



25 April 2018

MEMORANDUM NO. 216

Series of 2018

**T O: Ms. Meriam M. Luna  
Mr. Junito A. Panonce**

**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 of the University Student Service Office (USSO). 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;
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