



04 January 2021

**MEMORANDUM NO.** 26  
Series of 2021

**T O:** **Ms. Jansel Joi C. Villas**  
**Mr. Marvin Bandalan**

**Ms. Rhea Angelie M. Fernandez**

**Ms. Anecita M. Lumacad**

**- Planning Office**  
**-Office of the Director for Resource Generation and Auxiliary Services**  
**Office the of Head Income Generating Projects**  
**Office of the Student & Employee Housing Accommodation**  
**-Office of the Director of the Center for Continuing Education**  
**Office of the Head of the University Review Services**  
**Office of the Head of the Continuing Professional Development**  
**- Office of the Head of Alumni and Community Relations**

**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 January 04, 2021 to December 31, 2021. 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. TULINO**  
President