



01 July 2020

**MEMORANDUM NO. 370**

Series of 2020

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| <p>Ms. Joan Rosemarie A. Banzon<br/>Dr. Nicolasa N. Florentino<br/>Mr. Roderick M. Unajan<br/>Ms. Joserose B. Capricho<br/>Ms. Sheryl M. Suyom<br/>Mr. Carlito V. Sanchez<br/>Ms. Darlyn M. Dupal<br/>Ms. Reyna Mae C. Caintic<br/>Mc. Pearl P. Vistal<br/>Mr. Jesse Tulin<br/>Ms. Janet O. Pasa<br/>Ms. Haide B. Cuevas<br/>Ms. Antonette S. Cruz<br/>Mr. Rafael B. Vergara<br/>Ms. Lorna B. Abamo<br/>Mr. Carlito O. Suganob<br/>Ms. Julia A. Tabinas<br/>Mr. James Escuadra<br/>Mr. Ernesto A. AGonzaga<br/>Mr. Joel M. Israel<br/>Ms. Gilda P. Nayre<br/>Ms. Cheryl-Lan B. Tumalak<br/>Ms. Genalyn Apas<br/>Ms. Arlyn A. Guinipaan<br/>Ms. Monna E. Bengalan<br/>Ms. Julie Ann Orias<br/>Ms. Araceli Managbanag<br/>Ms. Angelita B. Orias</p> | <p>- Office of the University Registrar<br/>- Online Programs Office<br/>- Department of Agronomy<br/>- Department of Soil Science<br/>- Department of Pest Management<br/>- Department of Animal Science<br/>- Department of Plant Breeding &amp; Genetics<br/>- Department of Horticulture<br/>- Department of Food Science and Technology<br/>- Department of Development Communication<br/>- Department of Agricultural Education and Extension<br/>- Department of Geodetic Engineering<br/>- Department of Mechanical Engineering<br/>- Department of Computer Science &amp; Technology<br/>- Department of Meteorology<br/>- Department of Economics<br/>- Department of Business Management<br/>- Department of Consumer &amp; Hospitality Management<br/>- ISRDS<br/>- College of Veterinary Medicine<br/>- Department of Liberal Arts and Behavioral Sciences<br/>- Department of Biological Sciences<br/>- Department of Biotechnology<br/>- Department of Math and Physics<br/>- Department of Statistics<br/>- Department of Teacher Education<br/>- Institute of Human Kinetics<br/>- Institute of Tropical Ecology &amp; Environmental Management</p> |
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**R E: Designation as Deputy Document and Records Controllers under the Vice President for Academic Affairs (OVPAAs)**

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 Academic Affairs 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