



27 July 2020

MEMORANDUM NO. 362

Series of 2020

T O: Mr. Allen Glennie P. Lambert - Executive Secretary
Prof. Francisco G. Gabunada, Jr. - University and Board Secretary
Prof. Maria Aurora W. Tabada - Head, Gender Resource Center
Atty. Rysan C. Guinocor - Chief Legal Officer
Ms. Ma. Teresa A. Cruz - Head, Internal Audit
Mr. Ulderico B. Alviola - Head, Univ. Integrated Media Center
Dr. Ana Marquiza M. Quilicot - Head, International Affairs Office
Prof. Allan A. Ramal - Head, Culture and Arts Center

R E: ISO Quality Assurance Coordinators under the President's Office

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 office effective July 01, 2020 to December 31, 2020. As such you are to exercise the following functions:

1. Ensure that the processes/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. Ensure 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. Ensure the promotion of customer focus and risk-based thinking in implementing effectively the quality management system.

Please be guided accordingly.


EDGARDO E. TULIN
President