



3 August 2020

MEMORANDUM CIRCULAR NO. 78

Series of 2020

T O: All Vice-Presidents, Deans, Directors, Department/Unit Heads, Faculty, Staff and dDRCs of All Units

R E: Conduct of Second Internal Quality Audit

Please be informed that we will be having the Second Internal Quality Audit (IQA) which will start on August 25, 2020 and will end on September 30, 2020. It will be carried out through an on-site audit (face-to-face interview) but only the Head of the Unit and the dDRC will serve as auditees. It is requested that the auditees should be available on the specified schedule. Social distancing should be strictly observed during the actual audit. Please see attached Audit Plan for your reference.

The University has to conduct internal audits at planned intervals as required by ISO 9001:2015 Standard to provide information whether our Quality Management System (QMS) conforms to our own requirements and the requirements of ISO International Standard.

For your guidance and compliance.

Thank you for your usual cooperation.


EDGARDO E. TULIN
President