



20 February 2023

## MEMORANDUM NO. 471

Series of 2023

<b>T O:</b> Ms. Pamela P. Oraño Ms. Les Andre B. Pamaos Ms. Nelsie F. Mondal  Ms. Jansel Joi C. Villas  Ms. Raquel H. Dohiling  Ms. Sheila Marie C. Lemos  Ms. Elmera Y. Bañoc  Ms. Remenita J. Solis  Mr. Roderick Unajan Ms. Vicenta Piamonte  Ms. Geecel F. Galvez Ms. Devianne Jane E. Daiz Mr. Joel Israel Mr. Rubio Timkang Ms. Michelle A. Borleo Mr. Maria Louella C. Tambis Ms. Maria Fatima E. Chavez Ms. Susan Minoza Ms. Maricar B. Posas Ms. Joan Rosemarie A. Banzon Ms. Chelsea R. Narvios  Ms. Mary Anne C. Abedejos	- University Document and Records Controller - Office of the President (OP) - Office of the Vice President for Academic Affairs (OVPA) - Vice President for Planning, Resource Generation & Auxiliary Services (OVPPRGAS) - Office of the Vice President for Administration and Finance (OVPAF) - Office of the Vice President for Student Affairs and Services (OVPSAS) - Office of the Vice President for Research, Extension and Innovation (OVPREI) and ViCARP - College of Agriculture and Food Science (CAFS) - College of Arts and Sciences (CAS) - College of Forestry and Environmental Science (CFES) - College of Management and Economics (CME) - College of Nursing (CoN) - College of Veterinary Medicine (CVM) - College of Education (CE) - College of Engineering and Technology (CET) - Office of the Director for Innovation - Office of the Director for Extension - Renewable Energy Research Center (RERC) - Office of the Graduate School - Office of the University Registrar - Office of the Director for Quality Assurance (ODQA) - ODQA (ISO 9001:2015 QMS Implementation)
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**R E: Designation as Core Deputy Document and Records Controllers**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as members of the core of **Deputy Document and Records Controllers (cdDRC)** effective January 3, 2023 to December 31, 2023. 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) reviewing 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. Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed.
3. Ensure that there is good coordination between you and the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.
4. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President