



14 February 2022

MEMORANDUM NO. 122
Series of 2022


T O: Ms. Alfe Mae Ann E. Marinay - PPO

R E: Designation as Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective office/unit and the units under PPO who doesn't have designated dDRC such as Grounds and Landscape and Building and Housing maintenance effective February 1, 2022 until December 31, 2022 or until such time that a new dDRC shall have been appointed. 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 dDRC in all concerns related to document and records control.

Please be guided accordingly.


EDGARDO E. TULIN
President