



20 April 2023

MEMORANDUM NO. 601
Series of 2023

T O: Ms. Emelita S. Pausanos - DSS

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 April 3, 2023 until December 31, 2023 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. Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed;
3. 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;
4. Attend regular meeting called upon by the University DRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: ODQA
Records
File