



10 December 2018

MEMORANDUM NO. 388

Series of 2018

- T O:** VSU Vice Presidents, Dean of Colleges in the Main and Satellite Campuses,
Department/Office/Unit Heads and Members of the QMS Task Force/ISO
Internal Audit Team
- R E:** Reminder about the GAPS Assessment and ISO 9001:2015 Awareness Training
on December 12 – 13, 2018

This is to remind you that a team of ISO consultants from the AGF Training and Consulting Group – Philippines will be coming to VSU on December 12 – 13, 2018 to conduct the following activities:

- December 12: GAPS assessment (by group)
December 13: Awareness training – OTP Setting Workshop; to be participated in by
the top management [President, VPs and Deans/Directors],
department/office heads, and process owners

All Vice Presidents, Deans, Directors and Department/Office Heads should be present during these activities. Attached is the schedule of activities prepared by the AGF Consulting Group.

All participants will convene for an opening meeting at 8:00 – 9:00 AM in the QAC on December 12. The consultants will orient the participants on the mechanics of the gap assessment activity during the meeting.

After the opening meeting, separate discussion sessions for the OP and VPs will be held at the OVPI and OVPAF in the morning of December 12. The afternoon sessions on the same day will be held at the QAC.

The training-workshop on December 13 will be held at the 2nd Floor of the CCE Building. All participants in this activity should bring laptop.

To assure full participation in the activities, all participants should assign Officer-in-Charge (OIC) in their respective offices.

For your guidance and compliance.


EDGARDO E. TULIN
President

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

GAP ASSESSMENT

VISAYAS STATE UNIVERSITY

DECEMBER 12, 2018

Time	Activity	Attendees
8:00 AM – 9:00 AM; QAC	Opening Meeting	ALL
9:00 AM – 10:00 AM; OP	Session 1: Meeting with Office of the President	President, Executive Assistant
10:00 AM – 11:00 AM Venue: OVPI	Session 2: Meeting with VP for Instruction	Vice-President
	Meeting with VP for Planning, Resource Generation and External Affairs	Vice-President
11:00 AM – 12:00 AM Venue: OVPAF	Session 3: Meeting with VP for Research and Extension	Vice-President
	Meeting with VP for Admin and Finance	Vice-President
12:00 NN – 01:00 PM	Lunch Break	
1:00 PM – 2:00 PM Venue: QAC	Session 4: Meeting with Directors under Admin	Directors of ODAHRD, Finance & GSD); Heads of PRPEO, Records, Trna & Devt Office
2:00 PM – 3:00 PM Venue: QAC	Meeting with Heads under VP Admin	Heads of SPMO, PMO, VSU Hospital, Security, UCCO, & Inst. & lab facility maintenance, etc.
3:00 PM – 4:00 PM Venue: QAC	Session 5: Meeting with Librarian, Registrar, Director for QA, and Deans (Graduate School and Student Services)	Librarian, Registrar, QA Director, OPO Head, and Deans of Students, Grad School & the 8 Colleges in VSU Main
	Meeting with Heads and Directors under VP Planning	Directors for Planning & IGPO; Heads of URC, VMO, Housing & Utilities, etc.)
4:00 PM – 5:00 PM Venue: QAC	Session 6: Meeting with Program Directors, Critical Research Laboratories, Editor in Chief (ATR) , and RDE Network Secretariat	Director for Research, Director for Extension, Heads of CASL, GIS & PDDL, Editor of ATR, VICARP Director
	Meeting with Directors under VP Research	Directors of Research Centers
Note		
Time may vary during actual training / assessment depending on discussion and interaction between trainer / facilitator and participants.		

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM VISAYAS STATE UNIVERSITY

AWARENESS TRAINING – OTP SETTING WORKSHOP

DECEMBER 13, 2018

2nd Floor, CCE Building, VSU, Visca, Baybay City, Leyte

Time	Activity	Attendees
8:00 AM – 9:00 AM	Arrival and Registration	
9:00 AM - 9:15 AM	Introduction	Top Management; Department Heads
9:15 AM - 10:00 AM	Session 1 : ISO Background and Principles of ISO	Top Management; Department Heads
10:00 AM - 12:00 NN	Session 2: ISO Requirements	Top Management; Department Heads
12:00 NN - 1:00 PM	Noon Break	
1:00 PM - 2:00 PM	Workshop # 1 : Organizational Structure and ISO Core Team Identification	Top Management; Department Heads
2:00 PM - 5:00 PM	Workshop # 2 : OTP Setting Workshop	Top Management; Department Heads
5:00 PM - 5:30 PM	Presentation of Project Timeline Evaluation of Training Class Picture Taking	Top Management; Department Heads

*NOTE: Training program flow is indicative only. This program shall serve as guide only.
Allocated time slots may vary based on actual discussion and interaction during training.*

NOTE: Top management includes the VSU President, Vice Presidents, Deans and Directors; Department heads include the department/office heads of academic, administrative and other support offices of VSU.