



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 636
Series of 2024

TO:

Dr. Rotacio S. Gravoso	- VP for Academic Affairs
Dr. Elwin Jay V. Yu	- VP for Administration & Finance
Dr. Santiago T. Peña Jr.	- VP for Research, Extension and Innovation
Dr. Moises Neil V. Serioño	- VP for Planning, Resource Generation & Auxiliary Services and Risk Manager
Dr. Aleli A. Villocino	- VP for Students Affairs & Services and Quality Management Officer
Dr. Joel Rey U. Acob	- Director for Quality Assurance Center and Assistant Quality Management Officer
Ms. Pamela P. Oraño	- Lead Internal Quality Auditor
Ms. Charmagne Faith F. Capuno	- Customer Feedback Officer
Ms. Susana B. Miñoza	- University Document & Records Controller (UDRC)

RE: Designation as ISO Top Management Committee

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: July 29, 2024

By virtue of the authority vested in me by the VSU Board of regents and as per recommendation by the Director for QAC, you are hereby designated as members of the ISO 9001 Top Management Committee with the undersigned as Chairperson effective August 1, 2024 to December 31, 2024. As such you are to ensure the effective planning, implementation, monitoring and continual improvement of the VSU Quality Management System (QMS) to conform to the ISO 9001:2015 standards. The committee will exercise the following functions:

1. Ensures that the QMS is effectively planned, implemented and monitored, and that appropriate corrective actions are carried out, if necessary, by all personnel in all units and offices of VSU.
2. Ensures that the responsibilities of key ISO personnel are properly defined, delegated, communicated and understood within the organization, and that these personnel are given authority to function accordingly.
3. Ensures that the VSU QMS policy and objectives are updated accordingly and disseminated to all personnel and staff.
4. Reviews policies, guidelines and procedures relevant to the QMS.
5. Ensures that all required resources needed to run the QMS are available.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000



Page 1 of 2
FM-OOP-01
V05 06-06-2024
No. 24-636

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

Please be guided accordingly.

cc: QAC
Records
File