



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 631
Series of 2024

TO: Ms. Brenda Me P. Valenzona
Department of Biological Sciences

RE: Designation as Deputy Document and Records Controller

FROM: DR. PROSE IVY G. YEPES
University President

DATE: July 26, 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 office/unit effective July 1, 2024 until September 30, 2024 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.
3. Prepare all financial and personnel documents (e.g reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
4. Perform Messengerial work.
5. Maintain cleanliness and orderliness in the office and reception area.
6. Disseminate department and university initiated meetings and seminars
7. Receive and relay IP messages and telephone calls for faculty and staff.
8. Maintain a systematic filing system of office records.
9. Assist the faculty in printing of IMs.

10. Receive and record incoming and outgoing documents for the department.

11. Perform other functions as assigned by the department head.

Please be guided accordingly.

cc: QAC
Records
File