

OFFICE OF THE PRESIDENT

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Management System ISO 9001:2015

www.tuv.com ID 9108658749

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1 March 2021

MEMORANDUM NO. 380 Series of 2021

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Dr. Editha G. Cagasan

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Designation as Assistant Quality Management Representative

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Assistant Quality Management Representative** (QMR) effective March 1, 2021 to December 31, 2021 or unless sooner revoked or terminated by higher authorities. As such you are to exercise the following functions:

- 1. Assist the QMR in effectively establishing, implementing and maintaining the process of the organization for the continual improvement of the QMS.
- 2. Assumes the functions of QMR in his/her absence.

Moreover, you 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