



5 September 2023

MEMORANDUM NO. 849
Series of 2023

T O: Ms. Brenda Me P. Valenzona - Department of Biological Sciences

R E: Designation as Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective office/unit effective July 1, 2023 until December 31, 2023 or until such time that a new dDRC shall have been appointed. 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, the University Document and Records Controller and the alternate dDRC in all concerns related to document and records control.
3. Prepare all financial and personnel documents (e.g. reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
4. Perform messengerial works.
5. Maintain cleanliness and orderliness in the office and reception area.
6. Disseminate department and university initiated meetings and seminars.
7. Receive and relay IP messages and telephone calls for faculty and staff.
8. Maintain a systematic filing system of office records.
9. Assist the faculty in printing of IMs.
10. Receive and record incoming and outgoing documents for the department.
11. Perform other functions as assigned by the department head.


EDGARDO E. TULIN
President

cc: ODQA
Records
File