



18 July 2022

MEMORANDUM NO. 587
Series of 2022

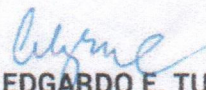
T O: Ms. Geecel F. Galvez - CME

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, 2022, until December 31, 2022, or until such time that a new dDRC shall have been appointed. As such you are to exercise the following functions:

1. Review, issue, maintain, retrieve and control controlled documents;
2. Assign document numbers and other coding controls for documents in coordination with the UDRC;
3. Coordinate with and inform relevant personnel on any changes;
4. Ensure the implementation of the control of records;
5. Oversee and check if the functions of the dDRCs and alternate dDRCs in the college;
6. Coordinate with the University Document and Records Controller and alternate dDRCs in all concerns related to document and records control; and
7. Attend regular meetings called upon by the University DRC to monitor and/or assess status if managing documented information.

Please be guided accordingly.


EDGARDO E. TULIN
President