



22 June 2020

MEMORANDUM NO. 170

Series of 2020

T O: Prof. Elvira E. Ongy
R E: Designation as Lead Auditor

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Lead Auditor effective July 1, 2020 until December 31, 2020 or unless sooner revoked or terminated by higher authorities.

As such, you are to exercise the following functions:

1. Lead in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Oversee the collection and analysis of the relevant and sufficient audit evidences to determine audit findings;
3. Take the lead role in the checking, validating and verifying the root-cause and corrective action; and
4. Integrate and prepare quality audit report and submit to ISO Top Management Committee for review of appropriate corrective actions.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULINO
President

cc:	OVPA	Accounting
	OVPAF	Cash
	OVPREI	Registrar
	OVPSAS	COA
	OVP PAux	IASO
	OUS	Records
	Deans	QAC
	Directors	File
	ODF/Budget	
	ODAHRD/PRPEO	