



1 July 2020

MEMORANDUM NO. 352
Series of 2020

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 July 01 to December 31, 2020 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