



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



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MEMORANDUM NO. 590
Series of 2024

TO: Ms. Susana B. Miñoza

RE: Designation as ISO University Document and Records Controller (UDRC)

FROM:  DR. PROSE IVY. G YEPES
University President

DATE: June 28, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Quality Management Officer, you are hereby designated as **ISO University Document and Records Controller (UDRC)** effective July 1, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As UDRC, 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.

cc: QAC
Records
File