



16 January 2020

**MEMORANDUM CIRCULAR NO. 7**  
Series of 2020

**T O: All VPs, Directors, Deans, Department/Unit Heads, Faculty and Staff at the Main Campus**

**R E: Postponement of the ISO 9001:2015 2<sup>nd</sup> Stage External Audit**

In the light of the need to have a stable operation of classes and to ensure that all documents anchored to procedures are ready during the conduct of the 2<sup>nd</sup> stage ISO 9001:2015 Certification Audit, the Top Management decided to move this activity from January 27-29, 2020 to **February 19-20, 2020**. This last phase of certification audit is very critical because auditors will keenly scrutinize how we are consistently implementing our procedures and how relevant evidences are put in place. As such, everyone is directed to see to it that all the pertinent documents are filed and organized and all offices, classrooms, laboratories and facilities are clean and in order.

All deans, directors and heads should inspect and monitor from time to time your respective jurisdiction and review/study all the documented procedures that your offices are implementing. Everyone should put in heart the Quality Policy and be able to articulate your respective duties and responsibilities during the actual audit.

Everyone is also encouraged to review the Quality Management System Manual which serves as the blueprint of the whole educational system of operation of VSU. We have barely a month to prepare and be ready for the most awaited certification, hence everyone should be ready for this and your utmost cooperation is highly enjoined.

Thank you.

  
**EDGARDO E. TULIN**  
President