



27 August 2021

**MEMORANDUM NO. 575**

Series of 2021


**T O:**

<b>Dr. Nancy V. Dumaguing</b>	<b>Ms. Ma. Louella Tambis</b>
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<b>Ms. Michelle A. Borleo</b>	<b>Dr. Leo A. Mamolo</b>
<b>Ms. Elmera Y. Banoc</b>	<b>Ms. Raquel H. Dohiling</b>
<b>Dr. Ana Marquiza M. Quilicot</b>	

**R E: Designation as Observers during the 3<sup>rd</sup> Internal Quality Audit**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as IQA **Observers** effective September 1, 2021 to December 31, 2021. You will serve as observers during the 3<sup>rd</sup> Internal Quality Audit and will partner with the existing Internal Quality Auditors. As such, you will only observe the entire audit process. Please refrain from asking questions and making comments/suggestions during the actual audit nor help in writing the audit reports and perform the functions of the Internal Auditors. Your active participation as observers during the 3<sup>rd</sup> IQA will serve as your on-site/actual training/immersion in preparation to becoming the Internal Quality Auditors in the coming Internal Quality Audits. To qualify as Internal Quality Auditors you will be required to attend ISO Awareness and Re-awareness Seminar and undergo training on Internal Quality Audit. After completing the important requirements you will become part of the pool of internal auditors.

Please be guided accordingly.

  
**EDGARDO E. TULÍN**  
President