



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum No. 993

Series of 2024

TO: **Dr. Joel Rey U. Acob**

RE: **Designation as Director, Quality Assurance**

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

DATE: **December 27, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director, Quality Assurance** effective **January 2, 2025 until December 31, 2025** or unless sooner revoked or terminated by higher authorities. You are tasked to do the following:

1. Takes lead in the operation of the University management's functions such as advancement of quality assurance perspectives, management and updating of university data/profile, promotion of gender and development advocacies, regulation and protection of the university's information and public documents in accordance to the FOI manual;
2. Develops quality assurance policies and procedures which are aligned to the University's by-laws, strategic plan and vision, its approach to quality and to the relevant external reference points as CHED's policies, guidelines and standards, local and international accrediting agencies and relevant others;
3. Plans, implements, monitors and reviews development programs related to quality assurance;
4. Maintains a central oversight of key university documents relevant to quality assurance;
5. Serves as overall liaison officer in establishing and maintaining linkages with local and international accrediting bodies;
6. Acts as liaison with deans, directors, division and unit heads, faculty and administrative colleagues to support the implementation of quality assurance processes for monitoring and review of academic activities and administrative processes;

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7. Plays a proactive role in the University's preparations for AACUP accreditation, ISO accreditation, ISA evaluation, SUC leveling evaluation and relevant others;
8. Leads the Quality Assurance Committee, Program Reviews and Validation Committees and participate in working groups as necessary to provide a quality assurance perspective;
9. Conducts regular meeting with the Heads, Quality Assurance of the university in close coordination with the Campus Directors of the external campuses;
10. Submits monthly report to the University President;
11. Coordinates the implementation of quality assurance activities of the university;
12. Performs other tasks assigned by the University President.

As Director, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

For your information, proper guidance, and usual support.

cc: Unit Heads
Office Directors
College Deans
Chancellors
Vice President