



Republic of the Philippines
ROMBLON STATE UNIVERSITY
Odiongan, Romblon



Telephone No. (042) 567-5273

Telefax No. (042) 567-5859

MEMORANDUM

No. 011, s. 2019

TO : **ALL CONCERNED** (*See attached list*)
This University

FROM : **ELVIN F. GAAC, Ph.D.**
Officer-in-Charge
VP for Academic Affairs

SUBJECT : **-PROPOSED OVERALL ISO FACILITATOR, INTERNAL QUALITY AUDITORS, AND DOCUMENT CUSTODIAN**

-PROPOSED DEPUTY ISO FACILITATORS, INTERNAL QUALITY AUDITORS AND DOCUMENT CONTROL CUSTODIANS PER DELIVERY UNIT

-PROPOSED SCOPE, PROCESSES AND FOCAL PERSONS FOR ISO PROCESS DOCUMENTATION

DATE : **February 12, 2019**

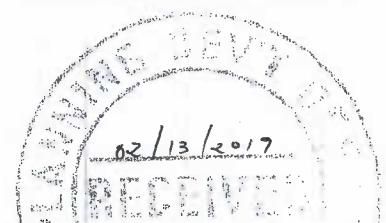
In line with the University's goal to become ISO 9001:2015 certified before year-end, the concerned University Personnel, (*See attached list*), are hereby designated to the different posts herein indicated to act in various capacities of their designations that will be defined by the Quality Management System. The same personnel will attend further training to be facilitated by our Commissioned Consultants for proper orientation of the different functions in the performance of their designated roles.

The designation and corresponding work function shall not entail any remuneration or service credit but will be considered as personal contribution from the designee in the University's quest for service excellence.

Please be guided accordingly.

Copy furnished:
All Concerned
Records Officer
File
2019/OP/JFR/hfd

“Readiness to Serve the region Utilizing resources for higher education”



PROPOSED OVERALL ISO FACILITATOR, INTERNAL QUALITY AUDITORS, AND DOCUMENT CUSTODIAN

Campus/Delivery Unit	Deputy ISO Facilitator	IQA	DCC
Overall/Main	Rey Ramos	Marife M. Garcia	Reno U. Solidum
		Reynaldo P. Ramos	
		Mario A. Fetalver, Jr.	
		Alfredo F. Fortu, Jr.	
		Lou V. Foja	
		Julie F. Fallaria	
		Analyn Pearl N. Lopez	
		Ester L. Forlales	
		Aprille Ann M. Sim	
		Borromeo B. Motin	
		Shiela Buen F. Servanez	
		Cynthia R. Laynesa	

PROPOSED DEPUTY ISO FACILITATORS, INTERNAL QUALITY AUDITORS AND DOCUMENT CONTROL CUSTODIANS PER DELIVERY UNIT

Campus/Delivery Unit	Deputy ISO Facilitator	IQA	DCC
CAFF	Edgar V. Andalecio	Mae Stella A. Fornal	Amelyn A. Formilleza
CAS	Mark G. Calimbo	Reinberg Gicole	Ma. Chita Quijano
CED	Emelyn R. Villanueva	Alphee F. Lachica	Alvin Dalisay
CET	Bilshan F. Servañez	Aprille Ann Sim	Alfredo F. Fortu, Jr.
CBA	Emelyn F. Montoya	Bless Faith Andal	Gina V. Mapalad
ICJE	Liezel E. Baclig	Regie Fronda	Melody Montoya
IIT	Julie F. Fallaria	Charievel Ferranco	Lailani Pabilario
High School	Arnel F. Dela Austria	Vee F. Francisco	Andrew F. Famero
Grad School	Mario A. Fetalver, Jr.	Sherwin M. Perlas	Sania Gabo
Finance, Admin, Support	Lou V. Foja	Shiela Buen F. Servañez	Maricar G. Falogme
San Andres	Zenaida T. Manzano	Vincent Jay H. Gado	Lyn Reyes
Calatrava	Samuel F. Frogosa	Lucy Moscoso	Myra Fadriquelan
San Agustin	Beatriz M. Cabadongga	Nelian Mirabite Solano	Gina G. Magura
Sta Maria	Danilo F. Miñon	Reigner Dela Cruz	Genevieve Mina
Sta Fe	Rey P. Rasgo	Randy Gallano	Menchie Tiaga
Romblon	Jonathan P. Wong	Monica M. Glori	Ruel Virgil M. Adriguez
Cajidiocan	Carmelinda M. Juanzo	Gerardo Ribon	Ma. Noreeza Amor Molo
San Fernando	Emelia M. Ramos	Laarni Hellwig	Lyra Murchante

PROPOSED SCOPE, PROCESSES AND FOCAL PERSONS FOR ISO PROCESS DOCUMENTATION

Admission, Accreditation, Faculty Evaluation	Dr. Marife M. Garcia
Admission Process	
Registry of Students	
Accreditation process	
Faculty Evaluation Process	
Handling of customer records and properties	
Delivery of Instruction	Dr. Emelyn R. Villanueva/ Engr. Aprille Ann M. Sim Dr. Elvin F. Gaac/Dr. Calimbo/ Dr. Emelyn F. Montoya/ Engr. Julie F. Fallaria/Dr. Jonathan P. Wong
Determining the need to offer new program/s	
Development of new programs	
Accreditation of programs	
Design and development of curriculum and syllabus	
Promotion of program offerings	
Classroom Management	
Assessment of students	
Retention of Students	
Student Evaluation for Graduation	
Graduation of Students and Conferment of Degrees	
Planning	Dr. Reynaldo P. Ramos
Strategic Planning	
Short term planning	
Procurement	Dr. Mario A. Fetalver, Jr.
Qualification of External providers	
Procurement Process	
Evaluation of External providers	
Supply	Ms. Delia R. Gabo/Ms. Analyn Pearl N. Lopez
Determining Equipment and Supply needs of Delivery Units	
Issuance of equipment and supplies to Delivery units	
HR	Ms. Noemi B. Faminialan
Determining Manpower needs of delivery units	
Hiring process	
PRAISE	
Faculty and Staff Dev	
Determining HR training and scholarship needs	
Implementation of HR Development through training	
Implementation of HR Development through scholarships	

Budget	Mr. Lou V. Foja
Determining budgetary requirement of delivery units	
Drawing up of university Budget	
Implementation of university budget	
Cashiering	Ms. Lucille N. Lopez
Receipt of University monies	
Disbursement of University monies	
Accounting	Ms. Cynthia R. Laynesa
Accounting of University monies	
Production	Mr. Ronillo F. Foja/Mr. Jeniel A. Santos
Accrediting university IGP projects	
Implementation of university IGP projects	
Student Services	Dr. Ester L. Forlales
Delivery of career guidance services	
Implementation of university health services	
Implementation of university scholarships	
Acceptance of External University scholarships	
Implementation of OJT	
Implementation of Field trips	
Delivery of placement services	
Accreditation of Student Organization	
RET	Dr. Arthur R. Ylagan/Dr. Borromeo B. Motin
Accreditation of University researches/extension/training	
Funding and implementation of University researches/extension/training	
Presentation of University researches/extension/training	
Publication of university researches/extension work	
Auxiliary	Engr. Jason F. Rufon/Mr. Danny F. Fadera
Maintenance of University equipment and property	
Calibration of University equipment	
General services provision	
Implementation of internally-managed projects	
Implementation of externally-sourced projects	
Library	Ms. Nadie Joy F. Fabila
Determining library needs of campuses, colleges and institutes	
Delivery of library services	