



29 November 2016

MEMORANDUM NO. 316

Series of 2016

T O: Ms. Erlinda Valenzona

R E: Designation as Document Controller (OVPI)

You are hereby designated as Document Controller for the Office of the Vice-President for Instruction(OVPI) relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Plans, schedules and spearheads revisions of documents and forms.
2. Gathers new and relevant information/development on WTM-related technologies.
3. Prepares a documentation budget for inclusion to annual OPEX.
4. Ensures that only the latest documents are available to users.
5. Prevents access of documents to unauthorized personnel.
6. Monitors access of records.
7. Proposes changes to documents based on the field observations, audits, or checks.
8. Assists the Document Officer during documents review and document revisions.
9. Maintains all pertinent VSU Manuals, documents, records and forms.

Please be guided accordingly.



EDGARDO E. TULIN
President

cc: QAC
Records
File