VISAYAS STATE UNIVERSITY

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14 June 2018

MEMORANDUM NO. 248
Series of 2018

T O: All Concerned Office Heads and Document Controllers

OFFICE/DEPARTMENT	OFFICE HEAD	DOCUMENT CONTROLLER
College of Engineering	Dr. Roberto C. Guarte	
Department of Agricultural Engineering	Engr. Arthur It. Tambong	Ms. Valerie V. Yamon
Department of Geodetic Engineering	Engr. Diana Christa G. Milloza	Ms. Haide Cuevas
Department of Civil Engineering	Engr. Epifania G. Loreto	Ms. Dahlia R. Arpoceple
Department of Mechanical Engineering	Engr. Celso Gumaod	Ms. Antonette S. Cruz
Department of Computer Science	Engr. Winston M. Tabada	Mr. Rafael B. Vergara, Jr.
USSO	Engr. Manolo B. Loreto, Jr.	Ms. Meriam M. Luna Mr. Junito A. Panonce
Registrar's Office	Mr. Eliezer L. Velasco	Ms. Norma O. Villas
Library	Ms. Andreli D. Pardales	Ms. Karina Immaculada Apale
SPPMO	Ms. Alicia M. Flores	Ms. Erly S. Esguerra
Infirmary	Dr. Josephine O. Zafico	Ms. Clara P. Mercado
General Services Division (GSD)	Engr. Mario Lilio P. Valenzona	Engr. Marlon G. Burlas
Financial Management Office (FMO)	Ms. Louella C. Ampac	Ms. Jocelyn T. Co
Cash Division	Ms. Corazon U. Nuevo	Ms. Yolanda U. Balbarino
Accounting Office	Ms. Erlinda S. Esguerra	Ms. Ma. Fe A. Baslan
ODAHRD	Dr. Lourdes B. Cano	Ma. Fe L. Gayanilo
PRPEO	Ms. Teresita L. Quiñanola	Ms. Merle N. Gravador
Records Office	Ms. Asteria A. Sevilla	Ms. Graciana M. Espinosa
Budget Office	Ms. Myrna S. Pancito	Ms. Teresita G. Manatad
Information Office	Mr. Ulderico B. Alviola	Ms. Sheila Marie C. Lemos
OVPI	Dr. Beatriz S. Belonias	Ms. Erlinda S. Valenzona
OVPPRGEA	Dr. Dilberto O. Ferraren	Ms. LilibethPagalan
OVPAF	Dr. Remberto A. Patindol	Ms. Ma. Roberta S. Miraflor
Bids and Awards Committee (BAC)		Ms. Jessamine C. Ecleo
OVPRE Research	Dr. Jose L. Bacusmo	Ms. Maria Q. Virgie Subere

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OVPRE Extension	Prof. Efren B. Saz	Ms. Adelina O. Carreno
Quality Assurance Center (QAC)	Dr. Editha G. Cagasan Dr. Milagros c. Bales	Ms. Pamela P. Oraño

R E: **First ISO 9001:2015 Internal Audit/Spot Checking**

As part of our preparations for our ISO Certification in 2018, the designated ISO Internal Auditors of VSU will be conducting the first Internal Audit/Spot Checking in your offices between June 18 to July 3, 2018. The Internal Auditors will be checking your extent of implementation of the 5S, the labeling and filing of documents, and other ISO related preparations.

Please be guided accordingly.

EDGARDO E. TULIN
President