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28 February 2022

MEMORANDUM NO. 288
Series of 2022

T O: All Concerned

R E: Designation as Training Coordinator and Training Team Members

You are hereby designated as Training Coordinator and Training Team Members effective January 3, 2022 until April 30, 2022.

**Training Coordinator
Training Team Members**


**Ms. Jennifer E. Ando
Dr. Aleli A. Villocino
Dr. Editha G. Cagasan
Dr. Luz O. Moreno
Mr. Jed Asaph D. Cortes
Ms. Pamela P. Oraño
Ms. Maria Lilia P. Vega**

As such you are to exercise the following functions:

1. Identifies ISO-related training needs and prepares the training design, coordinating, conducting/implementing, and evaluating ISO-related training/workshops with process owners for the effective implementation of QMS.
2. Ensures that records on ISO-related training/workshops are maintained accordingly.

Moreover, they 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