



24 January 2023

**MEMORANDUM NO.** 120  
Series of 2023

**T O:**

<b>Dr. Beatriz S. Beloñas</b>	- VP for Academic Affairs
<b>Dr. Daniel Leslie S. Tan</b>	- VP for Administration & Finance and Risk Manager
<b>Dr. Ma. Juliet C. Ceniza</b>	- VP for Research, Extension and Innovation
<b>Dr. Dilberto O. Ferraren</b>	- VP for Planning, Resource Generation & Auxiliary Services
<b>Dr. Aleli A. Villocino</b>	- VP for Students Affairs & Services and Quality Management Representative
<b>Dr. Editha G. Cagasan</b>	- Director for Quality Assurance and Assistant Quality Management Representative (AQMR)
<b>Dr. Luz O. Moreno</b>	- Lead Internal Quality Auditor
<b>Mr. Gideon Niel D. Tan</b>	- Customer Feedback Representative
<b>Ms. Pamela P. Oraño</b>	- University Document & Records Controller (UDRC)

**R E: Designation as ISO Top Management Committee**

By virtue of the authority vested in me by the VSU Board of regents, you are hereby designated as members of the ISO 9001 Top Management Committee with the undersigned as Chairperson effective January 3, 2023 to December 31, 2023. As such you are to ensure the effective planning, implementation, monitoring and continual improvement of the VSU Quality Management System (QMS) to conform to the ISO 9001:2015 standards. The committee will exercise the following functions:

1. Ensures that the QMS is effectively planned, implemented and monitored, and that appropriate corrective actions are carried out, if necessary, by all personnel in all units and offices of VSU.
2. Ensures that the responsibilities of key ISO personnel are properly defined, delegated, communicated and understood within the organization, and that these personnel are given authority to function accordingly.
3. Ensures that the VSU QMS policy and objectives are updated accordingly and disseminated to all personnel and staff.
4. Reviews policies, guidelines and procedures relevant to the QMS.
5. Ensures that all required resources needed to run the QMS are available.

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

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President