



21 April 2022

MEMORANDUM NO. 481
Series of 2022

T O: Ms. Jansel Joi C. Villas
Mr. Adriel Efraim V. Cunanan

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 as:

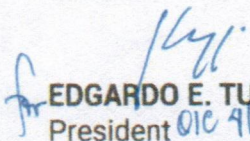
- Ms. Jansel Joi C. Villas - Alternate dDRC of the Institutional Planning Section, Planning Office
- Mr. Adriel Efraim V. Cunanan - Alternate dDRC of the Physical Planning Section, Planning Office

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.

This Memorandum shall take effect immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

Please be guided accordingly.


EDGARDO E. TULIN
President *OIC 4/25/22*