



01 July 2020

**MEMORANDUM NO. 372**

Series of 2020

- T O:**
- |                                  |   |
|----------------------------------|---|
| <b>Ms. Vanessa May B. Milan</b>  | - Ecological Farm Resource & Management Institute (Eco-FARMI)     |
| <b>Ms. Maria Zaida A. Flores</b> | - National Abaca Research Center (NARC)                           |
| <b>Ms. Imelda Tidoy</b>          | - Philippine Rootcrops Research & Training Center (PhilRootcrops) |
| <b>Ms. Maria Elsa Umpad</b>      | - Philippine Rootcrops Research & Training Center (PhilRootcrops) |
| <b>Ms. Merlin R. Lebante</b>     | - Regional Climate Change R & D Center (RCCRDC)                   |
| <b>Ms. Susana B. Miñoza</b>      | - Renewal Energy Research Center (RERC)                           |
| <b>Mr. Antonio Y. Abayabay</b>   | - National Coconut Research Center- Visayas (NCRC-V)              |
| <b>Ms. Victoria G. Palermo</b>   | - Plant Disease Diagnostic Laboratory (PDDL)                      |
| <b>Ms. Kimberly V. Caingcoy</b>  | - Annals of Tropical Research (ATR)                               |
- R E:**      **Designation as Deputy Document and Records Controllers under the Offices of the Vice President for Research, Extension and Innovation (OVPREI)**

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 Research, Extension and Innovation effective July 01, 2020 to December 31, 2020. 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



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