



31 January 2024

MEMORANDUM CIRCULAR NO. 16
Series of 2024

T O: All Vice-Presidents, Main Campus Deans, Directors, Department/Unit Heads, Faculty, Staff, dDRCs and Alternate dDRCs

R E: Conduct of the ISO Surveillance Audit

Please be advised that the university's **ISO 9001:2015 Surveillance Audit** will be carried out on **February 12, 2024**. The audit will take a longer view on our Quality Management System and review what we have learned as an organization and how it has progressed of ISO 9001:2015 QMS implementation. This audit will be similar in detail and intensity to the re-certification audit as it will review the whole of our processes, systems, as well as investigating our minor non-conformity (NC) report and opportunities for improvement (OFIs), during the re-certification audit in February 27-28, 2023.

In order to have a successful surveillance audit, all university officials, faculty and staff shall make sure all needed reports, documents, records and processes are in place, and to refrain from going on travel, whether official or personal, or going on leave (unless extremely needed) during the recertification visit. Furthermore, since random class observation for undergraduate and graduate programs, is a crucial part of audit, all faculty members must commit to conduct classes during visit.

For your cooperation and guidance.

DANIEL LESLIE S. TAN
OIC-President