



20 February 2023

**MEMORANDUM NO. 484**  
Series of 2023

- T O:**
- Dr. Dilberto O. Ferraren** - Vice President for Planning, Resource Generation & Auxiliary Services (VPPRGAS)
  - Engr. Marcelo T. Abrera Jr.** - Office of the Director for Planning and Infrastructure Project Development, Management and Monitoring
  - Dr. Daniel Leslie S. Tan** - Risk Manager
  - Mr. Toni Marc L. Dargantes** - Assistant Risk Manager  
OIC Head for Planning
  - Prof. Argina M. Pomida** - Office of the Director for Resource Generation and Auxiliary Services  
Head Income Generating Projects
  - Dr. Guiraldo C. Fernandez Jr.** - OIC, Office of the Student and Employee Housing Accommodation
  - Dr. Angelica P. Baldos** - Office of the Director of the Center for Continuing Education (CCE)  
Head of the Continuing Professional Development Education
  - Dr. Christy Desades** - Office of the Head of the University Review Services (URS)
  - Ms. Corazon A. Padilla** - Office of the Head of Alumni and Community Relations
- R E:** ISO Quality Assurance Coordinator under the Office of the Vice President for Planning and Resource Generation and Auxiliary Services (OVPPRGAS)

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

cc: OVPPRGAS  
ODQA  
Records  
File