

MEMORANDUM NO. 574

Series of 2024

TO: Dr. Suzette B. Lina
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Director, RCCRDC
Director, RERC
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Director, ARIC

RE: **Designation as Deputy Quality Management Officer**

FROM: **DR. PROSE IVY G YEPES**
 University President

DATE: **June 26, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Quality Management Officer, you are hereby designated as Deputy Quality Management

OFFICE OF THE PRESIDENT

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Officer effective July 1, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Ensure that processes needed for the ISO Quality Management System (QMS) are effectively established, implemented, and maintained if not improved.
2. Ensure that the VSU's QMS conforms to the requirements of the ISO 9001:2015 Standards.
3. Report to the VSU Management Committee on the performance of the QMS and any need for improvement.
4. Ensure the promotion of customer focus throughout the organization.
5. Ensure that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.

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

Please be guided accordingly.