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Office of the President

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T O: All Concerned

R E: Quality Management System of VSU Aligned with ISO 9001:2008

As part of the government's desire to improve the quality of services rendered by employees to the general public, the Inter Agency Task Force created under AO 25 mandated all government agencies to implement a quality management system (QMS) in their respective offices that is aligned to ISO 9001:2008 in order to ensure the satisfaction of their clients.

Thus, the university through the Quality Assurance Center and the Office of the Director for Administration & Human Resource Development initiated activities in preparation for our implementation of a QMS aligned with ISO at the VSU. The activities to be undertaken will be the conduct of series of orientations since all employees should be oriented about ISO, preparation of the Quality Policy, Quality Objectives, Quality Manual, six (6) Mandatory Documented Procedures and Work Instructions and Services per office.

During the writeshop conducted at the Quality Assurance Center last April 28-29, 2015, Dr. Lourdes B. Cano informed the participants that a **working draft** of the Quality Policy, QMS Model and VSU Process Map has been prepared by her office to serve as guide for the following committees hereby created to review and refine the parts of the Quality Manual to wit:

VSU QUALITY MANUAL PARTS	PERSONS IN-CHARGE
Organizational Profile	Ms. Asteria Sevilla and Dr. Lualhati Noriel
Quality Management System	Dr. Lourdes Cano
Management Responsibility	Prof. Manolo Loreto, Jr.
Resource Management	Ms. Louella Ampac - Chairperson Ms. Anita Godoy Ms. Corazon Nuevo Ms. Erlinda Esguerra
Product Realization	Dr. Othello B. Capuno - Chairperson Dr. Edgardo E. Tulin Dr. Lourdes B. Cano Prof. Manolo B. Loreto, Jr.

	Dr. Lualhati M. Noriel Prof. Ophelia Velarde
Measurement, Analysis and Improvement	Dr. Edgardo E. Tulin - Chairperson Dr. Beatriz S. Belonias Ms. Teresita Quiñanola Ms. Marwen Castañeda Mr. Eliezer Velasco

In addition to the above assignments, the preparation of the six (6) mandatory documented procedures are also distributed as follows:

Documented Procedures	Person Responsible
1. Control of Documents	Ms. Teresita L. Quiñanola, etc.
2. Control of Records	Ms. Asteria Sevilla
3. Internal Audit	Ms. Louella C. Ampac
4. Control of Non-Conformities	Dr. Lourdes B. Cano
5. Corrective Action	Dr. Lourdes B. Cano
6. Preventive Action	Dr. Lourdes B. Cano

You can get a copy of the draft of the part of the VSU Quality Manual and format and samples of the documented procedures from the Office of Dr. Cano or at the Quality Assurance Center.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI
QAC
ODHRD/PRPEO
Records
File