



20 February 2023

MEMORANDUM NO. 481
Series of 2023

T O: **Dr. Allen Glennie P. Lambert**

Dr. Guiraldo C. Fernandez Jr.
Prof. Ma. Aurora Teresita W. Tabada
Atty. Rysan C. Guinocor
Ms. Ma. Teresa A. Cruz
Dr. Ulderico B. Alviola

Dr. Ana Marquiza M. Quilicot
Ms. Mary Ann D. Joya

Prof. Jude Nonie Sales
Mr. Jed Asaph D. Cortes
Dr. Editha G. Cagasan

**- Executive Secretary and
OIC Head, Grants Development Office**
- University and Board Secretary
- Head, Gender Resource Center
- OIC Chief Legal Officer
- Head, Internal Audit
**- Head, University Integrated
Media Center**
- Head, International Affairs Office
**- Guesthouse Caretaker,
VSU Manila Office**
- Head, Culture and Arts Center
- Head, VSU Web Team
- Director for Quality Assurance


R E: **ISO Quality Assurance Coordinator under the Office of the President (OP)**

By virtue of the authority vested in me by the VSU Board of regents, you are hereby designated as ISO Quality Assurance Coordinators of your respective offices effective January 3, 2023 to December 31, 2023. As such you are to exercise the following functions:

1. Ensures that the process/ procedures specific to your respective center/unit/office needed for the Quality Management System (QMS) of VSU are established, effectively implemented and maintained and /or continually improved.
2. Ensures that the QMS conforms to the requirements of ISO 9001:2015 standard in documentation, audit, and review processes.
3. Report to the deputy QMR or your immediate supervisor on the performance of the QMS for review and continual improvement.
4. Ensures the promotion of customer focus and risk-based thinking in implementing effectively the Quality Management System.

Moreover, they 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