



**VISAYAS**  
STATE UNIVERSITY


**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM CIRCULAR NO. 177**  
Series of 2024

**TO: All dDRCs and AdDRCs of Visayas State University**

**RE: Attendance to the virtual activity entitled "Strategic Document Control: Orientation and Reorientation for VSU's ISO 9001:2015 Readiness"**

**FROM:  PROSE IVY G. YEPES, EdD**  
University President

**DATE: August 12, 2024**

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You are hereby enjoined to attend the virtual activity entitled **"Strategic Document Control: Orientation and Reorientation for VSU's ISO 9001:2015 Readiness" on August 19, 2024, 9:00-12:00 noon, through Zoom platform.** This activity aims to equip deputy Document and Records Control Officers and their alternates with the knowledge and skills needed to manage and control documents effectively.

Kindly use the link below to join the above-mentioned virtual activity. It is advised that you try the Zoom application prior to the conduct of the webinar.

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/95339722290?pwd=nkYX9D5SRgmqqZx89ab.b6RKa14wLpj.1>

Meeting ID: 953 3972 2290

Passcode: 105724

Your participation is vital to VSU's collective success in the continual improvement of the quality management system under the ISO 9001:2015 standard.

For your guidance and compliance.

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



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# *Strategic Document*

## *Control: Orientation and*

## *Reorientation for VSU's*

## *ISO 9001:2015*

## *Readiness*

August 19, 2024 / 09:00AM  
via Zoom Platform

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You are cordially invited

## PROGRAM

### I. Preliminaries

08:30-09:00	Registration
09:01-09:15	Opening Program
Welcome Remarks & Overview of the Activity	<b>Dr. Aleli A. Villocino</b> Quality Management Officer

### II. Program Proper

09:16-10:00	Document Control Policies and Procedures & Roles and Responsibilities of dDRCs/AdDRCs by <b>Ms. Susana B. Miñoza</b>
10:01-10:15	Break
10:16-11:30	Audit and Compliance to ISO 9001:2015 Requirements by <b>Ms. Pamela P. Oraño</b>
11:31-11:45	Q&A Session

### III. Closing Program

Closing Remarks	<b>Dr. Joel Rey U. Acob</b> Director, QAC
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Master of Ceremonies:

**Mr. Jonathan Eduard S. Cabal**  
Training Assistant