



22 February 2021

**MEMORANDUM NO. 129**  
Series of 2021

**T O: Prof. Elvira E. Ongy**

**R E: Designation as Assistant Director for Local and National Quality Assurance**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Assistant Director for Local and National Quality Assurance effective March 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities. As Assistant Director, you are directed to do the following functions:

1. Assist the Director in planning, organizing, and coordinating the conduct of local and national (CHED, AACCUP, and internal) quality assurance activities.
2. Act as Lead Auditor in the ISO 9001:2015 internal audits.
3. Assist in monitoring and conduct of follow up activities among units/offices concerned on national, local and internal quality assurance-related activities seeing to it that needed documents are compliant with the requirements and are submitted on time.
4. Provide regular updates/reports to QAC and to appropriate offices on status of related quality assurance activities.

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

cc:	OVPAA	Accounting	ODAHRD/PRPEO
	OVPAF	Cash	Directors
	OVPREI	Registrar	
	OVPASAS	COA	
	OVPPRGAS	IASO	
	OUS	Deans	
	QAC	Records	
	ODF/Budget	File	