



27 July 2020

**MEMORANDUM NO. 364**  
Series of 2020

**T O:**

<b>Ms. Myrna Pancito</b>	<b>- Head, Budget Office</b>
<b>Ms. Erlinda S. Esguerra</b>	<b>- Head, Accounting Office</b>
<b>Ms. Honey Sofia V. Colis</b>	<b>- Head, RSP and Personnel Records</b>
<b>Ms. Miriam M. dela Torre</b>	<b>- In-charge, Performance Mgt. &amp; RR</b>
<b>Ms. Jennifer E. Ando</b>	<b>- In-charge, LD &amp; HR Accreditation</b>
<b>Ms. Regina C. Bibera</b>	<b>- In-charge, Payroll &amp; Leave Benefits</b>
<b>Ms. Jessamine C. Ecleo</b>	<b>- Head, Procurement Office</b>
<b>Ms. Alicia M. Flores</b>	<b>- Head, Supply and Property Office</b>
<b>Ms. Queen-ever Y. Atupan</b>	<b>- Head, Cash Office</b>
<b>Ms. Ma. Roberta S. Miraflor</b>	<b>- OIC Head, Records and Archives</b>
<b>Engr. Apolonio M. Encierto</b>	<b>- Head, Power Plant &amp; Electrical Services</b>
<b>Engr. Marlon G. Burlas</b>	<b>- Head, Motor Pool Services</b>
<b>Mr. Roden D. Troyo</b>	<b>- Head, Grounds &amp; Landscape Maintenance</b>
<b>Mr. Legario B. Ramos</b>	<b>- Head, Instrumentation &amp; Laboratory Equipment</b>

**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**  
President