



1 September 2022

MEMORANDUM NO. 649
Series of 2022

T O: Mr. Ramonito M. Paulo II - Office of the Head of Admission
R E: Designation as Alternate Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controller (Alternate dDRC)** of your respective office/unit effective September 1, 2022 until December 31, 2022. 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 document numbers and other coding controls for the 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 and the University Document and Records Controller, Core Deputy Document and Records Controller, and the Deputy Document and Records Controllers (dDRCs) in all concerns related to documents and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.


EDGARDO E. TULIN
President