



7 February 2023

**MEMORANDUM NO. 310**  
Series of 2023

**T O: Ms. Brenda Me P. Valenzona - DBS**

**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 1, 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. 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.
3. Prepare all financial and personnel documents (e.g reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
4. Perform messengerial work.
5. Maintain cleanliness and orderliness in the office and reception area.
6. Disseminate department and university-initiated meetings and seminars.
7. Receive and relay IP messages and telephone calls for faculty and staff.
8. Maintain a systematic filing system of office records.
9. Assist faculty in the printing of IMs.
10. Receive and record incoming and outgoing documents for the department.
11. Perform other functions as assigned by the department head.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President *oc 2/7/23*

cc: ODQA  
Records  
File