



04 May 2020

MEMORANDUM NO. 103
Series of 2020

T O: Ms. Ma. Threcia Mae P. Avila - OP

R E: Designation as Alternate Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated ISO alternate Deputy Document and Records Controller. As such, you are to exercise the following functions in the absence of the Deputy Document and Records Controller in your respective offices:

1. Perform the functions of the Document and Records Controller (DRC) within the unit you are assigned by a) issuing, maintaining, retrieving and controlling of the controlled documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate and inform relevant personnel on any changes; and d) ensuring the implementation of control of records.
2. Ensure that there is good coordination between you and the DRC in all concerns related to document and records control.


EDGARDO E. TULIN
President