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Management System
ISO 9001:2015

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11 October 2021

MEMORANDUM NO. 642
Series of 2021

T O:	Dr. Nancy V. Dumaguing	- Office of the Head of Admission
	Prof. Manolo B. Loreto, Jr.	- Office of the Dean of Students
	Mr. Junito Panonce	- Office of the Student Scholarships Grants and Awards and Office of the Institutional Student Programs and Services
	Ms. Christie Cyrene T. Tauy	- Office of the Student Development Services
	Ms. Chona A. Brit	- Office of the Student Welfare Services Office of the Student Internship and Volunteer Programs
	Ms. Mary Ann G. Cobico	- Office of the Career and Job Placement Services
	Mr. Vicente A. Gilos	- Office of the Chief Librarian

R E: **ISO Quality Assurance Coordinator under the Office of the Vice President for Student Affairs and Services (OVPSAS)**

By virtue of the authority vested in me by the VSU Board of regents, you are hereby designated as ISO Quality Assurance Coordinators of your respective offices effective October 18, 2021 to December 31, 2021. As such you are to exercise the following functions:

1. Ensures that the process/ procedures specific to your respective center/unit/office needed for the Quality Management System (QMS) of VSU are established, effectively implemented and maintained and /or continually improved.

2. Ensures that the QMS conforms to the requirements of ISO 9001:2015 standard in documentation, audit, and review processes.

3. Report to the deputy QMR or your immediate supervisor on the performance of the QMS for review and continual improvement.

4. Ensures the promotion of customer focus and risk-based thinking in implementing effectively the Quality Management System.

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

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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