

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

Www.luv.com ID 9108658749

1 July 2020

MEMORANDUM NO. 240 Series of 2020

T O: Ms. Pamela P. Oraño

R E: Designation as ISO Document and Records Controller (DRC)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **ISO Document and Records Controller** effective July 01, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities. As DRC, you are directed to do the following functions:

- 1. Assist the Quality Management Representative in the creation and revision of ISO documented information.
- 2. Issue, maintain, retrieve, and control all controlled documents.
- 3. Assign document numbers and other coding controls for all ISO documented information.
- 4. Coordinate and inform relevant personnel on any changes of the documents.
- 5. Ensure the implementation of records control.

Please be guided accordingly.

EDGARDO E. TULIN

President