



14 August 2023

MEMORANDUM NO. 813
Series of 2023

T O:

Ms. Pamela P. Oraño	- University Document and Records Controller
Ms. Les Andre B. Pamaos	- OP
Ms. Nelsie F. Mondal	- OVPA
Ms. Doreen Alba	- OVPAF
Ms. Sheila Marie Lemos	- OVPSAS
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Ms. Jannet Leslie Codog	- University Registrar
Ms. Jansel Joi C. Villas	- University Library Commons
Mr. Roderick Unajan	- IHK

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 August 15, 2023 to December 31, 2023. 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.


EDGARDO E. TULÍN
President