



6 October 2016

**MEMORANDUM NO. 243**

Series of 2016

**T O: Ms. Asteria A. Sevilla**

**R E: Designation as Document Officer**

You are hereby designated as Document Officer relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Oversees the implementation of the established document control procedures by the document controllers.
2. Maintains a copy of all original WTM documents, manuals and references.
3. Initiates revisions based on management review, audits or proposals from end-users.
4. Keeps track of revisions through revision history.
5. Issues latest documents/forms to all sites and ensures retrieval/replacement of obsolete documents.

Please be guided accordingly.

**EDGARDO E. TULIN**

✕ President

cc: QAC  
Records  
File