



11 November 2020

MEMORANDUM NO. 461
Series of 2020

T O: Ms. Carren B. Vilbar - RSPPRO

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** of your respective offices/units effective November 15, 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 the controlled documents; b.) assigning of document numbers and other coding controls for document in coordination with the University DRC; c) coordinating and informing 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 and the alternate dDRC in your office (if there will be) in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President