



19 April 2018

MEMORANDUM NO. 213
Series of 2018

T O: All Concerned

R E: Quality Management Designations Relative to ISO Certification

In connection with the ISO Certification of the Visayas State University, the following are hereby designated as:

NAME	POSITION/DESIGNATION	RESPONSIBILITIES/DUTIES
Dr. Editha G. Cagasan Prof. Manolo B. Loreto, Jr. Dr. Beatriz S. Belonias Dr. Lourdes B. Cano Dr. Roberto C. Guarte Prof. Epifania G. Loreto Dr. Milagros C. Bales Ms. Alicia M. Flores Ms. Asteria A. Sevilla Ms. Louella C. Ampac Ms. Michelle A. Borleo Ms. Jennifer E. Ando	Chairpeson Member Member Member Member Member Member Member Member Member Member Member	Quality Management Task Force Committee/ISO Internal Audit Team
Dr. Editha G. Cagasan	Quality Management Representative (QMR)	Spearheads the ISO certification efforts
Prof. Manolo B. Loreto, Jr.	Assistant Quality Management Representative (AQMR)	1. Assists the QMR in the effective planning, implementation, maintenance and continual improvement of the QMS; 2. Assists in the overall performance of the QMR in her absence 3. Assume the responsibility of the QMR in her absence
Dr. Roberto C. Guarte	Lead Auditor (LA)	1. Coordinates with other ISO Internal Auditors regarding schedule of internal audit; 2. Gives audit assignments to the members of the Internal Quality Audit Team;

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Mission: Development of highly competitive human resource, scientific knowledge and
innovation, for sustainability of the environment and mankind.



		<ol style="list-style-type: none">3. Prepares the audit plan in accordance with the ISO standard;4. Conducts internal audit together with the other internal auditors;5. Collates the findings of the internal quality auditors (IQA) present during the management review;6. Maintains records and monitors the implementation of the corrective and preventive actions on conformities.
Ms. Asteria A. Sevilla	Document Officer	<ol style="list-style-type: none">1. Coordinates with the Document Controllers from the different units/offices of the university;2. Monitors the documents controlled and ensures that they are in accordance with ISO standard.

Dr. Cagasan as the Quality Management Representative is requested to convene the committee to discuss this assignment.

Please be guided accordingly.


EDGARDO E. TULIN
President