



04 January 2021

**MEMORANDUM NO.** 28

Series of 2021

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| <b>T</b> | <b>O:</b> | <p>Ms. Norma O. Villas - Office of the University Registrar</p> <p>Ms. Gretchen Mae M. Prado - Department of Agronomy</p> <p>Ms. Angelica C. Asoy - Department of Soil Science</p> <p>Mr. Juneil Bagarinao - Department of Pest Management</p> <p>Mr. Policarpo C. Gumba, Jr. - Department of Animal Science</p> <p>Ms. Julien R. Derooy - Department of Plant Breeding &amp; Genetics</p> <p>Ms. Reena Mae Caintic - Department of Horticulture</p> <p>Ms. Leilani M. Valdevieso - Department of Food Science and Technology</p> <p>Mr. Juanito M. Rivera Jr. - Department of Agricultural Education and Extension</p> <p>Dr. Norberto E. Milla - Department of Statistics</p> <p>Engr. Diana Christa G. Milloza - Department of Geodetic Engineering</p> <p>Engr. Ronard G. Paña - Department of Mechanical Engineering</p> <p>Engr. Ramil B. Vinculado Jr. - Department of Civil Engineering</p> <p>Mr. Joseph Martinez - Department of Computer Science &amp; Technology</p> <p>Engr. Triana F. Soroño - Department of Agricultural &amp; Biosystems Engineering</p> <p>Mr. Daniel C. Lor - Department of Meteorology</p> <p>Ms. Babylyn C. Lambert - Department of Economics</p> <p>Mr. Jesse Tulin - Department of Development Communication</p> <p>Ms. Julie Bee M. Aguinaldo - Department of Business Management</p> <p>Ms. Sheillo G. Catorce - Department of Business Management</p> <p>Ms. Dianne M. Dalin-as - Department of Business Management</p> <p>Mr. Marlon T. Andrino - Department of Business Management</p> <p>Mr. Michael Dag-uman - Department of Tourism &amp; Hospitality Management</p> <p>Ms. Anna Bea S. Hoyla - ISRDS</p> <p>Mr. Ryan C. Rebucas - Renewable Energy Research Center</p> <p>Ms. Karen Gundemaro - Institute of Tropical Ecology &amp; Environmental Management</p> <p>Mr. Odelo B. Baldos - Institute of Human Kinetics</p> <p>Ms. Jaime Antonette G. Milla - Integrated High School</p> <p>Mr. Ruel R. Balana - Department of Liberal Arts and Behavioral Sciences</p> <p>Ms. Reina S. Arabiana - Department of Biotechnology</p> <p>Ms. Caren G. Alianza - Department of Math and Physics</p> <p>Ms. Hermie G. Mazo - Department of Pure and Applied Chemistry</p> <p>Ms. Maria Teresita D. Mecairan - Department of Teacher Education</p> <p>Ms. Julie Ann Orias - College of Agriculture and Food Sciences</p> <p>Mr. Rolando I. Oracion - College of Agriculture and Food Sciences</p> <p>Ms. Jenefer L. Borneo - College of Arts and Sciences</p> <p>Ms. Thelma P. Apas - College of Engineering Technology</p> <p>Mr. Christopher A. Urate</p> |
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| Ms. Jannet Leslie Evelyn S. Codog | - College of Nursing   |
| Mr. Noel C. Bustillo              | - College of Veterinary Medicine, DVBS,<br>DVCS, DVPCS   |
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| Ms. Aida L. Estrera               | - Office of the Vice President for Academic<br>Affairs   |
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| Ms. Jemaica C. Mueda              | - Internal Quality Auditor   |
| Ms. Floraine Mae J. Villaruel     | - Customer Feedback Officer  |

**R E: Designation as Alternate Deputy Document and Records Controllers under the  
Offices of the Vice President for Academic Affairs (OVPA)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controllers (Alternate dDRCs)** of your respective offices/units under the Office of the Vice President for **Academic Affairs** effective January 04, 2021 to December 31, 2021. 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) 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. Ensure that there is good coordination between you and the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President