


MEMORANDUM CIRCULAR NO. 78
Series of 2025

TO: **All Concerned**

RE: **Update and Approval of the VSU Quality Manual**

FROM: 
PROSE IVY G. YEPES
University President

DATE: **March 4, 2025**

This is to inform you that the enclosed Quality Manual were updated and approved by the Board of Regents via Referendum on February 25, 2025. Each section of the Quality Manual has been meticulously prepared by the Quality Manual Technical Working Group (TWG) to ensure they meet the highest standards and address the needs of our university.

Document Reference Code	Version No.	Implementation Date	Document Title
QM-VSU-00	V03	02-25-2025	Forepart
QM-VSU-01	V03	02-25-2025	Introduction
QM-VSU-02	V03	02-25-2025	Organizational Structure
QM-VSU-03	V04	02-25-2025	Business Process Map
QM-VSU-04	V03	02-25-2025	Context of the Organization
QM-VSU-05	V04	02-25-2025	Leadership
QM-VSU-06	V03	02-25-2025	Planning
QM-VSU-07	V04	02-25-2025	Support
QM-VSU-08	V04	02-25-2025	Operation
QM-VSU-09	V04	02-25-2025	Performance Evaluation
QM-VSU-10	V03	02-25-2025	Continual Improvement

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In accordance with GL-QAC-02 Document Approval Matrix, the Quality Management Office (QMO) is the Process Owner of Quality Manual, and the members of Management Committee are the Co-Process Owners. The co-process owners will receive a link to the controlled copies on drive for viewing purposes, while the process owner will receive a hard copy of the Quality Manual marked **"Controlled Copy"**.

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Request for Documented Information

In PM-QAC-06 v07 02-14-2025 Section 5.5, the requestor must submit a completed Document Requisition Log (FM-QAC-11) to the UDRC to request a copy of the documented material, in this case the Quality Manual. The uncontrolled copy of the recorded data will be made available electronically by the UDRC. The requested document may be reproduced and cascaded by the requestor.

For your information and usual support.

- Vision:** A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
- Mission:** To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.