

## OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067 Email: op@vsu.edu.ph

Website: www.vsu.edu.ph

TÜVRheinland CERTIFIED

Copy for Records

Management ISO 9001:2015

7 February 2022

MEMORANDUM NO. Series of 2022

Dr. Allen Glennie P. Lambert T 0:

> Dr. Guiraldo C. Fernandez Jr. Atty. Rysan C. Guinocor Ms. Ma. Teresa A. Cruz Dr. Ulderico B. Alviola

> Dr. Ana Marquiza M. Quilicot **Prof. Jude Nonie Sales**

Prof. Ma. Aurora Teresita W. Tabada

- Executive Secretary and OIC Head, Grants Development Office

- University and Board Secretary

- Chief Legal Officer

- Head, Internal Audit

- Head, University Integrated **Information Center** 

- Head, International Affairs Office - Head, Culture and Arts Center

- Head, Gender Resource Center

## R E: ISO Quality Assurance Coordinator under the Office of the President (OP)

By virtue of the authority vested in me by the VSU Board of regents, you are hereby designated as ISO Quality Assurance Coordinators of your respective offices effective January 3, 2022 to December 31, 2022. As such you are to exercise the following functions:

- 1. Ensures that the process/ procedures specific to your respective center/unit/office needed for the Quality Management System (QMS) of VSU are established, effectively implemented and maintained and /or continually improved.
- 2. Ensures that the QMS conforms to the requirements of ISO 9001:2015 standard in documentation, audit, and review processes.
- 3. Report to the deputy QMR or your immediate supervisor on the performance of the QMS for review and continual improvement.
- 4. Ensures the promotion of customer focus and risk-based thinking in implementing effectively the Quality Management System.

Moreover, they are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

President

No. 22-86