



9 September 2022

MEMORANDUM CIRCULAR NO. 101
Series of 2022

T O: All Faculty and Staff (Main Campus)
R E: Opening Meeting 4th Internal Quality Audit

In relation to the month long activity of the **4th Internal Quality Audit** on Sept. 19, 2022 to October 5, 2022, all Vice Presidents, Deans, Directors, and Department/Unit/Office Heads are directed to attend the **face to face Opening Meeting on September 19, 2022 at exactly 8:30 in the morning at the RDEI Hall**. All Faculty and Staff are likewise enjoined to attend the opening meeting via **Zoom**.

Join Zoom Meeting

Meeting ID: 951 8907 5036

Passcode: 542984

Also, please find the attached **amended Audit Plan** for your reference.

Thank you for always supporting the continual improvement of our Quality Management System.


EDGARDO E. TULIN
President



AUDIT PLAN

Audit No.: 04	Type of Audit: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special	Page 1 of 26
Name of Organization: Visayas State University		
Address: Visca, Baybay City, Leyte 6521 Philippines		
Audit Scope: Whole Quality Management System		
Audit Objectives: To assess the organization's conformance to the requirements of ISO 9001:2015 Standard; To assess the effectiveness of the implementation of planned management system; and To identify areas for improvement.		
Audit Criteria: Quality Management Manual, Quality Procedures, Guidelines, ISO 9001:2015 Standard		
Audit Method/s: On-site Audit		
Audit Team: Lead Auditor: Luz O. Moreno (LOMoreno) Team Members: Louella C. Ampac (LCAmpac), Rommel B. Armecin (RBArmecin), Milagros C. Bales (MCBales), Marlon G. Burlas (MGBurlas), Editha G. Cagasan (EGCagasan), Rysan C. Guinocor (RCGuinocor), Jacob Glenn F. Jansalin (JGFJansalin), Suzette B. Lina (SBLina), Epifania G. Loreto (EGLoreto), Manolo B. Loreto (MBLoreto), Jr., Ma. Theresa P. Loreto (MTPLoreto), Medardo C. Magdadaro, Jr. (MCMagdadaro), Elvira E. Ongy (EEOngy), Dennis P. Peque (DPPeque), Argina M. Pomida (AMPomida), Ma. Elsa M. Umpad (MEMUmpad), Sean O. Villagonzalo (SOVillagonzalo) & Aleli A. Villocino (AAVillocino) Angelica P. Baldos (APBaldos), Bayron S. Barredo (BSBarredo), Michelle A. Borleo (MABorleo), Raquel H. Dohiling (RHDohiling), Nancy V. Dumaguig (NVDumaguig), Vicente A. Gilos (VAGilos), Charis B. Limbo (CBLimbo), Leo A. Mamolo (LAMamolo), Ma. Roberta S. Mirafior (MRSMirafior), Pamela P. Oraño (PP Oraño), , Shalom Grace C. Sugano (SGCSugano), Ma. Louella Tambis (MLTambis), Mariane B. Ubay-Dela Peña (MBUbay- Dela Peña),		
SCHEDULE		

DATE	TIME	AUDIT AREA/ ACTIVITY	ISO CLAUSES / PROCEDURES	AUDITEE	AUDITOR
Sept. 19, 2022 (Day 1)	8:30-9:00	Opening Meeting			Top Management Team, Auditees, Audit Team
	9:00-12:00	Top Management - Business Planning - Strategic Directions Special Focus: <ul style="list-style-type: none"> - Management Review - Changes in the QMS - Quality Policy - Quality Objectives - Interested Parties and their requirements - Resources - Applicable Regulatory and Statutory Requirements - Customer Satisfaction; Feedback and Complaints Handling 	PM-VPR-03 Objectives, Targets, Program Setting PM-VPR-02 Risk Assessment Procedure GL-VPR-01, PM- QAC-04 Management Review PM-VPR-01 Institutional Planning PM-QAC-02 Handling Interested Parties Feedback PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Actions	University President, 5 VPs & respective dDRCs	Auditors: LOMoreno JGFJansalin
		CAFS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-IMD-01 Procedure on Preparation, Evaluation and Reproduction of IMs during the Covid-19 Pandemic Crisis GL-IMD-01 Guideline on Preparation and Evaluation of IMs	College Dean & dDRC	Auditor: BSBarredo
		CME	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: MBLoreto

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge
 and innovative technologies for sustainable communities and environment.

