



20 February 2023

MEMORANDUM NO. 487
Series of 2023

T O: All Concerned

R E: Designation as ISO Training Coordinator and Training Team Members

You are hereby designated as ISO Training Coordinator and Training Team Members effective January 3, 2023 until December 31, 2023.

**Training Coordinator
Training Team Members**


**Dr. Editha G. Cagasan
Dr. Aleli A. Villocino
Dr. Luz O. Moreno
Mr. Gideon Niel D. Tan
Ms. Pamela P. Oraño
Ms. Maria Lilia P. Vega
Ms. Chelsea R. Narvios
Mr. Poca Joe A. Didal
Mr. Reymart C. Honrada
Ms. Mary Anne C. Abedejos
Ms. Shara Liz D. Brehonio
Mr. Ronnel C. Honrada
Ms. Angelica Mae B. Villahermosa**

As such you are to exercise the following functions:

1. Identifies ISO-related training needs and prepares the training design, coordinating, conducting/implementing, and evaluating ISO-related training/workshops with process owners for the effective implementation of QMS.
2. Ensures that records on ISO-related training/workshops are maintained accordingly.

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