



28 May 2020

MEMORANDUM NO. 87
Series of 2020

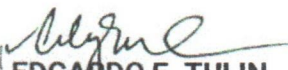
T O: All Process Owners

R E: Review and updating of the Quality Procedures of VSU Processes and Templates/Forms

Because of the new normal caused by to the COVID -19 pandemic, more specifically in the delivery of VSU's instruction functions, there is a need to review and update all the Quality Procedures of the university and templates/Forms in preparation for the upcoming surveillance audit before the year ends. TUV Reinland just publicized its new scheme of conducting audit on-line and thus, we are bound to submit ourselves to this surveillance audit this year. As such, there is a need for us to prepare for the surveillance audit.

In view of this, all process owners especially those processes affected by the delivery of services online and those affected by full computerization are hereby directed to prioritize the review and updating of their quality procedures and the templates/forms needed. If possible, these be given as priority outputs to be required by process owners while they are on work-from-home.

For your appropriate action and compliance.


EDGARDO E. TULIN
President