Sept. 19, 2022 (Day 1)	9:00-12:00	DPM	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: RBArmecin
		DTHM	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LAMamolo
		DAS	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: APBaldos
		DSS	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and	Department Head & dDRC	Auditor: AMPomida

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Sept. 19, 2022 (Day 1)	9:00-12:00		Laboratory Instruments		
		Department of Agronomy	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: MTPLoreto
		DevCom	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SGCSugano
		Office of the Director for Instruction and Evaluation (ODIE)	OVPAQ Quality Procedures and Guidelines	Director & dDRC	Auditor: EEOngy
		DepStat	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: DPPeque
		DTE	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MCBales
		DBM	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines	Department Head & dDRC	Auditor: CBLimbo

Sept. 19, 2022 (Day 1)	9:00-12:00		ODIE Procedures and Guidelines		
		DABE	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: NVDumaguing
	1:00-4:00	Risk and Opportunities Management	PM-VPR-02 Risk Assessment Procedure GL-VPR-01 Risk Assessment Guideline PM-VPR-03 Objectives, Targets, Program Setting	Risk Manager & dDRC	Auditor: EEOny
		Quality Management Representative (QMR)	VSU Quality Manual PM-QAC-02 Handling of IP Feedback PM-VPR-02 Risk Assessment PM-QAC-04 Management Review PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Action	QMR	Auditor: MBLoreto
		Office of the Dean of Open University	OVPA Quality Procedures and Guidelines	Dean of Open University & dDRC	Auditor: LOMoreno
		CAS	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: RBArmechin
		RERC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MGBurlas
		DPBG	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SGCSugano

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Sept. 19, 2022 (Day 1)	1:00-4:00		PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments		
		DoPAC	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: SBLina
		DOH	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and	Department Head & dDRC	Auditor: JGFJansalin

Sept. 19, 2022 (Day 1)	1:00-4:00		Calibration of Equipment and Laboratory Instruments		
		DLABS	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: EGCagasan
		DFST	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: AAVillocino
		DBS	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instrument	Department Head & dDRC	Auditor: NVDumaguig

Sept. 19, 2022 (Day 1)	1:00-4:00	NCRC-V	OVREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: DPPeque
		Office of the Chief of University Services for Health, Emergency & Rescue (USHER)	PM-UHS-01 Conduct of Entrance and Annual Medical Examination	Chief of USHER & dDRC	Auditor: MCMagdadaro Jr.
		DFS	OVPAAs Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LAMamolo
Sept. 20, 2022 (Day 2)	8:00-5:00	Report preparation			IQA Team
Sept. 21, 2022 (Day 3)	8:00-5:00	Report submission			IQA Team
Sept. 22, 2022 (Day 4)	9:00-12:00	Customer Feedback	PM-QAC-02 Procedure on Handling Interested Parties Feedback PM-QAC-10 Procedure on Corrective Actions PM-QAC-05 Procedure on Control of Nonconforming Parts/Services	Customer Feedback Officer, QMR, & Assistant QMR	Auditor: RCGuinocor
		Internal Quality Audit	PM-QAC-09 Procedure on Internal Quality Audit	IQA Lead Auditor	Auditor: MRSMiraflor
		Philrootcrops	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: EGLoreto
		OVPAAs	OVPAAs Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	VP for Academic Affairs & dDRC	Auditor: EEOngy

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Sept. 22, 2022 (Day 4)	9:00-12:00	College of Education	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: EGCagasan
		DGE	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: RBArmecin
		IHK	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments PM-IHK-01 Procedure on Request for Utilization of Sports	Head of Institute & dDRC	Auditor: MGBurlas

