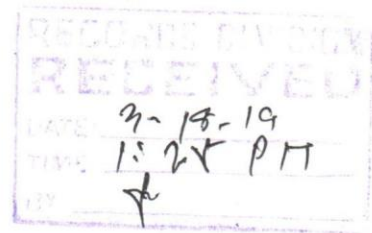




15 March 2019

MEMORANDUM NO. 153

Series of 2019



**T O: Ms. Pamela P. Oraño**

**R E: Designation as ISO Document and Records Controller (DRC)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated ISO Document and Records Controller. As such, you are to exercise the following functions:

1. Assists the Quality Assurance Director (QAD) in the creation and revision of documents.
2. Issues, maintains, retrieves and controls the controlled documents.
3. Assigns document numbers and other coding controls for document.
4. Coordinates and inform relevant personnel on any changes.
5. Ensures the implementation of control of records.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President