



22 February 2022

MEMORANDUM CIRCULAR NO. 21

Series of 2022

**T O: Department/Office/Unit Heads, dDRCs, Alternate dDRCs
and ISO Core Team**

R E: Orientation on the Use of the QMS Portal and Shared Drive

In preparation for the Second Surveillance Audit (SSA) scheduled on March 15, 2022, all department/office/unit heads, dDRCs, and ISO Core Team are directed to attend the "Orientation on the use of the QMS Portal and Shared Drive" on February 24, 2022 (Thursday) at 9:00 AM via Zoom. Below is the zoom link for the meeting:

Meeting ID: 994 0465 2380

<https://vsu-edu-ph.zoom.us/j/99404652380>

This activity is needed in order for the process owners and dDRCs to be familiarized with the portal when navigating and uploading updated documents and records in the QMS Portal.

For compliance.


EDGARDO E. TULIN
President