<table>
<thead>
<tr>
<th>Designation w/ regards to Document Control</th>
<th>Current Position</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Controller</td>
<td>Secretary, Development Planning Office</td>
<td></td>
</tr>
<tr>
<td>Asst. Document Controller</td>
<td>MIS System Administrator</td>
<td></td>
</tr>
<tr>
<td>Members <em>(Core Group)</em></td>
<td>Assistant Registrar Faculty, High School Manager, CPU Printing Press Director, University Libraries Director, University Computer Services Center Internet Services Administrator/CPU Web Master</td>
<td></td>
</tr>
<tr>
<td>Expanded Document Control Team Members</td>
<td>UCSC Secretary Assistant Registrar Employee Compensation &amp; Benefits Officer HRD Secretary BOT Secretary Executive Secretary Department Secretaries</td>
<td>UCSC procedures CHED communications PG-IBIG, Phil Health, SSS Communications Job Descriptions, all personnel records Approved MOA’s Memos, communications with or from partner institutions Their respective operations manuals and masterlist of documents and records</td>
</tr>
</tbody>
</table>
THE DOCUMENT CONTROL TEAM
DC-4.2.3-PR-01A  Rev 1
As of October 15, 2005

Doc. Controller:  Asst. Prof. Felnor Importante

Asst. Document Controller:  Engr. Jeriel Militar (one of the 3 CPU website “super users”)

Members: (Core Group)  Ms. Myrna Abototo (Asst. Registrar)
Mrs. Janet Jalbuena (Faculty, HS)
Mr. Cyrus Natividad (Manager, CPU Printing Press)
Mrs. Victory G. Dionio (Director, University Libraries)
Engr. Nolasco Sumande (Director, University Computer Services Center; CPU website “super user”)
Engr. Roy Juarez (CPU website “super user”)

Expanded Document Control team members (Point Persons for specific documents):

UCSC Secretary, Mrs. Russel Forteza – UCSC procedures

Asst. Registrar, Ms. Myrna Abototo – CHED communications

Employee Compensation & Benefits Officer, Mrs. Joan Militar – PAG-IBIG, PhilHealth, SSS Communications

HRD Personnel Asst., Mrs. Joan Militar – Job descriptions, all personnel records

BOT Secretary, Mrs. Belle Bieren – approved MOA’s

Asst. to the Pres. For General Services (including Communications) Ptr. Jonan Castillon – memos, communications with or from partner institutions

and the Department Secretaries for their respective operations manuals and masterlists of documents and records