



20 February 2023

MEMORANDUM CIRCULAR NO. 33
Series of 2023

T O: All Concerned
R E: Audit Plan for Re-Certification Audit

The Re-certification Audit is a full system audit to verify the continuing suitability and effectiveness of the quality management system and its continuing suitability and applicability to ISO 9001:2015. The Audit will be carried out 100% on-site on February 27-28, 2023.

In this regard, the auditees are required to be available on the specified schedule and venue.

Enclosed is the Audit Plan for your guidance.


EDGARDO E. TULIN
President

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CN: 01 100 1934891



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Client:	Visayas State University	If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.	
Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery:	Visca, Baybay City, Leyte 6521 Philippines		
Scope of application:	Provision of Higher and Advanced Educational Services including Research and Extension		
Applicable standard, Audit criteria:	ISO 9001:2015 Management system documentation of the organization, Terms and conditions of certification		
Type of audit:	Recertification Audit - Onsite Audit		
Client's representative:	Dr. Edgardo E. Tulin, University President Ms. Aleli A. Villocino - QMR		
Audit objective:	Management system conformity assessment under application of sampling with the purpose of re-certification Determination of the ability of the management system to ensure the organization meets applicable statutory, regulatory and contractual requirements Determination of the effectiveness of the management system to ensure the organization can reasonably expect to achieving its specified objectives		
Audit language(s):	English, Filipino (Tagalog, Cebuano)		
Audit leader :	Rolando Remitar (RR)*	Auditor(s) :	Mary Grace Balobalo (GB) Ernesto Demoy (ED)*
☒ external, company:	NA*Free Agent	☒ external, company:	*Free Agent, NA
Environmental verifier:	NA	Expert(s):	NA
☐ extern, Firma:	NA	☐ extern, Firma:	NA
City, date audit plan preparation:	Makati City, Jan. 31, 2023		
Date of last update:			
Reasons for modification of the audit plan during the audit:			

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A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

<i>Refresh sums: Mark cell and press F9</i>	ISO 9001 [Audit time in h]	
Debit Location:	6 md = 16 hours	6 md
Rolando Remitar	16 hours	16 hours
Mary Grace Balobalo	16 hours	16 hours
Ernesto Demoy	16 hours	16 hours

