



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



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**MEMORANDUM CIRCULAR NO. <sup>64</sup>\_\_\_\_\_**  
Series of 2025

**TO: All Process Owners**

**RE: Conduct of Document Review of All Documented Information (Guidelines and Procedure Manuals with its associated forms)**

**FROM: PROSE IVY G. YEPES, EdD**  
University President

*For and on behalf of the University President:*

  
**MOISES NEIL V. SERINO, PhD**  
Vice President for Administration and Finance

**DATE: February 20, 2025**

In line with the upcoming ISO 9001:2015 Second Surveillance Audit (SSA) scheduled on March 6-7, 2025, there is a need to review all documented information (Guidelines and Procedure Manuals with its associated forms). In this regard, all process owners are directed to conduct a document review on their respective internal documented information. The document review is essential to assess and determine whether existing procedures are sustained, enhanced through revision or to be discontinued.

The Document Review Procedure Manual (PM-QAC-13) is accessible in the VSU QMS Drive. Attached is the document review Process Map and the Document Review Form (DRF) to be accomplished by the process/program owners for submission to Quality Assurance with the following attachments:

- Notice of Meeting
- Attendance Sheet, and
- Minutes of Meeting highlighting the review.

All documents that should be updated/discontinued based on the document review should be revised **on or before February 26, 2025** and submitted to the Quality Management Officer (QMO) for endorsement to the University Management Review Committee for approval.

For your information and compliance.

**OFFICE OF THE PRESIDENT**

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**FM-OOP-02**  
V06 01-23-2025  
No. 25- <sup>64</sup>



**DOCUMENT REVIEW FORM**

Unit/Department:					Year:	
No.	Document No.	Document Title	Reviewed by	Date	Update	Remarks
1.					No Change Revise Discontinue	
2.					No Change Revise Discontinue	
3.					No Change Revise Discontinue	
4.					No Change Revise Discontinue	
5.					No Change Revise Discontinue	
6.					No Change Revise Discontinue	
7.					No Change Revise Discontinue	
8.					No Change Revise Discontinue	
9.					No Change Revise Discontinue	
10.					No Change Revise Discontinue	
11.					No Change Revise Discontinue	
12.					No Change Revise Discontinue	

Prepared by:

