



13 November 2019

**MEMORANDUM CIRCULAR NO. 117**

Series of 2019

**T O: All VPs, Deans, Directors, Department/Unit/Office Heads,  
DRC, dDRCs, Alternate DRCs**

**R E: ISO 1<sup>st</sup> Stage External Audit and Cascading of SWOT, ROAM and OTPs**

Please be informed that the final schedule of the **1<sup>st</sup> stage External Audit (3<sup>rd</sup> Party Audit)** will be on **November 22, 2019**. As such, you are required to stay put during this day with all your documents ready and surrounding environment clean as auditors may visit your respective offices. In addition, on **November 19, 2019**, the output of four (4) Vice Presidents' SWOT Analysis, Risk and Opportunities Assessment Matrix (ROAM), Needs and Expectations of Interested Parties and the Objectives, Targets and Programs (OTPs) will be presented and cascaded to all deans, directors and heads, DRC, dDRCs, Alternate DRCs so that consequently all heads will cascade these to all faculty and staff of their respective units for everyone to understand and be informed. The venue of the presentations will be at the RDE Hall. Please find below the program of activities of this whole day event for your reference and guidance.

Date/Time	Topic/Activity	Responsible person
9:00 – 9:30 AM	Opening prayer	• <b>Prof. Manolo B. Loreto</b> <i>Dean of Students</i>
	Opening Remarks	• <b>Dr. Edgardo E. Tulin</b> <i>VSU President</i>
	Brief presentation of the Quality Procedure on Objective, Target and Program (OTP) Setting	• <b>Dr. Dilberto O. Ferraren</b> <i>VP for PRGEA</i>
9:30 – 10:30	Presentation of OVPI SWOT Analysis, IP Expectations, Risks and Opportunities Assessment Matrix (ROAM), and OTPs	• <b>Dr. Beatriz S. Belonias</b> <i>VP for Instruction</i>
10:30- 11:30	Presentation of OVPRE SWOT Analysis, IP Expectations, Risks and Opportunities Assessment Matrix (ROAM), and OTPs	• <b>Dr. Othello B. Capuno</b> <i>VP for Research and Extension</i>
	Lunch Break	

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1:00 – 2:30 PM	Presentation of OVPAF SWOT Analysis, IP Expectations, Risks and Opportunities Assessment Matrix (ROAM), and OTPs	<ul style="list-style-type: none"> <li>• <b>Dr. Remberto A. Patindol</b> <i>VP for Administration and Finance</i></li> </ul>
2:30 – 3:30	Presentation of OVPAF SWOT Analysis, IP Expectations, Risks and Opportunities Assessment Matrix (ROAM), and OTPs	<ul style="list-style-type: none"> <li>• <b>Dr. Dilberto O. Ferraren</b> <i>VP for PRGEA</i></li> </ul>

Thank you

  
**EDGARDO E. TULIN**  
 President

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