



04 January 2021

MEMORANDUM NO. 18

Series of 2021

T O:

Ms. Pamela P. Oraño	- University Document and Records Controller
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Ms. Joan Rosemarie A. Banzon	- Office of the University Registrar
Mr. Raul Anthony S. Valenzona	- Office of the Director for Quality Assurance (ODQA)

R E: Designation as Core Deputy Document and Records Controllers

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as members of the core of **Deputy Document and Records Controllers (cdDRC)** effective January 04, 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) 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.


EDGARDO E. TULIN
President