



11 October 2021

MEMORANDUM NO. 641
Series of 2021

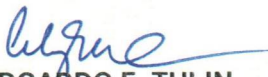
- T O:** **Mr. Toni Marc L. Dargantes** - **Planning Officer**
Prof. Argina M. Pomida - **Office of the Director for Resource Generation and Auxiliary Services, Head Income Generating Projects, and Office of the Student and Employee Housing Accommodation**
- Dr. Angelica P. Baldos** - **Office of the Director of the Center for Continuing Education, Office of the Head of the University Review Services, Office of the Head of the Continuing Professional Development**
- Prof. Elsie E. Salamat** - **Office of the Head of Alumni and Community Relations**
- R E:** **ISO Quality Assurance Coordinator under the Office of the Vice President for Planning and Resource Generation and Auxiliary Services (OVPPRGAS)**

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