



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**



MEMORANDUM NO. 682
Series of 2024

TO: Prof. Manolo B. Loreto

RE: Designation as ISO 9001:2015 Internal Quality Auditor

FROM: DR. PROSE IVY. G YEPES
University President

DATE: August 19, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Quality Management Officer, you are hereby designated as ISO 9001:2015 Internal Quality Auditor effective July 1, 2024 until December 31, 2024 or unless sooner revoked or terminated by higher authorities. Since you successfully completed the ISO Awareness and Re-awareness Seminar, Training in Internal Quality Audit Implementation in conformity with ISO 19011:2018 held on August 14-15, 2023, and 5th internal quality audit held on September 13, 2023 – October 26, 2023.

You are tasked to do the following:

1. Assist in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope.
2. Prepare the working documents under the guidance of the Lead Internal Quality Auditor.
3. Collect, document and analyze the relevant and sufficient auditable pieces of evidence to determine audit findings.
4. Assist in the writing and preparation of the quality audit report for submission to ISO-Top Management Committee for review of appropriate corrective actions.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

cc: QAC
Records
File

OFFICE OF THE PRESIDENT

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



Page 1 of 1
FM-00P-01
V05 06-06-2024
No. 24-682