



15 July 2020

MEMORANDUM NO. 342

Series of 2020

T O: Engr. Marlon G. Burlas

R E: Designation as ISO 9001:2015 Internal Quality Auditor

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as ISO 9001:2015 Internal Quality Auditor effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities. For being able to successfully complete the Awareness Seminar and the Internal Quality Audit training conducted by AGF Consulting Group and for being able to conduct an actual internal quality audit last September 10-12, 2019. Your experience on actual audit and your attendance in the two important trainings with certificates as evidence are important requirements to become internal quality auditors. As such, you are to exercise the following functions:

1. Assist in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Prepare working documents under the guidance of the Lead Internal Quality Auditor;
3. Collect, document and analyze the relevant and sufficient auditable pieces of evidence to determine audit findings;
4. Check, validate and verify the root-cause and corrective actions filed by the auditee to address detected Nonconformities; and
5. Assist in the writing and preparation of the quality audit report for submission 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