



2 July 2018

MEMORANDUM NO. 262  
Series of 2018

T O: All Concerned Office Heads and Document Controllers

OFFICE/DEPARTMENT	OFFICE HEAD	DOCUMENT CONTROLLER
College of Engineering	Dr. Roberto C. Guarte	
OVPPRGEA	Dr. Dilberto O. Ferraren	Ms. Lilibeth Pagalan
OVPI	Dr. Beatriz S. Belonias	Ms. Erlinda S. Valenzona
USSO	Engr. Manolo B. Loreto, Jr.	Ms. Meriam M. Luna Mr. Junito A. Panonce
Registrar's Office	Mr. Eliezer L. Velasco	Ms. Norma O. Villas
Library	Ms. Andreli D. Pardales	Ms. Karina Immaculada Apale
Quality Assurance Center (QAC)	Dr. Editha G. Cagasan Dr. Milagros c. Bales	Ms. Pamela P. Oraño
OVPAF (including BAC)	Dr. Remberto A. Patindol	Ms. Ma. Roberta S. Mirafior; Ms. Jessamine C. Ecleo
ODAHRD	Dr. Lourdes B. Cano	Ms. Ma. Fe L. Gayanilo
PRPEO	Ms. Teresita L. Quiñanola	Ms. Merle N. Gravador
Financial Management Office (FMO)	Ms. Louella C. Ampac	Ms. Jocelyn T. Co
Cash Division	Ms. Corazon U. Nuevo	Ms. Yolanda U. Balbarino
Accounting Office	Ms. Erlinda S. Esguerra	Ms. Ma. Fe A. Baslan
Budget Office	Ms. Myrna S. Pancito	Ms. Teresita G. Manatad
Records Office	Ms. Asteria A. Sevilla	Ms. Graciana M. Espinosa
Information Office	Mr. Ulderico B. Alviola	Ms. Sheila Marie C. Lemos
Office of the University Secretary (OUS)	Prof. Daniel M. Tudtud	Ms. Vivian Balbarino
General Services Division (GSD)	Engr. Mario Lilio P. Valenzona	Engr. Marlon G. Burlas
SPPMO	Ms. Alicia M. Flores	Ms. Erly S. Esguerra
Infirmary	Dr. Josephine O. Zafico	Ms. Clara P. Mercado
Security Office	Engr. Celso Gumaod	
Office of the President	Dr. Edgardo E. Tulin	Josefina M. Larrosa

R E: First ISO 9001:2015 Internal Audit/Spot Checking on July 11 - 13, 2018

The VSU ISO Internal Auditors will be visiting your offices between July 11 to 13, 2018 to do the first ISO Internal Audit /Spot Checking. The schedules of the office visits are shown below:

Audit Team	Offices to Audit	Date and Time of Visit
All internal auditors/ ISO task force members	Engineering Workshop and Registrar's Office	July 11, 2018 (9:00AM)
Team 1	ODAHRD, PRPEO, OVPI, QAC	Anytime between July 11- 13
Team 2	USSO, Records Office, OVPAF	Anytime between July 11- 13
Team 3	Office of the President (OP), Information Office, Office of the University Secretary (OUS), Library	Anytime between July 11- 13
Team 4	Office to the Director of Finance ( <i>Accounting Office, Budget Office, Cash Division</i> ), GSD, Security Office	Anytime between July 11- 13
Team 5	Supply Office, Infirmary, OVPPRGEA	Anytime between July 11- 13

Evaluation will be based on the attached Minimum Requirements for 5S Internal Audit.

Please be guided accordingly.

  
EDGARDO E. TULIN  
President