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Sept. 22, 2022 (Day 4)	9:00-12:00		Facilities and Sports Equipment		
		DCST	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: BSBarredo
		ISRDS	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of Institute & dDRC	Auditor: SBLina
		Biotech	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: CBLimbo

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No. 22-02

Sept. 22, 2022 (Day 4)	9:00-12:00	OVPREI	OVPREI Quality Procedures and Guidelines	VP for Research, Extension & Innovation & dDRC	Auditor: EGCagasan
		Eco-FARMI	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: LCampac
		Central Analytical Service Laboratory	PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadar Jr.
	1:00-4:00	Office of the Head for Planning	PM-VPR-01 Procedure on Institutional Planning PM-VPR-02 Risk Assessment Procedure GL-VPR-01 Risk Assessment Guideline PM-VPR-03 Objectives, Targets, Program Setting	Planning Officer & dDRC	Auditor: LOMoreno
		Registrar	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence for Undergraduate Students PM-REG-03 Submission and Posting of Grades PM-REG-04 Application and Approval of Candidates for Graduation PM-REG-05 Authentication of Student Records/ Document	University Registrar & dDRC	Auditor: EEOngy

Sept. 22, 2022 (Day 4)	1:00-4:00		PM-REG-06 Issuance of Transfer Credential PM-REG-07 Adding, Changing, and Removal of Subjects PM-REG-08 Updating and Validation of Student of Student's Personal Information PM-REG-09 Dissolving Classes, Splitting of Classes, and Section Transfer PM-REG-10 Overloading of units PM-REG-11 Application for Withdrawal of Enrollment GL-REG-01 Guideline to Ensure Security and Confidentiality of Records GL-REG-02 Guideline for Preparation of Official Transcript of Records GL-REG-03 Guideline for Crediting and Validating of Subjects taken in Another Institution GL-REG-04 Guideline on Online Enrollment GL-REG-05 Guideline on Evaluating the Academic Status of the Students		
		DME	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SBLina
		DMeT	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines	Department Head & dDRC	Auditor: MTP Loreto

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Sept. 22, 2022 (Day 4)	1:00-4:00		ODIE Procedures and Guidelines		
		Library	PM-LIB-01 Library Collection Development PM-LIB-02 Technical Processing of Library Materials PM-LIB-03 Issuance of Borrower's Card and Checking-out of Circulating Books PM-LIB-04 Checking in of Circulating Books PM-LIB-05 Circulation of Reserve Books PM-LIB-06 Receiving of Subscribed Materials (Serials) PM-LIB-07 Indexing Journal Articles PM-LIB-08 Receiving Publications (Gifts and Exchange) PM-LIB-09 Subscription Renewal (Serials) PM-LIB-10 Request for Book Binding	Chief Librarian & dDRC	Auditor: PPOraño
		Office of the Director for Finance Management	PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers PM-BUD-01 Budget Execution PM-BUD-02 Budget Proposal Preparation GL-BUD-01 Budget and Financial Accountability Reports PM-CSH-01 Collection of University Income	Finance Director & dDRC	Auditor: AMPomida

Sept. 22, 2022 (Day 4)	1:00-4:00		PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services PM-ODF-01 Program of Receipts and Expenditures PM-IAS-01 Financial Report Verification for Internally Generated Fund and Business Related Fund Projects		
		RCCRDC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MLTambis
		Geographic Information System Laboratory	PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadar Jr.
		Office of the Head of Instructional Materials Development (OIMD)	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of OIMD & dDRC	Auditor: EGLoreto
Sept. 23, 2022 (Day 5)	8:00-5:00	Report Preparation			IQA Team
Sept. 26, 2022 (Day 6)	8:00-5:00	Report Submission			IQA Team
Sept. 27, 2022 (Day 7)	9:00-12:00	Office of the Dean of Graduate School (OGS)	PM-OGS-01 Admission and Enrollment of Graduate Students PM-OGS-02 Change of Admission Status from Probationary to Regular	Dean of OGS & dDRC	Auditor: LOMoreno

