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25 April 2018

MEMORANDUM NO. 216 Series of 2018

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Ms. Meriam M. Luna

Mr. Junito A. Panonce

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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.

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.