



Visayas State University

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Office of the President

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MEMORANDUM NO. 36
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T O: All Concerned

R E: Quality Management Designations Relative to ISO Certification

In connection with the ISO Certification of the Visayas State University, the following are hereby designated as:

Name	Position/Designation	Responsibilities/Duties
Dr. Lualhati M. Noriel Prof. Manolo B. Loreto, Jr. Dr. Beatriz S. Belonias Dr. Lourdes B. Cano Dr. Roberto C. Guarte Ms. Alicia M. Flores Ms. Asteria A. Sevilla	Chairperson Member Member Member Member Member Member	Quality Management Task Force Committee/ISO Internal Audit Team
Dr. Lualhati M. Noriel	Quality Management Representative	Leads in ISO certification efforts.
Dr. Roberto C. Guarte	Lead Auditor (LA)	1. Coordinate with other ISO Internal Auditors regarding schedule of internal audit. 2. Assign the members of the Internal Quality Auditors (IQA) of their respective assignment. 3. Prepare the audit plan in accordance with the ISO standard. 4. Conduct internal audit together with other internal auditors. 5. Collage the findings of the internal quality auditors (IQA) and present during the management review. 6. Maintain record and monitor the

		implementation of the corrective and preventive actions on conformities.
Prof. Manolo B. Loreto, Jr.	Assistant Quality Management Representative (AQMR)	<ol style="list-style-type: none"> 1. Assist the QMR in the effective planning, implementation, maintenance and continual improvement of the QMS. 2. Assist in the overall performance of the QMR in her/his absence. 3. Assume responsibility of the QMR in her/his absence.
Ms. Asteria A. Sevilla	Document Officer	<ol style="list-style-type: none"> 1. Coordinate with the Document Controllers from the different units/offices of the university. 2. Monitoring of documents controlled and ensure that they are in accordance with ISO standard.
Ms. Jessamine C. Ecleo	Document Controller (DC) - BAC	<ol style="list-style-type: none"> 1. In-charge of all the documents coming in and out of their respective office. 2. Identify and separate the documents coming outside of VSU (e.g. CSC, CHED, DBM, etc.) from those within the university. 3. Label and mark the documents in accordance with the ISO standard.
Ms. Norma O. Villas	Document Controller – Registrar’s Office	

Dr. Noriel as Quality Management Representative is requested to convene the committee to discuss this assignment.

Please be guided accordingly.


EDGARDO E. TULIN
 President