



**MEMORANDUM NO. 514**  
Series of 2024

**TO: Ms. Maria Fatima B. Estrosas**

**RE: Designation as Core Deputy Document and Records Controller of OVPPRGAS**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: June 5, 2024**

You are hereby designated as Core Deputy Document and Records Controller of the Vice President for Planning, Resource Generation and Auxiliary Services effective June 1, 2024 until December 31, 2024, or unless sooner revoked or terminated by higher authorities.

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) reviewing 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 and the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.
4. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.

**cc:** OVPPRGAS  
UDRC/QAC  
Records  
File