



01 July 2020

**MEMORANDUM NO. 377**

Series of 2020

<p><b>T O:</b></p> <p><b>Ms. Norma O. Villas</b></p> <p><b>Ms. Me-An D. Villas</b></p> <p><b>Dr. Deejay M. Lumanao</b></p> <p><b>Mr. Juneil Bagarinao</b></p> <p><b>Mr. Policarpo C. Gumba, Jr.</b></p> <p><b>Ms. Julien R. Deroy</b></p> <p><b>Mr. Aldwin Paul M. Parac</b></p> <p><b>Mr. Rodel A. Nayre</b></p> <p><b>Ms. Leilani M. Valdevieso</b></p> <p><b>Mr. Virgelio M. Dargantes Jr.</b></p> <p><b>Engr. Glenda Loraine S. Sobrio</b></p> <p><b>Engr. Jundy R. Castil</b></p> <p><b>Mr. Joseph Martinez</b></p> <p><b>Mr. Daniel C. Lor</b></p> <p><b>Ms. Babylyn C. Lambert</b></p> <p><b>Ms. Julie Bee M. Aguinaldo</b></p> <p><b>Ms. Gracielle Dawn Gamotin</b></p> <p><b>Mr. Michael Dag-uman</b></p> <p><b>Ms. Anna Bea S. Hoyla</b></p> <p><b>Ms. Karen Gundemaro</b></p> <p><b>Ms. Reina S. Arabiana</b></p> <p><b>Ms. Eunice Kenée L. Serioño</b></p> <p><b>Ms. Caren G. Alianza</b></p> <p><b>Ms. Hermie G. Mazo</b></p> <p><b>Ms. Maria Teresita D. Mecairan</b></p> <p><b>Ms. Crisyl S. Compendio</b></p> <p><b>Ms. Vanessa W. Nazal</b></p> <p><b>Ms. Aida L. Estrera</b></p> <p><b>Mr. Rolando I. Oracion</b></p> <p><b>Ms. Thelma P. Apas</b></p> <p><b>Mr. Odello B. Baldos</b></p> <p><b>Ms. Vergie Ann E. Galenzoga</b></p> <p><b>Ms. Chariss C. Verdida</b></p> <p><b>Ms. Jannet Leslie Evelyn S. Codog</b></p> <p><b>Mr. Noel C. Bustillo</b></p> <p><b>Ms. Maricar B. Posas</b></p>	<p><b>- Office of the University Registrar</b></p> <p><b>- Online Programs Office</b></p> <p><b>- Department of Soil Science</b></p> <p><b>- Department of Pest Management</b></p> <p><b>- Department of Animal Science</b></p> <p><b>- Department of Plant Breeding &amp; Genetics</b></p> <p><b>- Department of Horticulture</b></p> <p><b>- Department of Horticulture</b></p> <p><b>- Department of Food Science and Technology</b></p> <p><b>- Department of Agricultural Education and Extension</b></p> <p><b>- Department of Geodetic Engineering</b></p> <p><b>- Department of Mechanical Engineering</b></p> <p><b>- Department of Computer Science &amp; Technology</b></p> <p><b>- Department of Meteorology</b></p> <p><b>- Department of Economics</b></p> <p><b>- Department of Business Management</b></p> <p><b>- Department of Business Management</b></p> <p><b>- Department of Consumer &amp; Hospitality Management</b></p> <p><b>- ISRDS</b></p> <p><b>- Institute of Tropical Ecology &amp; Environmental Management</b></p> <p><b>- Department of Liberal Arts and Behavioral Sciences</b></p> <p><b>- Department of Biological Sciences</b></p> <p><b>- Department of Biotechnology</b></p> <p><b>- Department of Math and Physics</b></p> <p><b>- Department of Pure and Applied Chemistry</b></p> <p><b>- Department of Teacher Education</b></p> <p><b>- Office of the Vice President for Academic Affairs</b></p> <p><b>- Office of the Vice President for Academic Affairs</b></p> <p><b>- College of Agriculture and Food Sciences</b></p> <p><b>- College of Arts and Sciences</b></p> <p><b>- College of Forestry and Environmental Science</b></p> <p><b>- College of Management and Economics</b></p> <p><b>- College of Management and Economics</b></p> <p><b>- College of Nursing</b></p> <p><b>- College of Veterinary Medicine</b></p> <p><b>- Office of the Graduate School</b></p>
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**R E: Designation as Alternate Deputy Document and Records Controllers under the  
Offices of the Vice President for Academic Affairs (OVPAAs)**

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 July 01, 2020 to December 31, 2020. 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