OFFICE OF THE PRESIDENT
2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

Management
System
ISO 9001:2015

TÜVRheinland
CERTIFIED

www.tuv.com
ID 9108658749

5 September 2022

MEMORANDUM CIRCULAR NO. 100
Series of 2022

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

R   E: Conduct of 4th Internal Quality Audit (IQA)

Please be informed that we will be having the Fourth Internal Quality Audit (IQA) which will start on September 19, 2022 and will end on October 5, 2022. It will be carried out through an on-site audit (face-to-face interview) but only the Head of the Unit and the dDRC will serve as auditees. It is requested that the auditees should be available on the specified schedule. Social distancing should be strictly observed during the actual audit. Please see attached Audit Plan for your reference.

The University has to 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 your guidance and compliance.

Thank you for your usual cooperation.

EDGARDO E. TULIN
President

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.

Page 1 of 1
FM-OOP-02
v2 04-27-2020
No. 22-100

OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7534; Local 1076
Email: qac@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

AUDIT PLAN

Audit No.: **04**	Type of Audit: X Regular ☐ Special	Page *1* of *26*

Name of Organization: Visayas State University

Address: Visca, Baybay City, Leyte 6521 Philippines

Audit Scope: **Whole Quality Management System**

Audit Objectives:

To assess the organization's conformance to the requirements of ISO 9001:2015 Standard;
To assess the effectiveness of the implementation of planned management system; and
To identify areas for improvement.

Audit Criteria: **Quality Management Manual, Quality Procedures, Guidelines, ISO 9001:2015 Standard**

Audit Method/s: **On-site Audit**

Audit Team:

Lead Auditor: **Luz O. Moreno (LOMoreno)**
Team Members: **Louella C. Ampac (LCAmpac), Rommel B. Armecin (RBArmecin), Milagros C. Bales (MCBales), Marlon G. Burlas (MGBurlas), Editha G. Cagasan (EGCagasan), Rysan C. Guinocor (RCGuinocor), Jacob Glenn F. Jansalin (JGFJansalin), Suzette B. Lina (SBLina), Epifania G. Loreto (EGLoreto), Manolo B. Loreto (MBLoreto), Jr., Ma. Theresa P. Loreto (MTPLoreto), Medardo C. Magdadaro, Jr. (MCMagdadaro), Dennis P. Peque (DPPeque), Argina M. Pomida (AMPomida), Ma. Elsa M. Umpad (MEMUmpad), Sean O. Villagonzalo (SOVillagonzalo) & Aleli O. Villocino (AOVillocino)**

Angelica P. Baldos (APBaldos), Bayron S. Barredo (BSBarredo), Michelle A. Borleo (MABorleo), Raquel H. Dohiling (RHDohiling), Nancy V. Dumaguing (NVDumaguing), Vicente A. Gilos (VAGilos), Charis B. Limbo (CBLimbo), Leo A. Mamolo (LAMamolo), Ma. Roberta S. Miraflor (MRSMiraflor), Pamela P. Oraño (PP Oraño), , Shalom Grace C. Sugano (SGCSugano), Ma. Louella Tambis (MLTambis), Mariane B. Ubay (MBUbay),

SCHEDULE

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.

Page 1 of 26
FM-QAC-19
v2 08-23-2021
No. 22–01

DATE	TIME	AUDIT AREA/ ACTIVITY	ISO CLAUSES / PROCEDURES	AUDITEE	AUDITOR
Sept. 19, 2022 (Day 1)	8:30-9:00	Opening Meeting			Top Management Team, Auditees, Audit Team
Sept. 19, 2022 (Day 1)	9:00-12:00	**Top Management** - Business Planning - Strategic Directions Special Focus: - Management Review - Changes in the QMS - Quality Policy - Quality Objectives - Interested Parties and their requirements - Resources - Applicable Regulatory and Statutory Requirements - Customer Satisfaction; Feedback and Complaints Handling	PM-VPR-03 Objectives, Targets, Program Setting PM-VPR-02 Risk Assessment Procedure GL-VPR-01, PM-QAC-04 Management Review PM-VPR-01 Institutional Planning PM-QAC-02 Handling Interested Parties Feedback PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Actions	University President, 5 VPs & respective dDRCs	Auditors: LOMoreno JGFJansalin
		CAFS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-IMD-01 Procedure on Preparation, Evaluation and Reproduction of IMs GL-IMD-01 Guideline on Preparation and Evaluation of IMs	College Dean & dDRC	Auditor: BSBarredo
		CME	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: MBLoreto

