



10 January 2023

MEMORANDUM NO. 29
Series of 2023


T O: Ms. Pamela P. Oraño

R E: Designation as ISO University Document and Records Controller (DRC)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **ISO University Document and Records Controller** effective January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities. As DRC, you are directed to do the following functions:

1. Assist the Quality Management Representative in the creation and revision of ISO documented information.
2. Issue, maintain, retrieve, and control all controlled documents.
3. Assign document numbers and other coding controls for all ISO documented information.
4. Coordinate and inform relevant personnel on any changes of the documents.
5. Ensure the implementation of records control.

Please be guided accordingly.


EDGARDO E. TULIN
President