



04 January 2021

**MEMORANDUM NO. 21**

Series of 2021

**T O:**      **Ms. Chizka Mae S. Martinez**      - Legal Office  
             **Ms. Arlin B. Flandez**                - Internal Audit Office  
             **Ms. Letty Jean C. Lor**                - Gender Resource Center  
             **Ms. Precious Joyce D. Ogdock**      - International Affairs Office  
             **Ms. Niffa Calleja**                      - Culture and Arts Center  
             **Ms. Antonieta D. Israel**              - Office of the Board Secretary  
             **Ms. Windy Tuyan**                      - University Integrated Information Center

**R E:**      **Designation as Deputy Document and Records Controllers under the**  
             **Office of the President**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Deputy Document and Records Controllers (dDRC)** of your respective offices/units under the Office of the President effective January 04, 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. TULINA**  
President