

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

lepy for: Records Div.

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01 July 2020

MEMORANDUM NO. 369
Series of 2020

T O: Mr. Marvin Bandalan

-Office the of Head Income Generating Projects

and Office of the Director for Resource Generation and Auxiliary Services

Ms. Rhea Angelie M. Fernandez -Office of the Director of the Center for

Continuing Education and Office of the Head

of the University Review Services

Ms. Mary Dawn M. Latras

- Office of the Head of Alumni and Community

Relations

Ms. Jansel Joi C. Villas

- Planning Office

R E: Designation as Deputy Document and Records Controllers under the Offices 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 **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 July 01, 2020 to December 31, 2020. As such you are to exercise the following functions:

- 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.
- Ensure that there is good coordination between you, the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.

Please be guided accordingly.

EDGARDO E. TULIN

President