

**MEMORANDUM NO.** 635  
Series of 2024

**TO:**                   **Training Coordinator:**           **Dr. Joel Rey U. Acob**  
                          **Training Team Members**   **Dr. Aleli A. Villocino**  
  **Ms. Pamela P. Oraño**  
  **Ms. Charmagne Faith F. Capuno**  
  **Ms. Susana B. Miñoza**  
  **Ms. Maria Lilia P. Vega**  
  **Ms. Daisy E. Pantorilla**  
  **Mr. Reymart C. Honrada**  
  **Ms. Anarose B. Romo**  
  **Ms. Shara Liz D. Brehonio**  
  **Ms. Carmi M. Suganob**

**RE:**                   **Designation as ISO Training Coordinator and Training Team Members**

**FROM:**           **DR. PROSE IVY. G YEPES**  
                          University President

**DATE:**           **July 29, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as per recommendation by the Director for QAC, you are hereby designated as ISO Training Coordinator and Training Team Members effective August 1, 2024 until December 31, 2024.

As such you are to exercise the following functions:

1. Identifies ISO-related training needs and prepares the training design, coordinating, conducting/implementing, and evaluating ISO-related training/workshops with process owners for the effective implementation of QMS.
2. Ensures that records on ISO-related training/workshops are maintained accordingly.

Moreover, they are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

**cc:**           QAC  
              Records  
              File