



26 January 2023

MEMORANDUM CIRCULAR NO. 14
Series of 2023

T O: All Vice-Presidents, Main Campus Deans, Directors, Department/Unit Heads, Faculty, Staff, dDRCs and alternate dDRCs

R E: Conduct of the ISO Re-certification Audit

Please be advised that the university's ISO 9001:2015 re-certification audit will be carried out on February 27-28, 2023. The audit will take a longer view on our Quality Management System and review what we have learned as an organization and how it has progressed during our three years of ISO 9001 QMS implementation. This audit will be similar in detail and intensity to the pre-certification stage two audit as it will review the whole of our processes and systems from beginning to end, as well as investigating our continued commitment to continual improvement.

In order to have a successful re-certification audit, all university officials, faculty and staff shall make sure all the needed reports, documents, records and processes are in place, and to refrain from going on travel, whether official or personal, or going on leave (unless extremely needed) during the recertification visit. Furthermore, since random class observation is a crucial part of the audit, all faculty members must commit to conduct classes during the visit.

Thank you for your continuous support and cooperation.


EDGARDO E. TULIN
President *o/c 1/26/23*