



15 July 2022

**MEMORANDUM NO. 585**  
Series of 2022

**T O: Mrs. Joji R. Parami**  
**R E: Designation as Head, Office of Quality Assurance, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Office of Quality Assurance, VSU Villaba Campus vice Dr. Hervina V. Mollejon, effective immediately until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to coordinate the implementation of quality assurance activities of the university.

**AACCUP Quality Assurance Coordinating Office**

- a. Lead in all activities and preparation of materials needed for AACCUP accreditation of programs in the VSU system;
- b. Records and analyze data and provide interpretation of results and monitor implementation of quality standard set by AACCUP.

**CHED Quality Assurance Coordinating Office**

- a. Coordinate and lead all activities related to SUC levelling, RQAT, ISA CHED Assessment and Monitoring.
- b. Review and proposed effective and efficient procedures followed by the university in the preparation of documents required for the final examination during the accreditation activity.


**International Quality Assurance Coordinating Office**

- a. Lead in the preparation of ISO, AUNPQ, Washington Accord, and other international quality assurance certification or accreditation activities.
- b. Coordinate the implementation of quality standard set by the accrediting agencies.
- c. Review and propose effective measures that ensure quality is maintained as required.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
EDGARDO E. TULIN  
President

cc: VSU-Villaba  
OVPA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
ODHRM/OHRSSPR  
ODF/Budget  
OHIA  
Deans  
Directors  
Accounting  
Cash  
COA  
Registrar  
Records  
File