



30 January 2023

**MEMORANDUM NO. 161**  
Series of 2023

**T O: Dr. Editha G. Cagasan**  
**R E: Designation as Director for Quality Assurance**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Director for Quality Assurance effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Director, you are directed to:

1. 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. Record 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 leveling, RQAT, ISA CHED Assessment and Monitoring.
- b. Review and propose effective and efficient procedures to be 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, AUN-PQ, 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 ensures quality is maintained as required.

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

Please be guided accordingly.

**EDGARDO E. TULIN**  
President

cc: OVPAA  
OVPAF  
OVPREI  
OVPSAS  
OVPPRGAS  
OUS  
Deans  
Directors  
ODF/Budget  
ODHRM/RSPPRO  
QAC  
Accounting  
Cash  
Registrar  
COA  
OHIA  
Records  
File