



21 January 2022

MEMORANDUM NO. 37

Series of 2022

T O: Dr. Luz O. Moreno

R E: Designation as Lead Internal Quality Auditor


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Lead Internal Quality Auditor effective January 3, 2022 until December 31, 2022 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. TULINO
President

cc: OVPA	Accounting
OVPAF	Cash
OVPREI	Registrar
OVPSAS	COA
OVPPRGAS	OHIA
OUS	Records
Deans	ODQA
Directors	File
ODF/Budget	
ODHRM/RSPPRO	