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No. 22-02

Sept. 27, 2022 (Day 7)	9:00-12:00		PM-OGS-03 Approval of Graduate Special Problem/Thesis/Diss ertation Outline PM-OGS-05 Preparation of New Curriculum of Graduate Programs		
		DCE	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SBLina
		CVM	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	College Dean & dDRC	Auditor: MTPLoreto
		OVPSAS	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence for Undergraduate Students VPS-PMs	VP for Student Affairs and Services & dDRC	Auditor: LGLoreto
		Director for Extension	OVPREI Quality Procedures and Guidelines	Director for Extension & dDRC	Auditor: EEOngy
		NARC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: JGFJansalin

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No. 22-02

Sept. 27, 2022 (Day 7)	9:00-12:00	Plant Disease Diagnostic Laboratory	PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Jr.
		Records and Archives Office	PM-REC-01 Procedure on Disposition of Records PM-REC-03 Control of Personnel Records PM-REC-04 Request for Information/Record	Unit Head & dDRC	Auditor: MABorleo
		Supply and Property Office	PM-SUP-03 Property Custodian Slip	Unit Head & dDRC	Auditor: LCampac
		NSTP/CWTS	OVPSAS Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: RCGuinocor
	1:00-4:00	Advance Research and Innovation Center	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: SOVillagonzalo
		Control of Documented Information	PM-QAC-06 Internal Documented Information PM-QAC-07 External Document Control PM-QAC-08 Control of Records	Document and Records Controller	Auditor: EEOngy
		RDE Network Secretariat	OVPREI Quality Procedures and Guidelines	RDE Network Secretariat & dDRC	Auditor: SBLina
		DOE	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: EGCagasan

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No. 22-02

Sept. 27, 2022 (Day 7)	1:00-4:00	HRM Director	PM-HRM-01 Recruitment, Selection and Placement for Faculty Members PM-HRM-02 Recruitment, Selection and Placement for Administrative Staff PM-HRM-03 Approval of Faculty Development Plan PM-HRM-05 Sending a Faculty Member to Trainings/Workshop s/Seminars/Conventi ons/Foras/Conferen ces PM-HRM-07 Conduct In-house Training PM-HRM-08 Approval of L & D of Administrative Staff PM-HRM-04 Sending a Faculty Member to Pursue Graduate/Advanced Studies under Scholarship/Fellows hip Grant PM-HRM-06 Approval for Sabbatical Leave PM-HRM-09 Performance Management PM-HRM-10 Rewards and Recognition	HRD Director & dDRC	Auditor: MCBales
		Accounting	PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers	Unit Head & dDRC	Auditor: VAGilos
		Motor Pool Services	PM-PPO-01 Preventive Maintenance	Unit Head & dDRC	Auditor: MCMagdadaro Jr.

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Sept. 27, 2022 (Day 7)	1:00-4:00		PM-PPO-02 Corrective Maintenance PM-PPO-03 Request to use University Equipment PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment GL-PPO-01 Repair and Maintenance of Buildings, Facilities & Equipment GL-PPO-02 University Drivers and Operators GL-PPO-03 Request to use University Equipment		
		Building and Housing Maintenance	PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance GL-PPO-01 Repair and Maintenance of Buildings, Facilities & Equipment	Unit Head & dDRC	Auditor: MEMUmpad
		Legal Office	PM-LEG-01 Review of MOA/Contracts	Chief Legal Officer & dDRC	Auditor: DPPeque
Sept. 28, 2022 (Day 8)	8:00-5:00	Report Preparation			IQA Team
Sept. 29, 2022 (Day 9)	8:00-5:00	Report Submission			IQA Team
Sept. 30, 2022 (Day 10)	9:00-12:00	Admission	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-OHA-01 Online Admission of Undergraduate Students in the New Normal	Head of Admission & dDRC	Auditor: EGLoreto

