



11 October 2021

MEMORANDUM NO. 646
Series of 2021

T O: **Mr. Allen Glennie P. Lambert** - Executive Secretary and
OIC Head, Grants Development Office
Dr. Guiraldo C. Fernandez Jr. - University and Board Secretary
Atty. Rysan C. Guinocor - Chief Legal Officer
Ms. Ma. Teresa A. Cruz - Head, Internal Audit
Mr. Ulderico B. Alviola - Head, University Integrated Media Center
Dr. Ana Marquiza M. Quilicot - Head, International Affairs Office
Prof. Jude Nonie Sales - Head, Culture and Arts Center
Prof. Ma. Aurora Teresita W. Tabada - Head, Gender Resource Center
Dr. Daniel Leslie S. Tan - VP for Administration and Finance
Dr. Editha G. Cagasan - Director for Quality Assurance


R E: **ISO Quality Assurance Coordinator under the Office of the President (OP)**

By virtue of the authority vested in me by the VSU Board of regents, you are hereby designated as ISO Quality Assurance Coordinators of your respective offices effective October 18, 2021 to December 31, 2021. As such you are to exercise the following functions:

1. Ensures that the process/ procedures specific to your respective center/unit/office needed for the Quality Management System (QMS) of VSU are established, effectively implemented and maintained and /or continually improved.
2. Ensures that the QMS conforms to the requirements of ISO 9001:2015 standard in documentation, audit, and review processes.
3. Report to the deputy QMR or your immediate supervisor on the performance of the QMS for review and continual improvement.
4. Ensures the promotion of customer focus and risk-based thinking in implementing effectively the Quality Management System.

Moreover, they 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