



27 August 2019

**MEMORANDUM NO. 327**  
Series of 2019

**T O: All VPs, Deans, Directors, Department/Unit/Office Heads, Internal Auditors, dDRCs and all Employees of the Main Campus**

**R E: Important Reminders and Dates to Remember for ISO Certification Journey**

ISO audits (Internal and external) and other related activities need the cooperation and support of everyone for us to be certified. The different Quality Procedures have already been distributed thru your respective deputy document and records controllers (dDRCs). All dept/unit/office heads have to cascade/explain the quality procedures to all faculty and staff for their thorough understanding and awareness.

All procedures have to be diligently followed to avoid nonconformities. Should there be a need for revisions to the procedures and forms, please set aside them only after the internal audit is conducted to avoid confusion. Mandatory procedure on this effect has to be strictly followed.

This is also to remind everybody to put to your calendar the following important events related to ISO certification activities. You are advised to set aside travels during these important dates as your presence is highly enjoined.

Date	Event/Activity	Persons Involved	Venue
Sept 05, 2019	Briefing/Orientation for Internal Audit	All internal Auditors	QAC Conference Room
Sept 06, 2019 (1PM)	Meeting with all dDRCs	DRC, dDRCs/alternate dDRCs	QAC Conference Room
Sept 10-12, 2019	Internal Audit (specific schedules will be disseminated/posted)	Top Management, All internal Auditors/ all Process owners from different dept/units/ dDRCs	All depts/centers/ units/offices in the main campus
Sept 16-17, 2019	Workshop on Corrective Action	Those units/offices identified having corrective actions	CCE 1 <sup>st</sup> floor
Sept 30, 2019	Mock assessment	Top management, dept/unit heads, dDRCs and faculty and staff	Depts/offices/units randomly selected
Oct. 01, 2019	Management Review	President, Top Management/Management Committee, Deans	QAC Conference Room

*Vision: A globally competitive university for science, technology, and environmental conservation*

*Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*



Nov 12-13, 2019	Stage 1 Audit	Top management, dept/unit heads, DRC, dDRCs and faculty and staff	Depts/offices/units randomly selected
Nov 22, 2019	Management Review	President, Top Management/Management Committee, deans	QAC Conference Room
Dec 16-18, 2019	Stage 2 Audit	Top management, dept/unit heads, DRC, dDRCs and faculty and staff	Depts/offices/units randomly selected

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

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