







## 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

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 <a href="https://vsu-edu-ph.zoom.us/j/95339722290?pwd=nkYX9D5SRgmqqZx89ab">https://vsu-edu-ph.zoom.us/j/95339722290?pwd=nkYX9D5SRgmqqZx89ab</a> b6RKal4wLpj.1

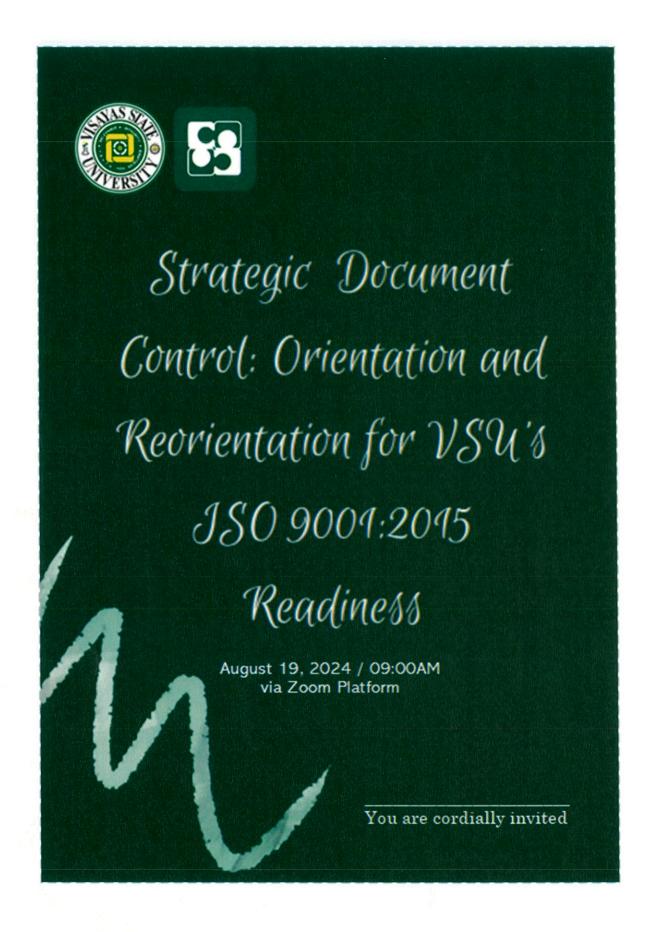
Meeting ID: 953 3972 2290

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.





## **PROGRAM**

I. Preliminaries

08:30-09:00 Registration

09:01-09:15 Opening Program

Welcome Remarks & Dr. Aleli A. Villocino
Overview of the Activity Quality Management Officer

II. Program Proper

09:16-10:00 Document Control Policies

and Procedures & Roles and

Responsibilities of dDRCs/AdDRCs

by Ms. Susana B. Miñoza

10:01-10:15 Break

10:16-11:30 Audit and Compliance to ISO 9001:2015

Requirements

by Ms. Pamela P. Oraño

11:31-11:45 Q&A Session

III. Closing Program

Closing Remarks Dr. Joel Rey U. Acob

Director, QAC

Master of Ceremonies:

Mr. Jonathan Eduard S. Cabal

Training Assistant