



12 December 2016

MEMORANDUM NO. 327
Series of 2016

T O: Ms. Antonette S. Cruz

R E: Designation as Document Controller (DME)

You are hereby designated as Document Controller for the Department of Mechanical Engineering (DME) vice Mr. Jundy Castil who is on study leave, relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Plans, schedules and spearheads revision of documents and forms.
2. Gathers new and relevant information/development on WTM-related technologies.
3. Prepare a documentation budget for inclusion to annual OPEX.
4. Ensures that only the latest documents are available to users.
5. Prevents access of documents to unauthorized personnel.
6. Monitors access of records.
7. Proposes changes to documents based on the field observations, audits, or checks.
8. Assists the Document Officer during review and document revisions.
9. Maintains all pertinent VSU Manuals, documents, records and forms.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: QAC
Records
File