



23 July 2020

MEMORANDUM CIRCULAR NO. 76
Series of 2020

T O: All Vice-Presidents, Deans, Directors, Department/Unit Heads, Faculty, Staff and dDRCs of All Units

R E: Review of All Controlled Documented Information in the Light of the Implementation of the New Organizational Structure of the University

With the implementation of the new Organizational Structure of the University as per OP Memo Circular No.68, series of 2020, the integrity of the Quality Management System (QMS) is affected. Thus, there is a need to review and revise (if necessary) ALL the controlled documented information to continually improve the suitability, adequacy and effectiveness of the QMS.


The procedure on reviewing and revising the QMS controlled documented information will follow the Procedure on Document Review (PM-QAC-13 v0). As the implementation of the new organizational structure has great impact on the suitability of these documented information, I am requesting ALL Units to start the review process as soon as possible before the conduct of the second Internal Quality Audit which will start in the fourth week of August this year.

The Quality Assurance Center through the University Document and Records Controller (DRC) will disseminate the list of controlled documented information to the concerned units through their deputy DRCs. The list of the controlled documented information with the corresponding process and co-process owners is indicated in the Guideline on Approval Matrix (GL-QAC-02 v2) which will be cascaded by the University DRC to ALL units. As per PM-QAC-13 v0, the process and co-process owners shall be involved in the review of the documents. I am requesting ALL Unit Heads to go over this Quality Procedure to guide you in the review process. All review activities should have proper documentation as evidence of the process.

As per Corrective Action of the Top Management on the Non-Conformity on the awareness of the employees on the Quality Policy raised during the First Internal Quality Audit, the reproduction of the Quality Procedures, Guidelines and Forms shall be done at the respective offices of the process owners. Thus, the reproduction of the controlled copies of the documents of your respective offices will be the responsibility of your office. The Quality Assurance Center will only be responsible of reproducing the Master Copy of the document and the second page of all controlled copies where the stamped Master Copy is indicated.

The Quality Assurance Center through the University DRC will facilitate the processing of the reviewed documents.

For your guidance and compliance.


EDGARDO E. TULIN
President