Copy for: Records

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11 March 2022

MEMORANDUM NO. 350
Series of 2022

T O: **Mr. Jesus Freddy M. Baldos - OPO**

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 January 3, 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. 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.

Please be guided accordingly.

EDGARDO E. TULIN
President