



22 June 2020

**MEMORANDUM NO. 169**

Series of 2020

**T O: Dr. Milagros C. Bales**

**R E: Designation as Assistant Director for International Quality Assurance**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Assistant Director for International Quality Assurance effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities. As Assistant Director, you are directed to do the following functions:

1. Assist the Director in the planning, organizing and coordinating the conduct of international accreditation activities (ISO, Washington Accord, AUN-PQ, etc.).
2. Act as Quality Management Representative (QMR) for ISO 9001:2015 implementation and maintenance.
3. Assist in monitoring and the conduct of follow up activities among units/offices concerned on international quality assurance-related activities seeing to it that needed documents are compliant with the requirements and are submitted on time.
4. Provide regular updates/reports to QAC and to appropriate offices on status of international quality assurance-related activities.

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

cc: OVPAA      Accounting  
OVPAF      Cash  
OVPREI      Registrar  
OVPSAS      COA  
OVPPRGAS      IASO  
OUS      **Records**  
Deans      QAC  
Directors      ODAHRD/PRPEO  
ODF/Budget      File