

Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

13 April 2015

MEMORANDUM NO. 50
Series of 2015

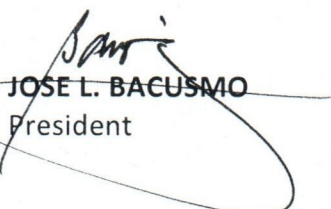
T	O:	Dr. Edgardo E. Tulin	Dr. Roberto C. Guarte
		Dr. Othello B. Capuno	Dr. Victor B. Asio
		Dr. Beatriz S. Belonias	Ms. Andreli D. Pardales
		Ms. Erlinda S. Esguerra	Dr. Elwin Jay V. Yu
		Ms. Anita G. Godoy	Mr. Eliezer L. Velasco
		Ms. Louella C. Ampac	Prof. Manolo B. Loreto, Jr.
		Ms. Corazon U. Nuevo	Ms. Asteria A. Sevilla
		Engr. Alex P. Tulin	Ms. Teresita L. Quiñanola
		Ms. Ma. Fe L. Gayanilo	Engr. Celso F. Gumaod
		Engr. Mario Lilio P. Valenzona	Mr. Legario B. Ramos
		Mr. Remegio M. Sanico	Atty. Rysan C. Guinocor

R E: ISO Certification

You are hereby directed to attend a 2-day **ISO Mandatory Writeshop on Six (6) Documented Procedures aligned to ISO 9001:2008 Quality Management System** on **April 28–29, 2015** to be held at the **Quality Assurance Center** in preparation for the ISO Certification of the University. During the writeshop, you will be oriented on ISO 9001:2008 QMS and the presentation of the draft of the VSU QMS Model and Process Map. This will give you an idea of the requirements for ISO Certification. The expected output of the writeshop are draft of six mandatory documented procedures on processes which affect your respective offices.

The participants are divided into groups and each group should bring a laptop. Please see attached groupings for your reference. Program of activities will be distributed later.

Your usual cooperation is enjoined.


JOSE L. BACUSMO
President

cc: VP for Instruction
Quality Assurance Center

Grouping of Participants during the ISO Writeshop

Group No./Office	Unit Head
Group I Accounting Budget Internal Audit Cash Division SPMO	Ms. Erlinda S. Esguerra Ms. Anita G. Godoy Ms. Louella C. Ampac Ms. Corazon U. Nuevo Engr. Alex P. Tulin
Group II ODAHRD PRPEO Records	Ms. Ma. Fe L. Gayanilo Ms. Teresita L. Quiñanola Ms. Asteria A. Sevilla
Group III USSO Registrar VSU Hospital Library	Prof. Manolo B. Loreto, Jr. Mr. Eliezer L. Velasco Dr. Elwin Jay V. Yu Ms. Andreli D. Pardales
Group IV GSO Security Instrumentation HELV MU AdPA	Engr. Mario Lilio P. Valenzona Engr. Celso F. Gumaod Mr. Legario B. Ramos Mr. Remegio M. Sanico Atty. Rysan C. Guinocor
Group V Vice Presidents Dean, Graduate School	Dr. Edgardo E. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno Dr. Victor B. Asio Dr. Beatriz S. Belonias

- Each group should have a laptop.

Facilitators:

Ms. Sarah Ravelo
Ms. Pamela Oraño
Ms. Connel Antipaso
Ms. Felicisima Israel