

**MEMORANDUM NO. 713**  
Series of 2024

TO:           **Ms. Susana B. Miñoza**           - **University Document and Records Controller**  
              **Ms. Les Andre B. Pamaos**   - **OP**  
              **Ms. Nelsie F. Mondal**       - **OVPAA**  
              **Ms. Rosela T. Batistil**      - **OVPAF**  
              **Ms. Sheila Marie Lemos**   - **OVPAS**  
              **Ms. Caroline Anduyan**   - **OVPREI**  
              **Ms. Fatima E. Chavez**     - **OVPPRGAS/ACRO**  
              **Ms. Remenita J. Solis**     - **CAFS**  
              **Ms. Clarissa I. Visca**      - **CAS**  
              **Ms. Michelle A. Borleo**   - **CET**  
              **Ms. Jesibel L. Muertigue** - **CFES**  
              **Ms. Geecel F. Galvez**     - **CME**  
              **Ms. Guada Fe D. Amihan**   - **CoN**  
              **Ms. Jonna Grace Degenion** - **CVM**  
              **Mr. Rubio Timkang**         - **CoEd**  
              **Ms. Maricar B. Posas**      - **Graduate School**  
              **Ms. Jannet Leslie Evelyn S. Codog** - **University Registrar**  
              **Ms. Jansel Joi C. Villas**    - **University Library Commons**  
              **Ms. Daisy E. Pantorilla**    - **QAC**

RE:           **Designation as Core Deputy Document and Records Controllers**

FROM:       **DR. PROSE IVY. G YEPES**  
              University President

DATE:       **August 22, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as members of the core of **Deputy Document and Records Controllers (cdDRC)** effective immediately to December 31, 2024. 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) reviewing 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. 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. Ensure that there is good coordination between you and the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.
4. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.