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Sept. 30, 2022 (Day 10)	9:00-12:00		GL-OHA-01 Online Admission of Undergraduate Students in the New Normal		
		College of Engineering and Technology	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: AAVillocino
		Office of the Director for Administrative Services	Quality Procedures and Guidelines	Director for Administrative Services & dDRC	Auditor: RBArmecin
		Office of the Head of General Services	Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: JGFJansalin
		Office of the Head of RSP & Personnel Records	PM-HRM-01 from PM-HRD-02 Recruitment, Selection and Placement for Administrative Staff	Unit Head & dDRC	Auditor: MCBales
		Office of the Head of Budget	PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports	Unit Head & dDRC	Auditor: MBLoreto
		Annals of Tropical Research	Quality Procedures and Guidelines	Editor-in-Chief & dDRC	Auditor: MTPLoreto
		Office of the Head of Grounds & Landscape Maintenance	GSD Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: MCMagdadaro Jr.
		Office of the BOR & University Secretary	PM-OBS-01 Request and Release of Documents from the Office of the Board Secretary	BOR & University Secretary & dDRC	Auditor: MGBurlas
		Office of the Head of Continuing Professional Development	Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: AMPomida

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Sept. 30 2022 (Day 10)		Office of the Director for Quality Assurance	PM-QAC-12 Conduct of AACUP Accreditation PM-QAC-11 Request and Return of Documents	Center Director & dDRC	Auditor: EMUmpad
		Office of the Head of University Integrated Information Center	PM-INF-01 Production of University Promotional Materials PM-INF-02 Documentation of University Events PM-INF-03 Issuance of Press Releases	Unit Head & dDRC	Auditor: SOVillagonzalo
	1:00-4:00	Office of the Dean of Students	PM-REG-02 Filing of Leave of Absence PM-SSO-01 Counseling of Students ODS-PMs & GLs	Dean of Students & dDRC	Auditor: EEOngy
		Dept. of Physics	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LOMoreno
		Office of the Director of Innovation	OVPREI Quality Procedures and Guidelines	Director of Innovation & dDRC	Auditor: EMUmpad
		Office of the Head of Performance Management and RR	PM-HRM-09 Performance Management PM-HRM-10 Rewards and Recognition	Unit Head & dDRC	Auditor: MCBales
		Office of the Director for Resource Generation and Auxiliary Services/Head IGP	PM-IGP-01 Awarding of Stall/Space for Rent of VSU Facilities	Director for Resource Generation and Auxiliary Services & dDRC	Auditor: MLTambis
		Cashier's Office	PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services	Cashier & dDRC	Auditor: MTPLoreto

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Sept. 30, 2022 (Day 10)	1:00-4:00	Office of the Director of the Center for Continuing Education	OVPREI Quality Procedures and Guidelines	Director of the Center for Continuing Education & dDRC	Auditor: RHDohiling
		Office of the Head of Power Plant and Electrical Services	PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance PM-PPO-03 Request to use University Equipment PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-PPO-01 Repair and Maintenance of Buildings, Facilities and Equipment GL-PPO-03 Request to use University Equipment	Unit Head & dDRC	Auditor: SOVillagonzalo
		Office of the Head of Instrumentation & Laboratory Equipment	PM-PPO-01 Preventive Maintenance PM-PPO-02 Corrective Maintenance PM-PPO-03 Request to use University Equipment PM-PPO-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-PPO-01 Repair and Maintenance of Buildings, Facilities and Equipment GL-PPO-03 Request to use University Equipment	Unit Head & dDRC	Auditor: MCMagdadaro Jr.
		ITEEM	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines	Head of Institute & dDRC	Auditor: AAVillocino

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Sept. 30, 2022 (Day 10)	1:00-4:00		ODIE Procedures and Guidelines		
		Office of the Head of Alumni and Community Relations	PM-ACR-01 Processing of Application of Alumni Membership and Issuance of Alumni ID	Unit Head & dDRC	Auditor: MBUbay
Oct. 3, 2022 (Day 11)	8:00-5:00	Report Preparation			IQA Team
Oct. 4, 2022 (Day 12)	8:00-5:00	Report Submission			IQA Team
Oct. 5, 2022 (Day 13)	9:00-12:00	CFES	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: LOMoreno
		CoN	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: AAVillocino
		Office of the Director for Physical Plant	PM-PPO-01 Procedure on Preventive Maintenance PM-PPO-02 Procedure on Corrective Maintenance PM-PPO-04 Procedure on Maintenance and Calibration of Equipment and Laboratory Instruments	Director for Physical Plant & dDRC	Auditor: MCMagdadaro Jr.
		Office of the Head of LD & HR Accreditation	PM-HRM-07 Conduct of In-house Training PM-HRD-08 Approval of L & D for Administrative Staff	Unit Head & dDRC	Auditor: MCBales

