



7 February 2023

MEMORANDUM NO. 307
Series of 2023

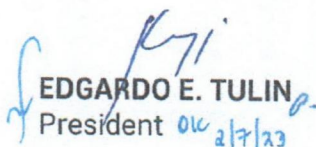
T O: Ms. Aira M. Oraño - DAEEx

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 1, 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. Prepare all financial and personnel document (e.g. reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, application for leave, communication letter/request letter etc.);
2. Record documents for delivery, receive and forward documents to concerned faculty/staff;
3. Entertain visitors and students and facilitate request for services;
4. Photocopy, encode, scan and print important documents/photos;
5. Perform other tasks assigned by the department head and faculty;
6. 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;
7. 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 *oc 2/7/23*

cc: ODQA
Records
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