

OFFICE OF THE PRESIDENT

2/F Administration Building Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7067

Telefax: +63 53 563 7067 Email: op@vsu.edu.ph Website: www.vsu.edu.ph



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10 January 2023

MEMORANDUM NO. 32 Series of 2023

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 January 3, 2023 to December 31, 2023 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 OMR 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