



22 November 2021

MEMORANDUM NO. 682
Series of 2021

T O: Vice Presidents, Deans, Directors, Department/Unit Heads, Internal Auditors & dDRCs

R E: Releasing of the 3rd IQA Reports

Please be informed that the distribution of the 3rd IQA Reports (Nonconformity Reports and General Observations & Opportunities for Improvement Lists) will be on November 23 to 24, 2021.

To observe social distancing in conformance to health protocol requirements, all dDRCs will get their respective audit reports based on their assigned schedule below:

Date	AM or PM	Unit/s
November 23, 2021	AM	Mandatory Process/es (Top Management, Quality Management Representative, Internal Quality Audit, Customer Feedback, University Documents & Records Controller, Risk & Opportunities Assessment, and Planning Office)
		Units under OP
		Units under OVPREI
	PM	Units under OVPA
November 24, 2021	AM	Units under OVPPRGAS
		Units under OVPSAS
	PM	Units under OVPAF

For your guidance and strict compliance.


EDGARDO E. TULIN
President