

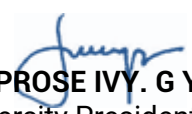


**MEMORANDUM NO. 351**

Series of 2024

TO: **Dr. Joel Rey U. Acob**  
Associate Professor II

RE: **Designation as Director for Quality Assurance Center**

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

DATE: **May 7, 2024**

In the interest of government service and by virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Director for Quality Assurance Center**. As such, you will perform the following duties and responsibilities in addition to your regular functions:

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 over-all 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;
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.

**OFFICE OF THE PRESIDENT**


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

This designation will take effect on **May 10, 2024 until December 31, 2024** or unless sooner revoked.

Please be guided accordingly.

cc:	OVPAA	OVPREI	HRMO/RSPPRO	OUS	IAS	Records
	OVPAF	OVPSAS	Registrar	Accounting	Deans	File
	OVPPRGAS	Cash	ODF/Budget	COA	Directors	



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.