



1 July 2020

MEMORANDUM NO. 351

Series of 2020

T O:

Dr. Beatriz S. Belonias	- VP for Academic Affairs
Dr. Remberto A. Patindol	- VP for Administration and Finance
Dr. Othello B. Capuno	- VP for Research, Extension and Innovation
Dr. Dilberto O. Ferraren	- VP for Planning, Resource Generation & Auxiliary Services
Dr. Aleli P. Villocino	- VP for Students Affairs and Services
Dr. Editha G. Cagasan	- Quality Assurance Director and Assistant Quality Management Representative (QMR)
Dr. Daniel Leslie Tan	- Risk Manager and Director for Planning and Infrastructure Development
Dr. Angel L. Paradero	- Customer Feedback Officer
Prof. Elvira E. Ongy	- Lead Auditor
Dr. Milagros C. Bales	- Quality Management Representative
Ms. Pamela P. Oraño	- University Document and Records Controller (DRC)

R E: Designation as ISO Top Management Committee

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as members of the ISO 9001 Top Management Committee with the undersigned as Chairperson effective July 01, 2020 to December 31, 2020. As such you are to ensure the effective planning, implementation, monitoring and continual improvement of the VSU Quality Management System (QMS) to conform to the ISO 9001:2015 standards. The Committee will exercise the following functions:

1. Ensures that the QMS is effectively planned, implemented and monitored, and that appropriate corrective actions are carried out, if necessary, by all personnel in all units and offices of VSU.
2. Ensures that responsibilities of key ISO personnel are properly defined, delegated, communicated and understood within the organization, and that these personnel are given authority to function accordingly.
3. Ensures that the VSU QMS policy and objectives are updated accordingly and disseminated to all personnel and staff.
4. Reviews policies, guidelines and procedures relevant to the QMS.
5. Ensures that all required resources needed to run the QMS are available.

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