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
27 Feb. 2023				
9:00	Opening Meeting • Introduction of Participants • Basis of contract • Audit objectives • Audit plan (updated advices, security advices, audit proceeding, special features)	TUVR Audit Team	Top Management Management Representative Process owner	Introduction to company. Presentation of Audit Objective, Audit Process, Fine-tuning of Audit Plan
9:30	Top Management • Change on QMS • Context of Organization • Scope of Application • Needs and Expectations of Interested Parties	TUVR Audit Team	Dr. Edgardo Tulin Dr. Beatriz Belonias Dr. Daniel Leslie Tan Dr. Dilberto Ferraren Dr. Maria Juliet Ceniza Dr. Aleli Villocino	4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5 9.1, 9.2, 9.3, 10.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
	- Processes - Control of External Provider Products and Services Leadership and Planning - Quality Policy and Objective - Roles, Responsibilities and Authorities - Systems / Process on taking actions in addressing Risk Assessment and - Management - Planning and Changes - Resources Performance Evaluation - Statutory and Regulatory Requirements - Management Review - Customer Satisfaction (Feedback/Complaints) Continual Improvement		Dr. Editha Cagasan Mr. Toni Marc Dargantes Atty. Rysan Guinocor Dr. Luz Moreno Mr. Niel Gideon Tan Ms. Pamela Oraño dDRCs to assist: Ms. Les Andre Pamaos Ms. Raquel Dohiling Ms. Nelsie Mondal Ms. Elmera Bañoc Ms. Jansel Joi Villas Ms. Sheila Marie Lemos Ms. Mary Anne Abedejos Ms. Ezra Monte	
10:30	Internal Quality Audit Process Nonconformity/Corrective Action	RR	Dr. Luz Moreno dDRC to assist: Mr. Ronnel Honrada	4.1,4.2,5.3, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 10.1, 10.2, 10.3 Note: Verification on use of TUVR Logo
	Facilities Management/ General Services	ED	Engr. Mario Lilio Valenzona Engr. Marlon Burlas Engr. John Allan Gulles	4.1,4.2,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.4, 8.5, 9.1, 10.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
	- Infrastructure Development and Building Maintenance Unit; - Power and Electrical Supply Maintenance Unit; - Heavy Equipment and Light Vehicle Maintenance Unit - Guest house / Visca Market - Canteen		Engr. Dodong Neil Barrientos Engr. Phloem Galupo Dr. Dilberto Ferraren Ms. Josefina Larrosa Prof. Argina Pomida Ms. Magnolia Lao dDRCs to assist: Ms. Alfe Mae-ann Marinay Ms. Rannie Veril Mr. Vincent Asilom Mr. Rafael Juntilla Ms. Jansel Joi Villas	
	Curriculum Design, Development, Review and Evaluation for <u>Tertiary Program</u> - Faculty/NTP Development Program - Educational and Curriculum Design and Process - Instruction Supervision and Evaluation - Evaluation of Learning Effectiveness - Teacher Supervision and Evaluation - Evaluation of Compliance to Applicable Requirements - College of Agriculture and Food Science;	GB	Dr. Beatriz S. Belonias Dr. Ma. Rachel Kim Aure Dr. Nancy Abunda Ms. Honey Sofia Colis College Deans: Dr. Victor Asio Dr. Janet Bencure Dr. Ma. Theresa Loreto Dr. Moises Neil Serino Dr. Dennis Peque Dr. Bayron Barredo Dr. Santiago Pena Dr. Michelle Tolibas dDRCs to assist: Ms. Nelsie Mondal Ms. Charity Maarat	4.1,4.2, 4.3,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
	- College of Engineering; - College of Arts and Sciences; - College of Management and Economics; - College of Forestry and Environmental Science; - College of Education; - College of Veterinary Medicine; - College of Nursing; <i>New degree program: BS AB Philosophy</i>		Ms. Vanessa Nazal Ms. Luvilla Alcober Ms. Remenita Solis Ms. Michelle Borleo Mr. Roderick Unajan Ms. Geecel Galvez Ms. Devainne Jane Daiz Mr. Joel Israel Ms. Vicenta Piamonte Ms. Rubio Timkang	
12:00NN	LUNCH BREAK			
1:00	Curriculum Design, Development, Review and Evaluation for <u>Graduate Program</u>	GB	Dr. Anabella Tulin Dr. Beatriz Belonias Dr. Ma. Rachel Kim Aure Dr. Nancy Abunda Dr. Catherine Arradaza Dr. DeeJay Lumanao College Deans: Dr. Victor Asio Dr. Ma. Theresa Loreto Dr. Moises Neil Serino Dr. Dennis Peque Dr. Bayron Barredo dDRCs to assist: Ms. Maricar Posas	4.1,4.2, 4.3,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

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			Ms. Nelsie Mondal Ms. Charity Maarat Ms. Vanessa Nazal Ms. Remenita Solis Mr. Roderick Unajan Ms. Geecel Galvez Ms. Vicenta Piamonte Mr. Rubio Timkang	
1:00	Health Services – Medical and Dental Services	ED	Dr. Elwin Jay Yu Dr. Merry Christ'I Guinocor Dr. Christelle Venus Capuno Dr. Maria Belen Buzon dDRCs to assist: Ms. Analisa Amarillo Ms. Zarin Jecel Compendio	4.1, 4.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
1:00	Risk and Opportunity Management	RR	Dr. Daniel Leslie Tan Mr. Toni Marc Dargantes Deputy Risk Managers: Dr. Allen Glenie Lambert Mr. Gideon Neil Tan Mr. Gerald Rivera Mr. Homer Lois Napoles Dr. Dario Lina Engr. Ronard Paña Mr. Jesus Freddy Baldos	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2, 10.3 Signage

