



04 January 2021

MEMORANDUM NO. 23

Series of 2021

- T O:** **Ms. Zarlin Jecel Z. Compendio**
- Ms. Mary Joy M. Vilbar**
 - Ms. Rannie B. Veril**
 - Ms. Myra R. Ruiz**
 - Mr. Lindon Fernandez**
 - Ms. Valerie D. Circulado**
 - Mr. Jimbo S. Posas**
 - Mr. Mario Bantugan**
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- **Office of the Chief of University Health, Emergency & Rescue Services (USHER)**
 - **Office of the Head of Budget**
 - **Office of the Head of Accounting**
 - **Office of the Head for Procurement**
 - **Office of the Head of Supply & Property**
 - **Cash Office**
 - **Office of the Head of Records and Archives**
 - **Office of the Director for Physical Plant**
 - **Office of the Vice President for Administration and Finance**
 - **Office of the Head of RSP & Personnel Records**
 - **Director for Human Resource Management**
- R E:** **Designation as Alternate Deputy Document and Records Controllers under the Office of the Vice President for Administration and Finance (OVPAF)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controllers (dDRCs)** of your respective offices/units under the Office of the Vice President for Administration and Finance 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 and the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controllers (dDRCs) in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.


EDGARDO E. TULÍN
President