



1 September 2022

MEMORANDUM NO. 650
Series of 2022

T O: Mr. Jemuel A. Ocañada - OUDRRM

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, 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. Prepares 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. Records documents for delivery, received and forward documents to concerned faculty/staff;
3. Entertains visitors and students and facilitates their request for services;
4. Photocopies, encodes, scans and prints important documents/photos;
5. Performs other tasks assigned by the department head and faculty;
6. Performs the functions of the dDRC: a) issuing, maintaining, retrieving and controlling controlled documents; b) assigning 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; and
7. Ensures that there is good coordination between the University DRC and the alternate dDRC in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President