



04 January 2021

**MEMORANDUM NO.** 27  
Series of 2021

**T O:** **Ms. Dalisay F. Andres** - Office of the Vice President for Planning,  
Resource Generation & Auxiliary Services,  
Office of the Director for Planning &  
Infrastructure Project Development and  
Monitoring,  
Office of the Head for Infrastructure Project  
Development, Management & Monitoring  
**Ms. Jerlyn M. Donayre** - Office of the Head for Planning  
**Ms. Criste Apatan** - Office of the Director for Resource Generation  
and Auxiliary Services,  
Office of the Head Income Generating Projects,  
Office of the Student & Employee Housing  
Accommodation  
**Ms. Juvy C. Calleja** - Office of the Head of the University Review  
Services,  
Office of the Head of the Continuing  
Professional Development,  
Office of the Head of Alumni Community  
Relations  
**Ms. Mary Dawn M. Latras** - Office of the Head of Alumni Community  
Relations

**R E:** **Designation as Alternate Deputy Document and Records Controllers under the  
Office of the Vice President for Planning, Resource Generation and Auxiliary  
Services (OVPPRGAS)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controllers (dDRCs)** of your respective offices/units under the Office of the Vice President for Planning, Resource Generation and Auxiliary Services effective January 4, 2021 to December 31, 2021. 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 and the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President