



9 May 2017

MEMORANDUM NO. 248

Series of 2017

**T O: OVPI, OVPAF, OVPRGEA, Dean of the College of Engineering,
Directors & Office/Department Heads Concerned
USSO, VSU Infirmary and Library**

R E: Conduct of 5S Evaluation

Please be informed that the ISO Internal Audit team will conduct an actual 5S Evaluation to all concerned offices on **June 21-23, 2017**. This is in preparation for the University's desire for ISO Certification.

In this regard, the concerned heads of the different offices and staff who are involve in the 5S should make necessary preparations and should be 5S compliant prior to the actual evaluation. Dr. Roberto C. Guarte will meet with the concerned Unit Heads before the conduct of the 5S Evaluation to orient them on what to prepare/do. Attached is the list of offices to be evaluated.

For compliance.

EDGARDO E. TULIN
President

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

LIST OF COLLEGES/OFFICES TO BE EVALUATED FOR 5S

1. All departments/offices under the College of Engineering
2. OVPAF
3. OVPI
4. OVPRGEA
5. SPPMO
6. ODAHRD (PRPEO, RECORDS)
7. ODF
8. ACCOUNTING
9. CASH DIVISION
10. REGISTRAR
11. GSD
12. VSU INFIRMARY
13. LEGAL OFFICE
14. USSO
15. LIBRARY
16. OGS