



6 October 2016

MEMORANDUM NO. 240

Series of 2016

T O: Dr. Lualhati M. Noriel

**R E: Designation as Quality Management Representative (QMR) and
Internal Auditor**

You are hereby designated as Quality Management Representative (QMR) and one of the Internal Auditors relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Coordinates all ISO-related activities of the VSU system.
2. Ensure compliance of the document team, audit team, and training team to their annual programs.
3. Plans, coordinates and spearheads Annual Management Review.
4. Ensures that all budgetary requirements related to ISO programs are submitted to higher management for approval.
5. Coordinates with the team members to avoid conflicts in schedule.
6. Prepare an annual audit plan.
7. Prepare, update or revise the audit checklists.
8. Ensure implementation of the audit plan.
9. Follow-up completion of audit reports and implementation of corrective actions.
10. Prepare an annual budget for inclusion to annual budget plan of the university.
11. Ensure high level of competence of the audit team.

Please be guided accordingly.

EDGARDO E. TULIN

✍ President

cc: QAC
Records
File



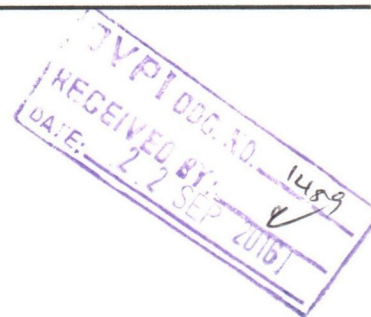
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VISAYAS STATE UNIVERSITY
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Telefax (053) 563-7534

September 9, 2016

QAC Document # 55
Series 2016

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City



Dear **Dr. Tulin**:

During the "ISO Top Management Review" conducted on July 20, 2016 one of the recommendations to comply with the ISO certification is the issuance of **separate** appointments with their corresponding responsibilities to the VSU ISO Team. This matter was also discussed during the recent meeting of the VSU QMS Task Force on September 8, 2016. Hence, this is to request for issuance of the individual appointment to concerned personnel as follows:

Designation	Name	Responsibilities
Quality Management Representative(QMR)	Dr. Lualhati M. Noriel	<ol style="list-style-type: none">1. Coordinates all ISO- related activities of the VSU system2. Ensure compliance of the document team, audit team, and training team to their annual programs3. Plans, coordinates and spearheads Annual Management Review4. Ensures that all budgetary requirements related to ISO programs are submitted to higher management for approval5. Coordinates with the team members to avoid conflicts in schedule
Assistant Quality Management Representative (AQMR)	Engr. Manolo B. Loreto, Jr.	<ol style="list-style-type: none">1. Assists the QMR in the effective planning, implementation, maintenance and continual improvement of the QMS2. Assists in the overall performance of the QMR3. Assume responsibility of the QMR in her/his absence
Internal Lead Auditor	Dr. Roberto C. Guarte	<ol style="list-style-type: none">1. Prepares an annual audit plan2. Prepares, updates or revises the audit checklists3. Ensures implementation of the audit plan4. Follow-up completion of audit reports and implementation of corrective actions5. Prepares an audit budget for inclusion to

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		<p>the Annual Budget Plan</p> <ol style="list-style-type: none"> 6. Ensures high level of competence of the audit team
Internal Auditors	<p>Dr. Lourdes B. Cano Dr. Beatriz S. Belonias Engr. Manolo B. Loreto, Jr. Ms. Alice M. Flores Dr. Lualhati M. Noriel</p>	<ol style="list-style-type: none"> 1. Prepare an annual audit plan 2. Prepare, update or revise the audit checklists 3. Ensure implementation of the audit plan 4. Follow-up completion of audit reports and implementation of corrective actions 5. Prepare an annual budget for inclusion to annual budget plan of the university 6. Ensure high level of competence of the audit team
Document Officer	Ms. Asteria A. Sevilla	<ol style="list-style-type: none"> 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
Document Controller	<p>Ms. Jessamine Ecleo – (BAC) Ms. Norma Villas – Registrar Ms. Karina Immaculada Apale – Library May AnnCobico – USSO Clara Mercado – Infirmary Erly Esguerra – Procurement Robert Miraflor – Finance Yolanda Balbarino – Cash Division Felicisima Israel – HRMO Merle Gravador – PRPEO Graciana Espinosa – Records Teresita Manatad –</p>	<ol style="list-style-type: none"> 1. Plans, schedules and spearheads revisions of documents and forms 2. Gathers new and relevant information/developments on WTM-related technologies 3. Prepares a documentation budget for inclusion to annual OPEX 4. Ensures that only the latest documents are available to users 5. Prevents access of documents to unauthorized personnel 6. Monitors access of records 7. Proposes changes to documents based on the field observations, audits, or checks 8. Assists the Document Officer during documents review and document revisions 9. Maintains all pertinent VSU Manuals, documents, records and forms

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	Budget Valerie yamos – Agric. Engineering Florentino Morales, Jr. – Geodetic Engineering Dahlia Arpoceple – Civil Engineering Jundy Castil – Mechanical Engineering Rafael Vergara – Computer Science	
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Thank you very much.

LUALHATI M. NORIEL

Director, Quality Assurance Center

Recommending Approval:

BEATRIZ S. BELONIAS

Vice President for Instruction

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