



7 February 2022

**MEMORANDUM NO. 83**  
Series of 2022

**T O:**

<b>Dr. Elwin Jay V. Yu</b>	<b>Office of the Chief of University Services for Health, Emergency &amp; Rescue (USHER)</b>
<b>Engr. Sean O. Villagonzalo</b>	<b>Office of the Head of Information and Communication Technology Management Center (ICTMC)</b>
<b>Dr. Julius V. Abela</b>	<b>Office of the University Disaster &amp; Risk Reduction Management</b>
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<b>Ms. Ma. Roberta S. Miraflor</b>	<b>Head, Cash Office</b>
<b>Atty. Rysan C. Guinocor (OIC)</b>	<b>Office of the Head of Records and Archives</b>
<b>Ms. Jennifer E. Ando (OIC)</b>	<b>Office of the Head for General Services</b>
<b>Ms. Miriam M. dela Torre</b>	<b>Office of the Head of RSP &amp; Personnel Records</b>
<b>Ms. Jennifer E. Ando</b>	<b>In-Charge, Performance Management &amp; RR</b>
<b>Ms. Regina C. Bibera</b>	<b>In-Charge, LD &amp; HR Accreditation</b>
<b>Engr. Marlon G. Burlas</b>	<b>In-Charge, Payroll &amp; Leave Benefits</b>
<b>Mr. Roden D. Troyo</b>	<b>Office of the Head of Power Plant &amp; Electrical Services &amp; Office of the Head of Motor Pool Services</b>
<b>Engr. Mario Lilio P. Valenzona</b>	<b>Office of the Head for Grounds and Landscape Maintenance</b>
<b>Mr. Legario B. Ramos</b>	<b>Office of the Head for Building &amp; Housing Maintenance</b>
	<b>Office of the Head of Instrumentation and Laboratory Equipment</b>

**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, 2022 to December 31, 2022. 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