



5 July 2021

**MEMORANDUM NO. 508**  
Series of 2021

**T O: Dr. Aleli A. Villocino**  
**R E: Designation as OIC Lead Auditor**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC Lead Auditor effective July 1, 2021 until August 15, 2021 or unless sooner revoked or terminated by higher authorities.

As such, you are to exercise the following functions:

1. Lead in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Oversee the collection and analysis of the relevant and sufficient audit evidences to determine audit findings;
3. Take the lead role in the checking, validating and verifying the root-cause and corrective action; and
4. Integrate and prepare quality audit report and submit to ISO Top Management Committee for review of appropriate corrective actions.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

**EDGARDO E. TULIN**  
President

cc:	OVPA	Deans
	OVPAF	Directors
	OVPREI	Registrar
	OVPSAS	COA
	OVPPRGAS	IASO
	OUS	Records
	ODQA	File
	ODHRDM/OHRSPPR	