRC) of your respective units/offices. 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 control 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) ensuing the implementation of control of records.
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