

OFFICE OF THE PRESIDENT

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Management ISO 9001:2015

27 July 2020

MEMORANDUM NO. 364 Series of 2020

T 0: Ms. Myrna Pancito

Ms. Erlinda S. Esquerra

Ms. Honey Sofia V. Colis

Ms. Miriam M. dela Torre

Ms. Jennifer E. Ando

Ms. Regina C. Bibera

Ms. Jessamine C. Ecleo

Ms. Alicia M. Flores

Ms. Queen-ever Y. Atupan

Engr. Apolonio M. Encierto

Engr. Marlon G. Burlas Mr. Roden D. Troyo

Mr. Legario B. Ramos

- Head, Budget Office

- Head, Accounting Office

- Head, RSP and Personnel Records

- In-charge, Performance Mgt. & RR

- In-charge, LD & HR Accreditation

- In-charge, Payroll & Leave Benefits

- Head, Procurement Office

- Head, Supply and Property Office

- Head, Cash Office

Ms. Ma. Roberta S. Miraflor - OIC Head, Records and Archives

- Head, Power Plant & Electrical Services

- Head, Motor Pool Services

- Head, Grounds & Landscape Maintenance

-Head, Instrumentation & Laboratory Equipment

R E: ISO Quality Assurance Coordinators under the Office of the Vice President for Administration and Finance (OVPAF)

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/units under the Office of the Vice President for Administration and Finance (OVPAF) effective July 01. 2020 to December 31, 2020. As such you are to exercise the following functions:

- 1. Ensure that the processes/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. Ensure 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. Ensure the promotion of customer focus and risk-based thinking in implementing effectively the quality management system.

Please be guided accordingly.

EDGARDO E. TULIN

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1 FM-00P-01

v2 04-27-2020 No. 20-364