



20 February 2023

MEMORANDUM NO. 485
Series of 2023

T O: **Dr. Aleli A. Villocino** - Vice President for Student Affairs and Services (VPSAS)
Mr. Raymund M. Igcasama - Office of the Head of Admission
Prof. Manolo B. Loreto, Jr. - Office of the Dean of Students
Office of the Student Internship and Volunteer Programs
Mr. Junito Panonce - Office of the Student Scholarships Grants and Awards
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
Ms. Mary Ann G. Cobico - Office of the Career and Job Placement Services
Mr. Joy A. Bellen - Office of the Director of NSTP/CWTS
Mr. Jay C. Bansale - Office of the Coordinator of CWTS
Mr. Vicente A. Gilos - Office of the Chief Librarian

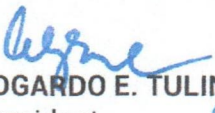
R E: **ISO Quality Assurance Coordinator under the Office of the Vice President for Student Affairs and Services (OVPSAS)**

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 January 3, 2023 to December 31, 2023. 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