



11 October 2021

**MEMORANDUM NO.** 645  
Series of 2021

**T O:**

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**Office of the Head of the Instructional Materials Development**

**Office of the Printing Press & MMDC**

**Dean, Office of the Graduate School**

**Head Online Programs Office**

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**Head, Department of Soil Science**

**Head, Department of Pest Management**

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**Head, Department of Plant Breeding & Genetics**

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**Principal, VSU Integrated High School (VIHS)**

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Dr. Santiago T. Peña, Jr.

Dr. Santiago T. Peña, Jr.

Dr. Lotis M. Balala

Dr. Eugene B. Lañada

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Head, Department of Forest Science  
Director, Institute of Tropical Ecology &  
Environmental Management (ITEEM)  
Head, Department of Economics  
Head, Department of Business  
Management  
Head, Department of Consumer &  
Hospitality Management  
Director, ISRDS  
Dean, College of Veterinary Medicine  
(CVM)  
Head, Department of Veterinary Basic  
Sciences  
Head, Department of Veterinary Clinical  
Sciences  
Head, Department of Veterinary Para-  
Clinical Sciences

**R E: ISO Quality Assurance Coordinator under the Office of the Vice President for Academic Affairs (OVPA)**

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