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
	Customer Satisfaction; Customer Feedback; Handling of Complaints		Dr. Kenny Oriel Olana Dr. Michelle Tolibas Mr. Errol Fernandez Ms. Noessa David Ms. Wella Marie Alacio Dr. Julius Abela Dr. Elwin Jay Yu Ms. Honey Sofia Colis Ms. Maria Roberta Miraflor Ms. Alicia Flores Mr. Norman O. Villas Mr. Ramonito Paulo II Mr. Junito Panonce Mr. Dhenber Lusanta Engr. Mencius Lesidan Ms. Merlin Lebante Ms. Mary Chris F. Pleños Mr. Jerome Arribado Ms. Precila Belmonte Ms. Sarah Jean Sugano Engr. Charles Kevin Almeña Mr. Gideon Niel Tan Atty. Rysan Guinocor dDRCs to assist: Ms. Raquel Dohiling Ms. Lea Illustrisimo Mr. Poca Joe Didal	

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			Ms. Shara Mae Castones Ms. Anacel Veruen	
2:00	Sampling - Classroom / Learning Delivery Observation Online Class	GB	Dr. Ma. Rachel Kim Aure Dr. Nancy D. Abunda College Deans: Dr. Victor Asio Dr. Janet Bencure Dr. Ma. Theresa Loreto Dr. Moises Neil Serino Dr. Dennis Peque Dr. Bayron Barredo Dr. Santiago Pena Dr. Michelle Tolibas Department Heads: Dr. Ruth Escasinas Dr. Suzette Lina Dr. Robelyn Piamonte Dr. Manuel Gacutan Jr. Ms. Jedi Joy Mahilum Dr. Rosario Salas Dr. Lynette Cimafranca Dr. Christina Gabrillo Dr. Lijueraj Cuadra Dr. Eusebio Lina Dr. Rev Rhizza Aure Mr. Paulo Batidor	4.1, 4.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
	Laboratory classes		Dr. Elizabeth Quevedo Dr. Jett Quebec Dr. Analyn Mazo Mr. Lourd Franz Gabunada Dr. Joel Mabalhin Dr. Charis Rivera Prof. Epifania Loreto Engr. Eldon de Padua Engr. Ronard Paña Prof. Magdalene Unajan Engr. Charlie Andan Dr. Anatolio Polinar Dr. Eliza Espinosa Prof. Ernesto Bulayog Mr. Bert Peñalosa Ms. Hannah Mae Quimbo Dr. Lilian Nuñez Dr. Harvie Portugaliza Dr. Carlid Leonard Pradera Department Laboratory In-charge: Mr. Remy Lebante Mr. Alvin Soria Mr. Jerson Ponce Mr. Orlan Capin Ms. Ma. Lourdes Troyo Mr. Domingo Soria Jr Mr. Lorbert Mazo Mr. Gilbert Modina	

