



6 October 2016

**MEMORANDUM NO. 244**

Series of 2016

**T O: Dr. Lourdes B. Cano**

**R E: Designation as Internal Auditor**

You are hereby designated as Internal Auditor relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Prepare an annual audit plan.
2. Prepare, update or revise the audit checklists.
3. Ensure implementation of the audit plan.
4. Follow-up completion of audit reports and implementation of corrective actions.
5. Prepare an annual budget for inclusion to annual budget plan of the university.
6. Ensure high level of competence of the audit team.

Please be guided accordingly.

  
**EDGARDO E. TULIN**

& President

cc: Dr. L. M. Noriel  
Engr. M. B. Loreto, Jr.  
Dr. B. S. Belonias  
Ms. A. M. Flores  
QAC  
Records  
File