



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

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MEMORANDUM NO. 33

Series of 2020

T O: **Ms. Chariss C. Verdida** - **CME**
Ms. Vergie Ann E. Galenzoga - **CME**
Ms. Gracielle Dawn L. Gamotin - **DBM**

R E: **Designation as Alternate Deputy Document and Records Controllers**

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 *ET*
President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.