



6 September 2023

MEMORANDUM NO. 861
Series of 2023

T O: Ms. Almera D. Circulado

R E: Designation as Core Deputy Document and Records Controller of OVPAF

You are hereby designated as Core Deputy Document and Records Controller of the Vice President for Administration and Finance, in lieu of Ms. Frances Ann Santos, effective September 6, 2023 until December 31, 2023, or unless sooner revoked or terminated by higher authorities.

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) reviewing 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. Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed.
3. Ensure that there is good coordination between you and the University Document and Records Controller and the alternate dDRCs in all concerns related to document and records control.
4. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc: OVPAF
UDRC/QAC
Records
File