



01 July 2020

MEMORANDUM NO. 368
Series of 2020

T O: **Ms. Chizka Mae S. Martinez** - Legal Office
 Ms. Arlin B. Flandez - Internal Audit Office
 Ms. Letty Jean C. Lor - Gender Resource Center
 Ms. Precious Joyce D. Ogdock - International Affairs Office
 Ms. Niffa Calleja - Culture and Arts Center
 Ms. Antonieta D. Israel - Office of the Board Secretary
 Ms. Windy Tuyan - University Integrated Information Center

R E: **Designation as Deputy Document and Records Controllers under the
 Office of the President**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controllers (dDRC)** of your respective offices/units under the Office of the President effective July 01, 2020 to December 31, 2020. 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 dDRCs in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President