



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 689
Series of 2024

TO: Ms. Aira M. Oraño
Department of Agricultural Education and Extension

RE: Designation as Deputy Document and Records Controller

FROM: DR. PROSE IVY G. YEPES
University President

DATE: August 22, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Department Head, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective offices/units effective July 1, 2024 until October 31, 2024 or until such time that a new dDRC shall have been appointed. As such you are to exercise the following functions:

1. Prepares all financial and personnel document (e.g. reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, application for leave, actual teaching load, individual workload, etc.);
2. Records documents for delivery, received and forward documents to concerned faculty/staff;
3. Entertains visitors and students and facilitates their request for services;
4. Photocopies, encodes, scans and prints important documents/photos (e.g. gradesheet, handouts, exams, study guides, etc.);
5. Performs other tasks assigned by the department head and faculty.
6. Performs the functions of the dDRC: a) issuing, maintaining, retrieving and controlling controlled documents; b) assigning 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.
7. Ensures that there is good coordination between the University DRC and the alternate dDRC in all concerns related to document and records control.

Please be guided accordingly.

cc: QAC
Records
File