



10 February 2022

MEMORANDUM NO. 97
Series of 2022

T O: **Ms. Jerlyn M. Donayre** - **Office of the Vice President for Planning,
Resource Generation and Auxiliary Services**
Ms. Jansel Joi C. Villas - **Office of the Risk Manager**
Ms. Josefina L. Soria - **Office of the Director for Planning and
Infrastructure Project Development and Monitoring**
Ms. Josefina L. Soria - **Office of the Head for Planning**
Ms. Josefina L. Soria - **Office of the Director for Resource Generation
and Auxiliary Services**
Ms. Josefina L. Soria - **Office of the Head for Income Generating Projects**

R E: Designation as Alternate Deputy Document and Records Controllers

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Alternate Deputy Document and Records Controllers (Alternate dDRCs)** of your respective office/unit effective January 3, 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 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 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 document and records control.
3. Assist the dDRC in the performance of his/her duties.

Please be guided accordingly.


EDGARDO E. TULIN
President