



1 September 2022

MEMORANDUM NO. 648
Series of 2022

T O: Prof. Epifania G. Loreto
Dr. Angelica P. Baldos
Mr. Leo A. Mamolo
Dr. Bayron S. Barredo
Ms. Ma. Roberta S. Miraflor
Ms. Michelle A. Borleo
Ms. Pamela P. Oraño
Ms. Raquel H. Dohiling
Dr. Shalom Grace C. Sugano
Dr. Nancy V. Dumaguig
Ms. Ma. Louella C. Tambis
Mr. Vicente A. Gilos
Ms. Mariane B. Ubay-Dela Peña
Dr. Charis B. Limbo

R E: Designation as ISO 9001:2015 Internal Quality Auditors

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as ISO 9001:2015 Internal Quality Auditors effective September 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities. For being able to successfully completed the Awareness Seminar and Training on Internal Quality Audit Implementation in conformity with ISO 19011:2018 held on August 17-19, 2022. Your experience in actual audit and your attendance to training with certificates as evidence are important requirements to quality as internal quality auditors. As such, you are to exercise the following functions:

1. Assist in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Prepare working documents under the guidance of the Lead Internal Quality Auditor;
3. Collect, document and analyze the relevant and sufficient auditable pieces of evidence to determine audit findings;
4. Assist in the writing and preparation of the quality audit report for submission 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. TULIN
President

cc: ODQA
Records
File