



copy for: Mr. Tulin

04 January 2021

**MEMORANDUM NO.** 20  
Series of 2021

**T O:**       **Mr. Marco L. Cabras**                   - Office of the Head of Information and Communications Technology Management Center

**Mr. Jemuel Ocañada**                   - Office of the University Disaster & Risk Reduction Management

**Ms. Mona Nena B. Geraldo**           - Office of the Head of Budget

**Ms. Valerie Y. Vergis**               - Office of the Head of Accounting

**Ms. Doreen Alba**                   - Office of the Head for Supply & Property

**Ms. Erly S. Esguerra**               - Office of the Head of Procurement

**Ms. Dahlia R. Arpoceple**           - Cash Office

**Ms. Graciana M. Espinosa**           - Office of the Head of Records and Archives

**Ms. Carren B. Vilbar**               - Office of the Head of RSP & Personnel Records

**Ms. Alfe Mae Ann E. Marinay**       - Office of the Director for Physical Plant

**Mr. Rafael Juntilla**               - Office of the Head of Power Plant & Electrical Services

**Mr. Vincent Asilom**                - Office of the Head of Motor Pool Services

**Ms. Jocelyn T. Co**                   - Office of the Director for Financial

**Ms. Luvilla G. Alcober**            - Office of the Director for Human Resource Management

**R E:**       **Designation as Deputy Document and Records Controllers under 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 **Deputy Document and Records Controllers (dDRC)** 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, 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