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 2 of 26
FM-QAC-19
v2 09-23-2021
No. 22-01

		DPM	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: RBArmecin
		DTHM	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LAMamolo
Sept. 19, 2022 (Day 1)	9:00-12:00	DAS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: APBaldos
		DSS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: AMPomida

Sept. 19, 2022 (Day 1)	9:00-12:00	Department of Agronomy	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: MTPLoreto
		DevCom	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SGCSugano
		Office of the Director for Instruction and Evaluation (ODIE)	OVPAA Quality Procedures and Guidelines	Director for Instruction and Evaluation & dDRC	Auditor: EEOngy
		DepStat	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: DPPeque
		DTE	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MCBales
		DBM	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: CBLimbo
		DABE	OVPAA Quality Procedures and Guidelines	Department Head & dDRC	Auditor: NVDumaguing

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 4 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

			OIMD Procedures and Guidelines ODIE Procedures and Guidelines		
Sept. 19, 2022 (Day 1)		Risk and Opportunities Management	PM-VPR-02 from PM-QAC-03 Risk Assessment Procedure GL-VPR-01 from GL-QAC-01 Risk Assessment Guideline PM-VPR-03 from PM-QAC-01 Objectives, Targets, Program Setting	Risk Manager & dDRC	Auditor: EEOngy
	1:00-4:00	Quality Management Representative (QMR)	VSU Quality Manual PM-QAC-02 Handling of IP Feedback PM-VPR-02 from PM-QAC-03 Risk Assessment PM-QAC-04 Management Review PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Action	QMR	Auditor: MBLoreto
		Office of the Dean of Open University	OGS Quality Procedures and Guidelines	Dean of Open University & dDRC	Auditor: LOMoreno
Sept. 19, 2022 (Day 1)		CAS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: RBArmecin
		RERC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MGBurias
		DPBG	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance	Department Head & dDRC	Auditor: SGCSugano

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 5 of 26
FM-QAC-19
v2 09-23-2021
No. 22-01

				PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments		
Sept. 19, 2022 (Day 1)	1:00-4:00	DoPAC		OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: SBLina
		DOH		OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: JGFJansalin
		DLABS		OVPAA Quality Procedures and Guidelines	Department Head & dDRC	Auditor: EGCagasan

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 6 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

				OIMD Procedures and Guidelines ODIE Procedures and Guidelines		
Sept. 19, 2022 (Day 1)	1:00-4:00	DFST		OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: AAVillocino
		DBS		OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: NVDumaguing
		NCRC-V		OVREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: DPPeque
		Office of the Chief of University Services for Health, Emergency & Rescue (USHER)		PM-UHS-01 Conduct of Entrance and Annual Medical Examination	Chief of USHER & dDRC	Auditor: MCMagdadaro Jr.

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.

Page 7 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Sept. 19, 2022 (Day 1)	1:00-4:00	DFS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LAMamolo
Sept. 20, 2022 (Day 2)	8:00-5:00	Report preparation			IQA Team
Sept. 21, 2022 (Day 3)	8:00-5:00	Report submission			IQA Team
Sept. 22, 2022 (Day 4)	9:00-12:00	Customer Feedback	PM-QAC-02 Procedure on Handling Interested Parties Feedback PM-QAC-10 Procedure on Corrective Actions PM-QAC-05 Procedure on Control of Nonconforming Parts/Services	Customer Feedback Officer, QMR, & Assistant QMR	Auditor: RCGuinocor
		Internal Quality Audit	PM-QAC-09 Procedure on Internal Quality Audit	IQA Lead Auditor	Auditor: MRSMiraflor
		Philrootcrops	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: EGLoreto
		OVPAA	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	VP for Academic Affairs & dDRC	Auditor: EEOngy

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.

