



1 February 2024

MEMORANDUM CIRCULAR NO. 18
Series of 2024

**T O: University Administrative Council
Top Management
Technical Support System (ICTMC)**

R E: Briefing on the 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. In order to have a successful surveillance audit, all members of Top Management, University Administrative Council and the technical support team are directed to attend the **briefing on February 5, 2024, 10:00am at the OP Board Room.**

For your active participation.

DANIEL LESLIE S. TAN
OIC-President