



23 April 2018

**MEMORANDUM NO. 214**

Series of 2018

**T O: All Concerned**

**R E: Designations as ISO Document Controllers/ISO Point Persons**

In connection with the forthcoming ISO Certification in 2018, you are hereby designated as Document Controllers/ISO Points Persons in your respective offices:

OFFICE/DEPARTMENT	NAME
Department of Agricultural Engineering	Ms. Valerie V. Yamon
Department of Geodetic Engineering	Ms. Haide Cuevas
Department of Civil Engineering	Ms. Dahlia R. Arpoceple
Department of Mechanical Engineering	Ms. Jundy Castil
Department of Computer Science	Mr. Rafael B. Vergara, Jr.
USSO	Ms. Mary Ann G. Cobico
Registrar's Office	Ms. Norma O. Villas
Library	Ms. Karina Immaculada Apale
SPPMO	Ms. Erly S. Esguerra
Infirmary	Ms. Clara P. Mercado
General Services Division (GSD)	Engr. Marlon G. Burlas
Financial Management Office (FMO)	Ms. Jocelyn T. Co
Cash Division	Ms. Yolanda U. Balbarino
Accounting Office	Ms. Ma. Fe A. Baslan
ODAHRD	Ms. Felicisima P. Israel
PRPEO	Ms. Merle N. Gravador
Records Office	Ms. Graciana M. Espinosa
Budget Office	Ms. Teresita G. Manatad
Information Office	Ms. Sheila Marie C. Lemos
OVPI	Ms. Erlinda S. Valenzona
OVPPRGEA	Ms. Lilibeth Pagalan
OVPAF	Ms. Ma. Roberta S. Miraflor
Bids and Awards Committee (BAC)	Ms. Jessamine C. Ecleo
OVPRE Research	Ms. Maria Q. Virgie Subere
OVPRE Extension	Ms. Adelina O. Carreno
Quality Assurance Center (QAC)	Ms. Pamela P. Oraño

As Document Controllers/ISO Point Persons, you have the following responsibilities:

1. In-charge of all the documents coming in and out of your respective offices;



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2. Identify and separate the documents coming outside of VSU (e.g. CSC, CHED, DBM, etc.) from those within the university;
3. Labels and marks the documents in accordance with the ISO standard.
4. Serve as contact person of your department/office on matters related to ISO.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

✂ President

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**Vision:** *A globally competitive university of science and technology and environmental conservation.*

**Mission:** *Development of highly competitive human resource, scientific knowledge and innovation, for sustainability of the environment and mankind.*