



Copy for: Records

5 July 2022

**MEMORANDUM NO.** 549  
Series of 2022

**T O:** Ms. Brenda Me P. Valenzona - DBS

**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 July 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**  
for President *Hutuv*