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			Ms. Ruth Lene Valenzona Ms. Gretchen Mae Prado Mr. Wenifredo Soriano Mr. Gideon Louie Patilla Ms. Angelica Asoy Ms. Ma Delia Pagente Mr. Richie Mark Gonzales Ms. Noreve Jean Agad Research Center Laboratory: Mr. Christian Art Chua Ms. Juvylyn Glory Ms. Meriam Mali-om Ms. Marjorie Timbal Ms. Joy Adeline Cadalin Ms. Teodora Doris Braganza Ms. April Lyn Sudaria Ms. Jerrel Ann Lagitao Mr. Mencius Lesidan Ms. Andrea Silva Ms. Edralin Malasaga Ms. Floria Mia Duatin	
2:00	Finance Services - Budget Office - Accounting Office Cashiering Office	ED	Ms. Louella Ampac Ms. Alice Flores Mr. Nick Freddy Bello Ms. Queen Ever Atupan	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			dDRCs to assist: Ms. Jocelyn Co Ms. Mona Geraldo Ms. Chizka Mae Martinez Ms. Dahlia Arpoceple	
2:00	Registrar Services	RR	Ms. Marwen Castaneda Dr. Beatriz S. Belonias Mr. Homer Lois Napoles Mr. Christan Mikhael Restor Mr. Norman Villas dDRC to assist: Ms. Joan Rosemarie Banzon	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3
3:00	Planning and Development including Resource Generation Office	RR	Dr. Dilberto Ferraren Mr. Toni Marc Dargantes Prof. Argina Pomida Engr. Marcelo Abrera Jr. dDRCs to assist: Ms. Jansel Joi Villas Ms. Ezra Monte Ms. Joie Soria	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 9.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
3:00	Management and Information System	ED	Engr. Sean Villagonzalo Dr. Nancy Abunda Mr. Norman Villas Ms. Charity Maarat Mr. Jed Asaph Cortes Mr. Jomari Barrera dDRC to assist: Mr. Marco Cabras	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.2, 10.3
4:00	Supply and Procurement Services	ED	Ms. Alice Flores Ms. Jessamine Ecleo Dr. Dilberto Ferraren Mr. Toni Marc Dargantes dDRCs to assist: Ms. Doreen Alba Ms. Myra Ruiz Ms. Jansel Joi Villas	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.7, 9.1, 10.3
4:00	Guidance and Testing Services	RR	Ms. Chona Brit Mr. Junito Panonce Ms. Mary Ann Cobico Ms. Christie Tauy Prof. Manolo Loreto Jr. Dr. Aleli Villocino	4.1, 4.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			dDRC to assist: Ms. Meriam Luna	
5:00	Audit Trail			
5:30	Wrap Up Meeting			
6:00	End of Day 1			
Day 2 – Feb. 28, 2023 (Tuesday)				
8:00	Document Control	RR	Ms. Pamela Orano Ms. Maria Roberta Miraflor dDRCs to assist: Ms. Chelsea Narvios Ms. Jona Deginno	6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3,
8:00	Resource Generation Office - Housing and Utilities Office - Income Generation Projects - Recreational Facilities	ED	Dr. Dilberto Ferraren Prof. Argina Pomida Dr. Charis Rivera Mr. Edilberto Artiga Jr II dDRCs to assist: Ms. Jansel Joi Villas Ms. Joie Soria Ms. Bethlehem Catorce	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.3, 8.5, 8.7, 9.1, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
8:00	Research and Development including Extension Services	GB	Dr. Ma. Juliet Ceniza Prof. Rosa Ophelia Velarde Prof. Alan B. Loreto Dr. Antonio P. Abamo Research Center Directors: NARC Dr. Romel Armecin NCRC Dr. Marisel Leoma PhilRootcrops Center Prof. Marlon Tambis Dr. Edgardo Tulin Eco-FARMI Mr. Jerome Arribado ARIC Dr. Ma. Theresa Loreto RCCRDC Dr. Dennis Peque RERC Engr. Eldon de Padua EV-Biotech Dr. Ma. Theresa Loreto	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			Biodiversity Center Dr. Marlito Bande College Deans: Dr. Victor Asio Dr. Janet Bencure Dr. Ma. Theresa Loreto Dr. Moises Neil Serino Dr. Dennis Peque Dr. Bayron Barredo Dr. Santiago Pena Dr. Michelle Tolibas dDRCs to assist: Ms. Elmera Bañoc Ms. Louella Tambis Ms. Jhann Mae Marquez Ms. Maria Fatima Chavez Ms. Jen Posas Ms. Antonio Abayabay Ms. Vanessa Milan Ms. Precilla Velmonte Ms. Merlin Libante Ms. Susana Minoza Ms. Remenita Solis Ms. Michelle Borleo Ms. Roderick Unajan Ms. Geecel Galvez Ms. Devainne Jane Daiz Mr. Joel Israel	

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			Ms. Vicenta Piamonte Mr. Rubio Timkang	
9:30	Extension Services and Programs	RR	Dr. Antonio Abamo Extension Project Leaders: Dr. Lilian Nuñez Mr. Ian Dave Custodio Dr. Humberto Montes Jr Dr. Marlito Bande Dr. Mannylen Alde Ms. Jedess Miladel Solomon Ms. Crislin Cruz Dr. Rosario Salas Prof. Marlon Tambis Dr. Justine Bennette Millado Mr. Jerome Arribado Engr. Jimmy Pogosa Ms. Kleer Jeann Longatang Dr. Arsenio Ramos Dr. Lynette Cimafranca Mr. Bryan Gapasin Dr. Joel Rey Acob Dr. Anna Martha Monsanto Mr. Errol Fernandez Mr. Lyndon Maningo Ms. Crislin Cruz Mr. Joy Bellen Dr. Suzette Lina Dr. Ulysses Cagasan	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.3, 8.5, 8.7, 9.1, 10.3

