



3 September 2021

MEMORANDUM CIRCULAR NO. 95

Series of 2021

T O: All Vice-Presidents, Deans, Directors, Department/Unit Heads, Faculty, Staff and dDRCs of All Units

R E: Conduct of 3rd Internal Quality Audit

Please be advised that the Third Internal Quality Audit (IQA) will begin on September 27, 2021 and will conclude on October 29, 2021. It will be carried out via remote/virtual audit with a follow-up on-site audit; the auditees will be the Head of Unit and the dDRC. The auditees are requested to be available on the specified schedule. Please see attached Audit Plan for your reference.

The University shall conduct internal audits at planned intervals as required by ISO 9001:2015 Standard to provide information whether our Quality Management System (QMS) conforms to our own requirements and the requirements of ISO International Standard.

For the purpose of your guidance and compliance.

Thank you for your continual support of our Quality Management System.

EDGARDO E. TULIN
President