Page 8 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

		College of Education	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: EGCagasan
Sept. 22, 2022 (Day 4)	9:00-12:00	DGE	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: RBArmecin
		IHK	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments PM-IHK-01	Head of Institute & dDRC	Auditor: MGBurlas

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.

Page 9 of 26
FM-QAC-19
v2 06-23-2021
No. 22-01

Sept. 22, 2022 (Day 4)	9:00-12:00	DCST	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: BSBarredo
		ISRDS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of Institute & dDRC	Auditor: SBLina
		Biotech	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: CBLimbo
		OVPREI	OVPREI Quality Procedures and Guidelines	VP for Research, Extension & Innovation & dDRC	Auditor: EGCagasan

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 10 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

		Eco-FARMI	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: LCAmpac
Sept. 22, 2022 (Day 4)	9:00-12:00	Central Analytical Service Laboratory	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Jr.
		Planning and Development Office	PM-VPR-01 Procedure on Institutional Planning PM-VPR-02 Risk Assessment Procedure GL-VPR-01 Risk Assessment Guideline PM-VPR-03 Objectives, Targets, Program Setting	Planning Officer & dDRC	Auditor: LOMoreno
Sept. 22, 2022 (Day 4)	1:00-4:00	Registrar	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence PM-REG-03 Submission and Posting of Grades PM-REG-04 Application and Approval of Candidates for Graduation PM-REG-05 Authentication of Student Records/ Document PM-REG-06 Issuance of Transfer Credential PM-REG-07 Adding, Changing, and Removal of Subjects PM-REG-08 Updating and Validation of Student	University Registrar & dDRC	Auditor: EEOngy

Sept. 22, 2022 (Day 4)	1:00-4:00		of Student's Personal Information PM-REG-09 Dissolving Classes, Splitting of Classes, and Section Transfer PM-REG-10 Overloading of units PM-REG-11 Application for Withdrawal for Withdrawal of Enrollment GL-REG-01 Guideline to Ensure the Confidentiality of Records GL-REG-02 Guideline for Production of Transcript of Records GL-REG-03 Guideline for Crediting and Validating of Subjects taken in Another Institution GL-REG-04 Guideline on Online Enrollment GL-REG-05 Guideline on Evaluating the Academic Status of the Students		
		DME	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SBLina
		DMeT	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MTPLoreto
		Library	PM-LIB-01 Library Collection Development PM-LIB-02 Technical	Chief Librarian & dDRC	Auditor: PPOraño

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 12 of 26
FM-QAC-19
v2 08-23-2021
No. 22–01

			Processing of Library Materials PM-LIB-03 Issuance of Borrower's Card and Checking-out of Circulating Books PM-LIB-04 Checking in of Circulating Books PM-LIB-05 Circulation of Reserve Books PM-LIB-06 Receiving of Subscribed Materials (Serials) PM-LIB-07 Indexing Journal Articles PM-LIB-08 Receiving Publications (Gifts and Exchange) PM-LIB-09 Subscription Renewal (Serials) PM-LIB-10 Request for Book Binding		
Sept. 22, 2022 (Day 4)	1:00-4:00	Financial Management	PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services PM-ODF-01 Program of Receipts and Expenditures PM-AUD-01 Financial Report Verification for	Finance Director & dDRC	Auditor: AMPomida

			Internally Generated Fund and Business Related Fund Projects		
		RCCRDC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MLTambis
		Geographic Information System Laboratory	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Jr.
		Office of the Head of Instructional Materials Development (OIMD)	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of OIMD & dDRC	Auditor: EGLoreto
Sept. 23, 2022 (Day 5)	8:00-5:00	Report Preparation			IQA Team
Sept. 26, 2022 (Day 6)	8:00-5:00	Report Submission			IQA Team
Sept. 27, 2022 (Day 7)	9:00-12:00	Office of the Dean of Graduate School (OGS)	PM-OGS-01 Admission and Enrollment of Graduate Students PM-OGS-02 Change of Admission Status from Probationary to Regular PM-OGS-03 Approval of Graduate Special Problem/Thesis/Dissertation Outline PM-OGS-05 Preparation of New Curriculum of Graduate Programs	Dean of OGS & dDRC	Auditor: LOMoreno

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.