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			Ms. Gina Delima Dr. Moises Neil Serioño Dr. Magdalene Unajan Ms. Crislin Cruz Dr. Santiago Peña Jr Ms. Ciedelle Gapasin Mr. Charlindo Torrior Dr. Bethlehem Ponce dDRC to assist: Ms. Maria Fatima Chavez	
9:30	Library Services	GB	Mr. Vicente Gilos Ms. Geraldine Baro Ms. Mariel Garrido Ms. Jovelyn Mabuan dDRCs to assist: Ms. Aireen Dag-uman Ms. Mariel Lacambra Garrido	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.5, 8.7, 9.1, 10.3
9:30	Alumni	ED	Dr. Corazon Padilla Dr. Edgardo Tulin Dr. Anabella Tulin Prof. Elsie Salamat Dr. Oscar B. Posas Dr. Maria Juliet Ceniza	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.5, 8.7, 9.1, 10.3

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			Dr. Nelen Lambert Mr. Deogracias Pernites dDRC to assist: Christine Cala	
10:30	Office of the Student Affairs	GB	Prof. Manolo Loreto Jr Dr. Aleli Villocino Ms. Christie Tauy Ms. Mary Ann Cobico Mr. Junito Panonce Mr. Norbert Villas Ms. Chona Brit dDRCs to assist: Ms. Miriam Luna Ms. Sheila Marie Lemos	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.2, 10.3
10:30	Admission/Registrar	RR	Mr. Raymund Igcasama Mr. Jed Asaph Cortes Ms. Marwen Castaneda Dr. Beatriz S. Belonias Mr. Jomari Barrera Mr. Homer Lois Napoles Mr. Christan Mikhael Restor Mr. Norman Villas	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.5, 8.7, 9.1, 10.3

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			dDRCs to assist: Ms. Rubelyn Fernandez Ms. Joan Rosemarie Banzon	
10:30	Laboratories	ED	Engr. John Allan Gulles Engr. Marlon Bulas Department Heads with Laboratory Facilities: Dr. Ruth Escasinas Dr. Suzette Lina Dr. Robelyn Piamonte Dr. Manuel Gacutan Ms. Jedi Joy Mahilum Dr. Rosario Salas Dr. Lynette Cimfranca Dr. Rev Rhizza Aure Dr. Elizabeth Quevedo Dr. Analyn Mazo Mr. Lourd Franz Gabunada Dr. Jannet Bencure Prof. Epifania Loreto Engr. Eldon de Padua Engr. Ronard Paña Engr. Charlie Andan Dr. Anatolio Polinar Dr. Eliza Espinosa Dr. Michelle Tolibas Dr. Santiago Peña Jr.	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.2, 10.3

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	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
			Research Center Directors: Mr. Jerome Arribado Dr. Romel Armecin Dr. Marisel Leoma Prof. Marlon Tambis Dr. Dennis Peque Dr. Ma. Theresa Loreto Dr. Victor Asio Ms. Mae Ann Bravo Engr. Celestial Manigo Department Laboratory In-charge: Mr. Remy Lebante Mr. Alvin Soria Mr. Jerson Ponce Mr. Orlan Capin Ms. Ma. Lourdes Troyo Mr. Domingo Soria Jr Mr. Lorbert Mazo Mr. Gilbert Modina Ms. Ruth Lene Valenzona Ms. Gretchen Mae Prado Mr. Wenifredo Soriano Mr. Gideon Louie Patilla	

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			Ms. Angelica Asoy Ms. Ma Delia Pagente Mr. Richie Mark Gonzales Ms. Noreve Jean Agad Research Center Laboratory: Mr. Christian Art Chua Ms. Juvylyn Glory Ms. Meriam Mali-om Ms. Marjorie Timbal Ms. Joy Adeline Cadalin Ms. Teodora Doris Braganza Ms. April Lyn Sudaria Ms. Jerrel Ann Lagitao Mr. Mencius Lesidan Ms. Andrea Silva Ms. Edralin Malasaga Ms. Floria Mia Duatin dDRCs to assist: Ms. Alfe Mae-ann Marinay Ms. Rannie Veril	
12:00	LUNCH			
1:00	Audit Trail			
3:00	Consolidation of Reports			

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Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	One Shift: Classes – Monday to Friday, 7:00am to 8:00pm, (Undergraduate and Graduate) Administrative Offices Monday to Friday 8:00AM to 5:00PM			
4:00	Closing Meeting - Audit findings and results - Date of next audit	TUVR Audit Team	Top Management Management Representatives Process owners	Presentation of Audit Findings. Audit Conclusion
5:00	End of Audit			

