



1 March 2021

**MEMORANDUM NO. 380**  
Series of 2021

**T O: Dr. Editha G. Cagasan**  
**R E: 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