



1 July 2020

**MEMORANDUM NO. 240**

Series of 2020

**T O: Ms. Pamela P. Oraño**

**R E: Designation as ISO Document and Records Controller (DRC)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **ISO Document and Records Controller** effective July 01, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities. As DRC, you are directed to do the following functions:

1. Assist the Quality Management Representative in the creation and revision of ISO documented information.
2. Issue, maintain, retrieve, and control all controlled documents.
3. Assign document numbers and other coding controls for all ISO documented information.
4. Coordinate and inform relevant personnel on any changes of the documents.
5. Ensure the implementation of records control.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President