In case of an audit team the documentation of evidence must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(Established by the client)

Distribution for the audit plan:

☒ Client
 ☒ Certification Body (Bodies)
 ☒ Auditor/Expert
 ☒ Database



RECERTIFICATION AUDIT SCHEDULE

DAY 1: FEBRUARY 27, 2023 (MONDAY)

Time	Auditors: Rolando Remitar (RR), Mary Grace Balobalo (GB), and Ernesto Demoy (ED)		
9:00 AM	Opening Meeting (RDEI Hall) Opening Prayer Quality Policy Statement Occupational Safety & Health Standard Introduction of Participants President's Report Audit objectives Audit Plan <i>(Updated advises, audit proceeding, special features)</i>		
9:30-10:30 AM	Top Management (RDEI Hall)		
	Rolando Remitar (RR)	Mary Grace Balobalo (GB)	Ernesto Demoy (ED)
10:30-12:00 NN	Internal Quality Audit (QAC Conference Room)	Curriculum design, Development, Review and Evaluation for Tertiary Program (OP Board Room)	Facilities Management/General Services (PPO Conference Room)
12:00-1:00 PM	Lunch Break		
1:00- 2:00 PM	Risk and Opportunity Management (OVPAF Conference Room)	Curriculum design, Development, Review and Evaluation for Graduate Program (Graduate School Conference Room)	Health Services (USHER)
2:00-3:00 PM	Registrar Services (University Registrar)	Sampling – Classroom/ Learning Delivery Observation (In-person / VSU ELearning)	Finance Services (OVPAF Conference Room)
3:00-4:00 PM	Planning and Development		Management and Information System

	including Resource Generation Office (OVPRGAS Conference Room)		(DCST Conference Room)
4:00-5:00 PM	Guidance and Testing Services (Dean of Student's Office)		Supply and Procurement Services (PPO Conference Room)
5:00-7:00 PM	Audit Trail		

DAY 2: FEBRUARY 28, 2023 (TUESDAY)

Time	Rolando Remitar (RR)	Mary Grace Balobalo (GB)	Ernesto Demoy (ED)
8:00-9:30 AM	Document Control (QAC Conference Room)	Research and Development including Extension Services (OVPREI Office)	Resource Generation Office (CCE 2nd Floor)
9:30-10:30 AM	Extension Services and Programs (Extension Office)	Library Services (Library)	Alumni (Old Balay Alumni)
10:30-12:00 NN	Admission/Registrar (University Registrar's Office)	Office of Student Affairs (Dean of Student's Office)	Laboratories
12:00-1:00 PM	Lunch Break		
1:00-3:00 PM	Audit Trail		
3:00-4:00 PM	Consolidation of Reports (OVPREI White Room)		
4:00 PM	Closing Meeting (RDEI Hall)		



AUDITEE REPRESENTATIVES AND DRIVERS ASSIGNED DURING THE RECERTIFICATION AUDIT

Date & Time	Purpose	Auditor	Auditee Representative	Driver	Plate No.	Vehicle Model & Color
Sunday Feb 26, 2023 Fly In: 11:10 am - 12:35pm (PR2985)	To fetch the audit team in Tacloban Airport	Audit Team	Pamela Orano Aleli Villocino	Michael Managbanag	080104	Toyota Hi-ace White
Monday, February 27 - 28, 2023	To escort the Auditors during the 2-day audit	Rolando Remitar (RR)	Poca Joe Vidal Aleli Villocino	Alberto Banayag	NGQ 160	Toyota Grandia White
		Mary Grace Balobalo (MGB)	Connel Antipaso Editha Cagasan	Edmedio Pastoril	SOD-677	Toyota Hi-ace White
		Ernesto Demoy (ED)	Frances Ann Santos Luz Moreno	Anthony Borneo	B6T-721	Mitsubishi Xpander Gray

Tuesday & Wednesday February 28 and March 1, 2023 FLY OUT: 6:15am - 8:15am (PR2982)	VSU-Hotel - Airport	Audit Team		Alberto Banayag	NGQ 160	Toyota Grandia White
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