Page 14 of 26
FM-QAC-19
v2 06-23-2021
No. 22-01

Sept. 27, 2022 (Day 7)	9:00-12:00	DCE	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SBLina
		CVM	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	College Dean & dDRC	Auditor: MTPLoreto
		OVPSAS	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence PM-SSO-01 Counseling of Students PM-SSO-02 Application for VSU-Operated Student Residence Hall PM-SSO-03 Application for VSU-Funded Undergraduate Scholarships and Grants PM-SSO-04 Application for Student Assistantship PM-SSO-05 Application for Recognition of Student Organization	VP for Student Affairs and Services & dDRC	Auditor: LGLoreto

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.

Page 15 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Sept. 27, 2022 (Day 7)	9:00-12:00	Director for Extension	OVPREI Quality Procedures and Guidelines	Director for Extension & dDRC	Auditor: EEOngy
		NARC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: JGFJansalin
		Plant Disease Diagnostic Laboratory	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Jr.
		Records and Archives Office	PM-REC-01 Procedure on Disposition of Records PM-REC-03 Control of Personnel Records PM-REC-04 Request for Information/Record	Unit Head & dDRC	Auditor: MABorleo
		Supply and Property Office	PM-SUP-03 Property Custodian Slip	Unit Head & dDRC	Auditor: LCAmpac
		NSTP/CWTS	USSO Quality Procedures	Unit Head & dDRC	Auditor: RCGuinocor
	1:00-4:00	Advance Research and Innovation Center	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: SOVillagonzalo
		Control of Documented Information	PM-QAC-06 Internal Documented Information PM-QAC-07 External Document Control PM-QAC-08 Control of Records	Document and Records Controller	Auditor: EEOngy
		RDE Network Secretariat	OVPREI Quality Procedures and Guidelines	RDE Network Secretariat & dDRC	Auditor: SBLina

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 16 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

		DOE	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: EGCagasan
Sept. 27, 2022 (Day 7)	1:00-4:00	HRD Director	PM-HRM-01 Recruitment, Selection and Placement for Faculty Members PM-HRM-02 Recruitment, Selection and Placement for Administrative Staff PM-HRM-03 Approval of Faculty Development Plan PM-HRM-04 Sending a Faculty Member to Trainings/Workshops/Seminars/Conventions/Foras/Conferences PM-HRM-05 Learning and Development for In-house Training PM-HRM-06 Approval of Scholarships for Administrative Staff PM-HRD-07 Sending a Faculty Member to Purse Graduate/Advanced Studies under Scholarship/Fellowship Grant PM-HRD-08 Approval for Sabbatical Leave PM-HRD-09 Performance Management PM-HRD-10 Rewards and Recognition	HRD Director & dDRC	Auditor: MCBales
		Accounting	PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and	Unit Head & dDRC	Auditor: VAGilos

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 17 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

			Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers		
Sept. 27, 2022 (Day 7)	1:00-4:00	Motor Pool Services	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance PM-GSD-03 Request to use University Equipment PM-GSD-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-GSD-01 Preventive Maintenance GL-GSD-02 University Drivers and Operators GL-GSD-03 Request to use University Equipment	Unit Head & dDRC	Auditor: MCMagdadaro Jr.
		Building and Housing Maintenance	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance GL-GSD-01 Preventive Maintenance	Unit Head & dDRC	Auditor: MEMUmpad
		Legal Office	PM-LEG-01 Review of MOA/Contracts	Chief Legal Officer & dDRC	Auditor: DPPeque
Sept. 28, 2022 (Day 8)	8:00-5:00	Report Preparation			IQA Team
Sept. 29, 2022 (Day 9)	8:00-5:00	Report Submission			IQA Team

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.

Page 18 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Sept. 30, 2022 (Day 10)	9:00-12:00	Admission	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-OHA-01 Online Admission of Undergraduate Students in the New Normal GL-OHA-01 Online Admission of Undergraduate Students in the New Normal	Head of Admission & dDRC	Auditor: EGLoreto
		College of Engineering and Technology	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: AAVillocino
		Office of the Director for Administrative Services		Director for Administrative Services & dDRC	Auditor: RBArmecin
		Office of the Head of General Services		Unit Head & dDRC	Auditor: JGFJansalin
		Office of the Head of RSP & Personnel Records	PM-HRM-01 from PM-HRD-02 Recruitment, Selection and Placement for Administrative Staff	Unit Head & dDRC	Auditor: MCBales
		Office of the Head of Budget	PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports	Unit Head & dDRC	Auditor: MBLoreto
		Annals of Tropical Research		Editor-in-Chief & dDRC	Auditor: MTPLoreto
		Office of the Head of Grounds & Landscape Maintenance	GSD Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: MCMagdadaro Jr.

