



31 January 2023

MEMORANDUM NO. 430
Series of 2023

T O: Ms. Ian Jane C. Cadayong

R E: Designation as Head, Quality Assurance and ISO Coordinator, VSU Tolosa Campus

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

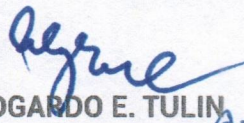
As Head, you are directed to:

1. Coordinate the implementation of quality assurance activities of the VSU Tolosa Campus.
2. Leads in all activities and preparation of materials needed for AACCUP accreditation of programs in the VSU Tolosa.
3. Coordinates with the ODQA in the Main Campus for information and other important related matters.
4. Manages and secures all the documents of the different programs of VSU Tolosa.
5. Records and analyze data and provide interpretation of results and monitor implementation of the quality standard set by AACCUP.
6. Reviews and propose effective and efficient procedures followed by the university in the preparation of documents required for the final examination during the accreditation activity.
7. Lead the preparation of other international quality assurance certification or accreditation activities.
8. Review and propose effective measures that ensure quality is maintained as required.
9. Perform other functions as the Chancellor and higher authorities may assign.

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

This supersedes previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: VSU-Tolosa
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OVPREI
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ODF/Budget
OHIA
Deans
Directors
Accounting
Cash
COA
Registrar
Records
File