



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
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MEMORANDUM NO. 807
Series of 2024

TO: Mr. Mark Florence Ygaña
International Affairs Office

RE: Designation as Deputy Document and Records Controller

FROM: DR. PROSE IVY G. YEPES
University President

DATE: September 23, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Department Head, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective offices/units effective July 1, 2024 until September 30, 2024 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. 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.
3. Attend regular meetings called upon by the University DRC to monitor and/assess the status of managing documented information.

Please be guided accordingly.

cc: QAC
Records
File

OFFICE OF THE PRESIDENT

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