



22 January 2021

**MEMORANDUM NO. 44**  
Series of 2021

**T O: Mr. Jed Asaph D. Cortes, Chairperson**  
**Mr. Norman O. Villas, Co-chairperson**  
**Mr. Stephen James M. Chavez, member**  
**Ms. Pamela P. Oraño, member**  
**Mr. Raul Anthony S. Valenzona**

**R E: Appointment as Chair and Members of the 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 4, 2021 until December 31, 2021 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