



4 January 2021

MEMORANDUM NO. 24

Series of 2021

T O: **Ms. Ida Blanz L. Orapa** - Office of the Head of Admission
Ms. Meriam M. Luna - Office of the Dean of Student
Mr. Marlon V. Dampios - Office of the Director of NSTP/CWTS
Ms. Aileen T. Morquianos - Office of the Chief Librarian

R E: **Designation as Deputy Document and Records Controllers under the Office of the Vice President for Student Affairs and Services (OVPSAS)**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controllers (dDRCs)** of your respective offices/units under the Office of the Vice President for Student Affairs and Services effective January 4, 2021 to December 31, 2021. 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