



10 January 2023

MEMORANDUM NO. 31
Series of 2023

T O: Dr. Aleli A. Villocino

R E: Designation as Quality Management Representative (QMR)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Quality Management Representative (QMR) of Visayas State University effective January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities. As Quality Management Representative, you are directed to do the following functions:

1. Ensure that processes needed for the ISO Quality Management System (QMS) are effectively established, implemented and maintained if not improved.
2. Ensure that the QMS conforms to the requirements of the ISO 9001:2015 Standards.
3. Report to VSU Management Committee on the performance of the QMS and any need for improvement.
4. Ensure the promotion of customer focus throughout the organization.
5. Ensure that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.

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

cc: OVPAA	ODF/Budget	Deans
OVPAF	IASO	Directors
OVPREI	Accounting	Records
OVPASAS	Cash	ODAHRD/PRPEO
OVPPRGAS	COA	File
OUS	Registrar	