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Office of the President

28 December 2015

MEMORANDUM NO. 311

Series of 2015

T O: All Concerned

R E: ISO Designations

As a result of the ISO Stage 1 visit and in connection with the forthcoming ISO Stage 2 visit in 2016, you are hereby identified as Document Controller, Document Office and Quality Management representative to perform specific functions and responsibilities effective January 2016:

Office/Dept.	Name	Position	Responsibilities
Library	Karina Immaculada Apale	Document Controller (DC)	<ul style="list-style-type: none">▪ In-charge of all the documents coming in and out of their respective office.▪ Identify and separate the documents coming outside of VSU (e.g. CSC, CHED, DBM, etc.) from those within the university▪ Label and mark the documents in accordance with the ISO standard
USSO	Mary Ann Cobico		
Infirmery	Clara Mercado		
Procurement	Alex Tulin		
Finance	Roberta Miraflor		
Cash Division	Yolanda Balbarino		
HRMO	Felicisima Israel		
PRPEO	Merle Gravador		
Records	Graciana Espinosa		
Budget	Teresita Manatad		
Agricultural Engineering	Valerie Yamon		
Geodetic Engineering	Florentino Morales, Jr.		
Civil Engineering	Dahlia Arpoceple		
Mechanical Engineering	Jundy Castil	Document Officer (DO)	<ul style="list-style-type: none">▪ Coordinate regularly with all the Document Controllers from different units to see to it that all documents are
Computer Science	Rafael Vergara		
Records	Asteria A. Sevilla		

			<div>properly labeled/marked.</div> <div><div>▪ Monitor/check the documents controlled per unit to see to it that they are of ISO standard.</div></div>
<div>Quality Assurance Center</div>	<div>Lualhati M. Noriel</div>	<div>Quality Management Representative (QMR)</div>	<div><div>▪ Oversee all activities pertaining to ISO certification.</div><div>▪ Update the OP and other concerned offices regarding ISO matters.</div></div>

Please be guided accordingly.


EDGARDO E. TULIN
President