



10 January 2023

MEMORANDUM NO. 28
Series of 2023

T O: Dr. Luz O. Moreno
R E: Designation as Lead Internal Quality Auditor


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Lead Internal Quality Auditor effective January 3, 2023 until April 30, 2023 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. TULIN
President

cc: OVPAA	Accounting
OVPAF	Cash
OVPREI	Registrar
OVPASAS	COA
OVPPRGAS	OHIA
OUS	Records
Deans	ODQA
Directors	File
ODF/Budget	
ODHRM/RSPPRO	