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No. 22-02

Oct. 5, 2022 (Day 13)	9:00-12:00		PM-HRM-04 Sending a Faculty Member to Pursue Graduate/Advanced Studies under Scholarship/Fellowship Grant		
		Office of the Head of Culture and Arts Center	PM-CAC-01 Execution of Programs of the Culture and Arts Center	Unit Head & dDRC	Auditor: MABorleo
		Office of the Head for Grants Development	Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: EMUmpad
		Office of the Head of University Review Services	PM-URC-01 Reservation of Slot in the Review Class for Licensure Examinations	Unit Head & dDRC	Auditor: MBUbay
		Office of the Student & Employee Housing Accommodation	Quality Procedures and Guidelines PM-ODS-21	Unit Head & dDRC	Auditor: VAGilos
		Office of the Head for Procurement	PM-SUP-01 Procurement through Alternative Method PM-SUP-02 Procurement through Competitive Bidding	Unit Head & dDRC	Auditor: EEOngy
		Office of the Head of the Printing Press	PM-IMD-01 Procedure on Preparation, Evaluation and Reproduction of IMs PM-IMD-02 Review and Approval of Instructional Materials (IM's) PM-IMD-03 Preparation of Course Syllabus and Table of Specifications (TOS), PM-IMD-04 Preparation, Evaluation and Monitoring of the VSU E-Learning Environment (VSUEE) , GL-IMD-01 Guideline on	Unit Head & dDRC	Auditor: RHDohiling

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No. 22-02

Oct. 5, 2022 (Day 13)			Preparation and Evaluation of IMs, GL-IMD-02 Preparation of Virtual Classroom (VC)		
	1:00-4:00	Office of the Head of Payroll and Leave Benefits	HRM Procedures, Guidelines & Forms	Unit Head & dDRC	Auditor: MCBales
		Office of the Head of ICTMC	PM-UCC-01 Handling of ICT Related Problem	Unit Head & dDRC	Auditor: RCGuinocor
		Office of the Head of International Affairs	PM-IAO-01 Admission of International Students and Student Visa or Special Study Permit Application	Unit Head & dDRC	Auditor: PPOraño
		DAEEx	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: APBaldos
		Dept. of Mathematics	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LOMoreno
		Office of the University Disaster and Risk Reduction Management	PM-SEC-01 Incident Reporting PM-SEC-02 Issuance of Gatepass	Unit Head & dDRC	Auditor: EMUmpad
		Internal Audit	PM-IAS-01 Financial Report Verification for Internally Generated Fund and Business Related Fund Projects	Unit Head & dDRC	Auditor: AMPomida



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Oct. 5, 2022 (Day 13)	1:00-4:00	Office of the Director for Research	OVPREI Quality Procedures and Guidelines	Director & dDRC	Auditor: EGLoreto
		Gender Resource Center	PM-GAD-01 GAD Planning, Budgeting and Execution	Unit Head & dDRC	Auditor: EEOngy
Oct. 6, 2022 (Day 14)	8:00-5:00	Report Preparation			IQA Team
Oct. 7, 2022 (Day 15)	8:00-5:00	Report Submission			IQA Team
Nov. 3, 2022	9:00-12:00	Internal Auditor's Meeting			IQA Team
Nov. 10, 2022	9:00-12:00	Closing Meeting			Top Management Team, Auditees, dDRCs, Audit Team

Note:

- VSU Ikot vehicle will be used to transport the Internal Quality Auditors during the on-site visit of the 4th Internal Quality Audit.

Prepared by:  LUZ O. MORENO IQA Lead Auditor	Reviewed and Approved by:  EDGARDO E. TULIN University President
Date: September 8, 2022	Date: September 8, 2022

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No. 22-09