



20 January 2023

MEMORANDUM NO. 83
Series of 2023

T O: Ms. Michelle A. Borleo

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 January 3, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities. For being able to successfully complete the Awareness Seminar and Training in Internal Quality Audit Implementation in conformity with ISO 19011:2018 held last August 17-19, 2022, and have experience conducting internal quality audits last September 29 – October 5, 2022. Your experience in actual audits and your attendance to training with certificates as evidence are important requirements to qualify as 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. 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

cc: ODQA
Records
File