



20 February 2023

**MEMORANDUM NO.** 482  
Series of 2023

**T O:**

**Dr. Daniel Leslie S. Tan**

**Dr. Elwin Jay V. Yu**

**Engr. Sean O. Villagonzalo**

**Dr. Julius V. Abela**

**Ms. Louella C. Ampac**

**Ms. Alicia M. Flores**

**Mr. Nick Freddy R. Bello (OIC)**

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**Atty. Rysan C. Guinocor**

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**Ms. Honey Sofia V. Colis**

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**Engr. Marlon G. Burlas**

**Mr. Roden D. Troyo**

**Engr. Mario Lilio P. Valenzona**

**Engr. John Allan A. Gulles**

**Vice President for Administration and  
Finance (VPAF)**

**Office of the Chief of University Services  
for Health, Emergency & Rescue  
(USHER)**

**Office of the Head of Information and  
Communication Technology  
Management Center (ICTMC)**

**Office of the University Disaster & Risk  
Reduction Management**

**Office of the Director for Financial  
Management**

**Office of the Head of Budget**

**Office of the Head of Supply & Property**

**Office of the Head of Accounting**

**Office of the Head for Procurement**

**Head, Cash Office**

**Office of the Head of Records and  
Archives**

**OIC, Office of the Head for General  
Services**

**Office of the Director for Administrative  
Services**

**Office of the Head, Cebu Office**

**Office of the Director for Human**

**Resource Management**

**OIC In-Charge, LD & HR Accreditation**

**Office of the Head of RSP & Personnel  
Records**

**In-Charge, Performance Management &  
RR**

**In-Charge, Payroll & Leave Benefits**

**Office of the Head of Power Plant &  
Electrical Services**

**Office of the Head of Motor Pool Services**

**Office of the Head for Grounds and  
Landscape Maintenance**

**Office of the director for Physical Plant**

**Office of the Head for Building & Housing  
Maintenance**

**Office of the Head of Instrumentation and  
Laboratory Equipment**

**R E: ISO Quality Assurance Coordinator under the Office of the Vice President for Administration and Finance (OVPAF)**

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

cc: OVPAF  
ODQA  
Records  
File