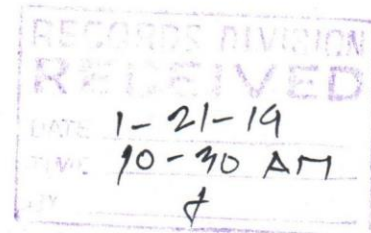




14 January 2019

MEMORANDUM NO. 19
Series of 2019



T O: Ms. Elvira E. Ongy

R E: Designation as Assistant Director for Local and National Quality Assurance

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Assistant Director for Local and National Quality Assurance effective immediately until December 31, 2019 or unless sooner revoked or terminated by higher authorities.

Your duties and responsibilities are the following:

1. Assist the Director in the planning, organizing and coordinating the conduct of local and national (CHED, AACCUP, and internal) quality assurance activities.
2. Assist in monitoring and follow up among units/offices concerned on national, local and internal quality assurance-related activities seeing to it that needed documents are in compliance with the requirements and are submitted on time.
3. Provide regular updates/reports to QAC and to appropriate offices on status of related quality assurance activities.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: QAC
DSS
OVPI
OVPAF
OVPPRGEA
OVPRE
OUS
ODAHRD/PRPEO
Records
File