



23 February 2023

MEMORANDUM NO. 503
Series of 2023

T O: Mr. Jed Asaph D. Cortes - Chairperson
Mr. Norman O. Villas - Co-chairperson
Mr. Jhone Ronelle Maaghop - Member
Ms. Pamela P. Oraño - Member
Ms. Chelsea R. Narvios - Member

R E: VSU QMS Portal Development and Management Committee

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Chairperson, Co-chairperson, and Members** of the **VSU QMS Portal Development and Management Committee** effective January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities. Your responsibilities include the following:

1. Develop an online platform for QMS documentation in coordination with the staff of the Office of the Director of Quality Assurance (ODQA).
2. Ensure the privacy of the documents and data uploaded in the portal.
3. Manage and maintain the contents of the QMS portal.
4. Train the University Document and Records Controller (DRC) and the deputy DRCs (dDRCs) of the different offices and units of the university on the use of the QMS portal.
5. Prepare guidelines on the management of the QMS portal.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: ODQA
Records
File