\_\_\_\_\_  
Document and Records Controller

Date: \_\_\_\_\_



**UNIT NAME**

Visayas State University, **PQWV+9R** Baybay City, Leyte

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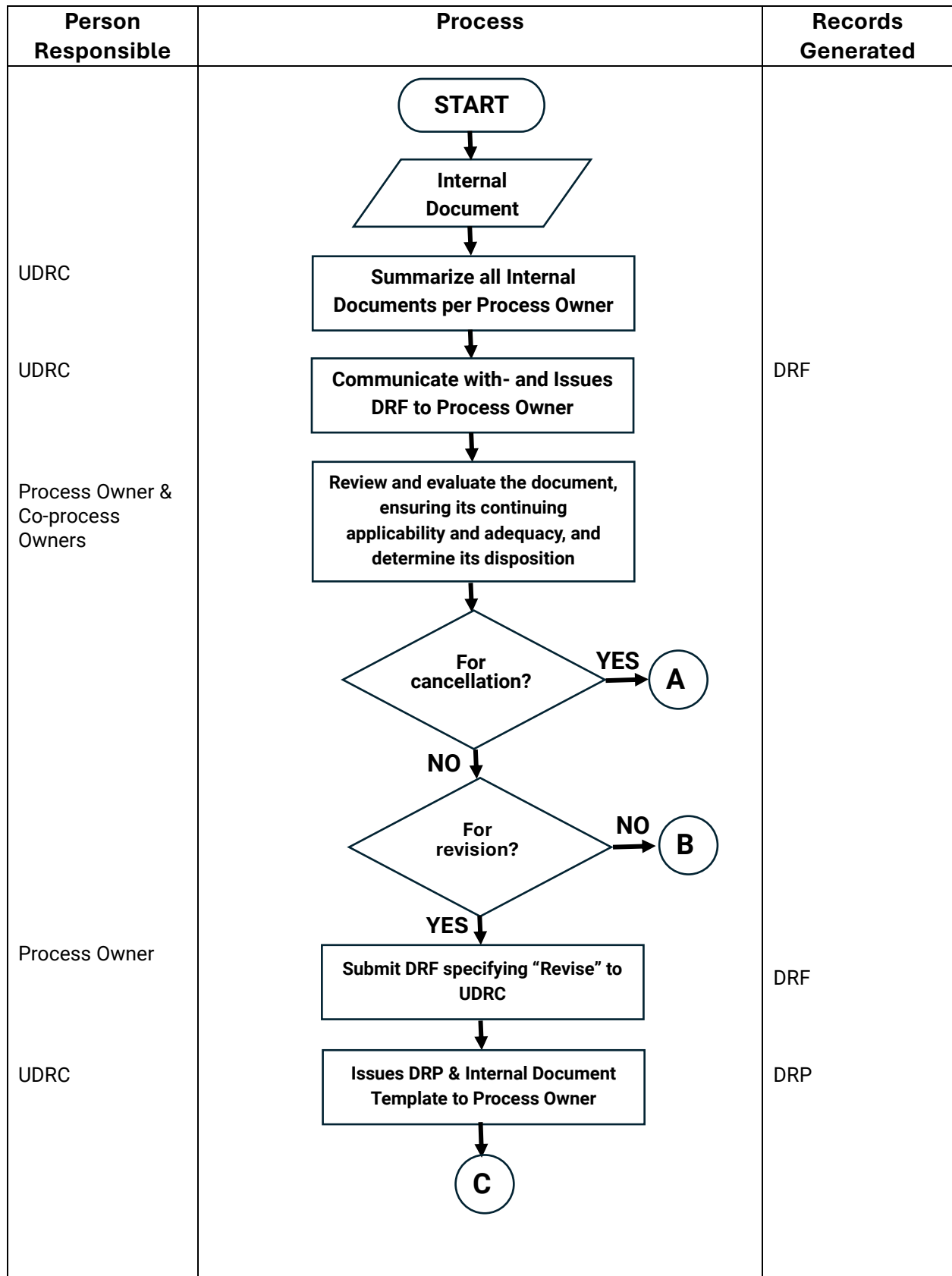
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**Vision:** A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

**Mission:** To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

## Process Map – Document Review



## Process Map – Document Review

Person Responsible	Process	Records Generated
Process Owner	<pre> graph TD     C((C)) --&gt; A[Prepares draft of Internal Document]     A --&gt; B[Review if draft meets the template requirements]     B --&gt; C1[Include Proposed revision in the Management Review (MR)]     C1 --&gt; D1[Present revision during the MR]     D1 --&gt; E1[Provide final approval during the MR]     E1 --&gt; F{Approved ?}     F -- NO --&gt; A     F -- YES --&gt; G[Cascade Approved Documented Information]     G --&gt; H((D))     H --&gt; I([END])           </pre>	<p>Draft of Internal Document</p> <p>Draft of Internal Document</p> <p>DRP with Resolution No., Series No., &amp; Effectivity Date</p> <p>Approved Internal Documented Information, DRP,</p>

## Process Map – Document Review

Person Responsible	Process	Records Generated
Process Owner	<pre> graph TD     A((A)) --&gt; B[Submit DRF specifying "Discontinuance" to UDRC]     B --&gt; C[Include Proposed Discontinuance in the Management Review (MR)]     C --&gt; D[Justify Proposal to cancel or discontinue document]     D --&gt; E[Provide final approval during the MR]     E --&gt; F{Approved ?}     F -- YES --&gt; G[Implement Approved UMRC Resolution]     G --&gt; H((D))     H --&gt; I((B))     I --&gt; J[Submit DRF specifying "No Change" to UDRC]     J --&gt; K[Continue implementation of the Internal Document]     F -- NO --&gt; K           </pre>	DRF
dDRC of QMO		
Process Owner		
UMRC		DRP with Resolution No., Series No., Effectivity Date
UDRC and Process Owner		
Process Owner		DRF
UDRC		