



01 July 2020

MEMORANDUM NO. 371
Series of 2020

T O:

Ms. Maria Liza M. Tulin	- Office of the Chief of University Services for Health, Emergency & Rescue (USHER)
Mr. Marco L. Cabras	- Office of the Head of Information and Communications Technology Management Center
Mr. Jemuel Ocaña	- Office of the University Disaster & Risk Reduction Management
Ms. Mona Nena B. Geraldo	- Office of the Head of Budget
Ms. Valerie Y. Vergis	- Office of the Head of Accounting
Ms. Doreen Alba	- Office of the Head for Procurement
Ms. Lovely Terol	- Office of the Head of Supply & Property
Ms. Dahlia R. Arpoceple	- Cash Office
Ms. Graciana M. Espinosa	- Office of the Head of Records and Archives
Ms. Merle N. Gravador	- Office of the Head of RSP & Personnel Records
Ms. Alfe Mae Ann E. Marinay	- Office of the Director for Physical Plant, Office of the Head of Power Plant & Electrical Services, Office of the Head for Grounds and Landscape Maintenance, Office of the Head for Building & Housing Maintenance
Mr. Vincent Asilom	- Office of the Head of Motor Pool Services
Ms. Jocelyn T. Co	- Office of the Director for Financial

R E: **Designation as Deputy Document and Records Controllers under the Vice President for Administration and Finance (OVPAF)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controllers (dDRC)** of your respective offices/units under the Office of the Vice President for Administration and Finance effective July 01, 2020 to December 31, 2020. 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 dDRCs in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President