



11 October 2021

MEMORANDUM NO. 644
Series of 2021

T O:

Dr. Elwin Jay V. Yu	Office of the Chief of University Services for Health, Emergency & Rescue (USHER)
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Dr. Julius V. Abela	Office of the University Disaster & Risk Reduction Management
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Ms. Miriam M. dela Torre	Office of the Head of RSP & Personnel Records
Ms. Jennifer E. Ando	In-Charge, Performance Management & RR
Ms. Regina C. Bibera	In-Charge, LD & HR Accreditation
Engr. Marlon G. Burlas	In-Charge, Payroll & Leave Benefits
Mr. Roden D. Troyo	Office of the Head of Power Plant & Electrical Services & Office of the Head of Motor Pool Services
Engr. Mario Lilio P. Valenzona	Office of the Head for Grounds and Landscape Maintenance
Mr. Legario B. Ramos	Office of the Head for Building & Housing Maintenance
	Office of the Head of Instrumentation and Laboratory Equipment

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 October 18, 2021 to December 31, 2021. 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