



9 February 2023

**MEMORANDUM NO.** 334  
Series of 2023


**T O:** Ms. Jessica L. Constantino - DSS

**R E:** Designation as Deputy Document and Records Controller

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controller (dDRC)** of your respective office/unit effective January 23, 2023 until June 30, 2023 or until such time that a new dDRC shall have been appointed. 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. Oversee and check if the functions of the dDRCs and alternate dDRCs belonging to the college/office/unit managed by your direct supervisor have been effectively exercised and performed.
3. Ensure that there is good coordination between you, the University Document and Records Controller and the alternate dDRC in all concerns related to document and records control.
4. Attend regular meeting called upon by the University DRC to monitor and/or assess status of managing documented information.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *OK 2/10/23*

cc: ODQA  
Records  
File