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 19 of 26
FM-QAC-19
v2 06-23-2021
No. 22-01

		Office of the BOR & University Secretary	PM-OUS-01 Request and Release of Documents from the Office of the Board Secretary	BOR & University Secretary & dDRC	Auditor: MGBurlas
Sept. 30, 2022 (Day 10)	9:00-12:00	Office of the Head of Continuing Professional Development	Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: AMPomida
		Office of the Head of University Integrated Information Center	PM-INF-01 Production of University Promotional Materials PM-INF-02 Documentation of University Events PM-INF-03 Issuance of Press Releases	Unit Head & dDRC	Auditor: SOVillagonzalo
	1:00-4:00	Office of the Dean of Students	PM-REG-02 Filing of Leave of Absence PM-SSO-01 Counseling of Students PM-SSO-02 Application for VSU-Operated Student Residence Hall PM-SSO-03 Application for VSU-Funded Undergraduate Scholarships and Grants PM-SSO-04 Application for Student Assistantship PM-SSO-05 Application for Recognition of Student Organization	Dean of Students & dDRC	Auditor: EEOngy
	1:00-4:00	DMP	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LOMoreno
		Office of the Director of Innovation	OVPREI Quality Procedures and Guidelines	Director of Innovation & dDRC	Auditor: EMUmpad

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 20 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Sept. 30 2022 (Day 10)	1:00-4:00	Office of the Head of Performance Management and RR	PM-HRD-09 Performance Management PM-HRD-10 Rewards and Recognition	Unit Head & dDRC	Auditor: MCBales
		Office of the Director for Resource Generation and Auxiliary Services	PM-IGP-01 Awarding of Stall/Space for Rent of VSU Facilities	Director for Resource Generation and Auxiliary Services & dDRC	Auditor: MLTambis
		Cashier's Office	PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services	Cashier & dDRC	Auditor: MTPLoreto
		Office of the Director of the Center for Continuing Education	OVPREI Quality Procedures and Guidelines	Director of the Center for Continuing Education & dDRC	Auditor: RHDohiling
		Office of the Head of Power Plant and Electrical Services	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance PM-GSD-03 Request to use University Equipment PM-GSD-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-GSD-01 Preventive Maintenance GL-GSD-03 Request to use University Equipment	Unit Head & dDRC	Auditor: SOVillagonzalo
		Office of the Head of Instrumentation & Laboratory Equipment	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance	Unit Head & dDRC	Auditor: MCMagdadaro Jr.

Sept. 30, 2022 (Day 10)	1:00-4:00		PM-GSD-03 Request to use University Equipment PM-GSD-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-GSD-01 Preventive Maintenance GL-GSD-03 Request to use University Equipment		
		Office of the Director for Quality Assurance	PM-QAC-11 Conduct of AACCUP Accreditation PM-QAC-12 Request and Return of Documents	Center Director & dDRC	Auditor: EMUmpad
		ITEEM	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of Institute & dDRC	Auditor: AAVillocino
		Office of the Head of Alumni and Community Relations	PM-ACRO-01 Processing of Application of Alumni Membership and Issuance of Alumni ID	Unit Head & dDRC	Auditor: MBUbay
Oct. 3, 2022 (Day 11)	8:00-5:00	Report Preparation			IQA Team
Oct. 4, 2022 (Day 12)	8:00-5:00	Report Submission			IQA Team
		CFES	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: LOMoreno

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 22 of 26
FM-QAC-19
v2 06-23-2021
No. 22-01

