



27 June 2022

**MEMORANDUM NO. 565**  
Series of 2022

- T O:** Ms. Michelle A. Borleo - Chairperson, CET  
Ms. Susana B. Miñosa - Co-Chairperson, RERC  
Ms. Lelanie L. Gulane - Member, DABE  
Ms. Maria Precilla P. Balo - Member, DCE  
Mr. Joseph C. Martinez - Member, DCST  
Ms. Haide B. Cuevas - Member, DGE  
Ms. Antonette S. Cruz - Member, DME  
Ms. Lorna B. Abamo - Member, DMet  
Mr. Ronillo B. Cano - Member, CET-TVET
- R E:** College Document and Records Controller Committee of the  
College of Engineering and Technology

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Dean, College of Engineering, you are hereby designated to constitute the College Document and Records Controller Committee of the College of Engineering and Technology effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

The committee shall perform the following:

1. Conduct regular meetings and submit minutes of meetings to the Office of the Dean.
2. Review committee's performance during the preceding year and prepare updated plans for implementation.
3. Document and update existing university policies and guidelines, legal, and statutory requirements related to records management.
4. Conduct inventory of all office supplies, equipment, and documents of the College.
5. Ensure all forms used within the college or departments conform to standard.
6. Maintain standard records keeping in the college/department/units.
7. Submit annual accomplishment report to the Office of the College Dean.
8. Perform other related functions as deemed necessary by the College Dean.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPAA  
CET  
Records  
File