



04 January 2021

MEMORANDUM NO. 35
Series of 2021

T O: Ms. Frances Ann A. Santos - OVPAF

R E: Designation as Substitute 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 Substitute **Deputy Document and Records Controllers (dDRC)** of your respective office/unit in the absence of Ms. Ma. Roberta S. Miraflor effective immediately until her return. 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