Oct. 5, 2022 (Day 13)	9:00-12:00	CoN	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: AAVillocino
		Office of the Director for Physical Plant	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Director for Physical Plant & dDRC	Auditor: MCMagdadaro Jr.
		Office of the Head of LD & HR Accreditation	PM-HRD-05 Learning and Development for In-house Training PM-HRD-06 Approval of Scholarships for Administrative Staff PM-HRD-07 Sending a Faculty Member to Purse Graduate/Advanced Studies under Scholarship/Fellowship Grant	Unit Head & dDRC	Auditor: MCBales
		Office of the Head of Culture and Arts Center	PM-CAC-01 Execution of Programs of the Culture and Arts Center	Unit Head & dDRC	Auditor: MABorleo
		Office of the Head for Grants Development	Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: EMUmpad
		Office of the Head of University Review Services	PM-URC-01 Reservation of Slot in the Review Class for Licensure Examinations	Unit Head & dDRC	Auditor: MBUbay

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.

Page 23 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Date	Time	Office	Procedures	Auditee	Auditor
Oct. 5, 2022 (Day 13)	9:00-12:00	Office of the Student & Employee Housing Accommodation	PM-SSO-02 Application for VSU-Operated Student Residence Hall	Unit Head & dDRC	Auditor: VAGilos
		Office of the Head for Procurement	PM-SUP-01 Procurement through Alternative Method PM-SUP-02 Procurement through Competitive Bidding	Unit Head & dDRC	Auditor: EEOngy
		Office of the Head of the Printing Press	PM-IMD-01 Procedure on Preparation, Evaluation and Reproduction of IMs PM-IMD-02 from PM-VPI-08 Review and Approval of Instructional Materials (IM's) PM-IMD-03 from PM-VPI-09 Preparation of Course Syllabus and Table of Specifications (TOS), PM-IMD-04 Preparation, Evaluation and Monitoring of the VSU E-Learning Environment (VSUEE) , PM-IMD-05 Preparation, Evaluation and Monitoring of Google Classroom (GC), GL-IMD-01 Guideline on Preparation and Evaluation of IMs, GL-IMD-02 Preparation of Virtual Classroom (VC)	Unit Head & dDRC	Auditor: RHDohiling
		Office of the Head of Payroll and Leave Benefits	HRD Procedures, Guidelines & Forms	Unit Head & dDRC	Auditor: MCBales

Vision:
Mission:
A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 24 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Oct. 5, 2022 (Day 13)	1:00-4:00	Office of the Head of ICTMC	PM-UCC-01 Use of Intranet Protocol	Unit Head & dDRC	Auditor: RCGuinocor
		Office of the Head of International Affairs	PM-IAO-01 Admission of International Students and Student Visa or Special Study Permit Application	Unit Head & dDRC	Auditor: PPOraño
		DAEEx	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: APBaldos
		Dept. of Mathematics	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LOMoreno
		Office of the University Disaster and Risk Reduction Management	PM-SEC-01 Incident Reporting PM-SEC-02 Issuance of Gatepass	Unit Head & dDRC	Auditor: EMUmpad
		Internal Audit	PM-IAS-01 Financial Report Verification for Internally Generated Fund and Business Related Fund Projects	Unit Head & dDRC	Auditor: AMPomida
		Office of the Director for Research	OVPREI Quality Procedures and Guidelines	Director & dDRC	Auditor: EGLoreto
		Gender Resource Center	PM-GAD-01 GAD Planning, Budgeting and Execution	Unit Head & dDRC	Auditor: EEOngy
Oct. 6, 2022 (Day 14)	8:00-5:00	Report Preparation			IQA Team
Oct. 7, 2022 (Day 15)	8:00-5:00	Report Submission			IQA Team

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 25 of 26
FM-QAC-19
v2 08-23-2021
No. 22-01

Nov. 3, 2022	9:00-12:00	Internal Auditor's Meeting	IQA Team
Nov. 10, 2022	9:00-12:00	Closing Meeting	Top Management Team, Auditees, dDRCs, Audit Team

Note:
- *VSU Ikot vehicle will be used to transport the Internal Quality Auditors during the on-site visit of the 4th Internal Quality Audit.*

Prepared by:	Reviewed and Approved by:
LUZ O. MORENO IQA Lead Auditor	**EDGARDO E. TULIN** University President
Date: August 30, 2022	Date: August 30, 2022