



11 September 2023

**MEMORANDUM NO.** 876  
Series of 2023

**T O: Ms. Pamela P. Oraño**

**R E: Designation as Head, Data Management and Information Services**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Data Management and Information Services, effective immediately until December 31, 2023, or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to do the following:

1. Develop an online platform for QMS documentation in coordination with the staff of the Office of the Director of Quality Assurance (ODQA).
2. Ensure the privacy of the documents and data uploaded in the portal.
3. Manage and maintain the contents of the QMS portal.
4. Train the University Document and Records Controller (DRC) and the deputy DRCs (dDRCs) of the different offices and units of the university on the use of the QMS portal.
5. Prepare guidelines on the management of the QMS portal.

Moreover, you 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

cc: QAC  
Records  
File