



18 July 2017

MEMORANDUM NO. 298

Series of 2017

**T O: Dean of the College of Engineering, Office/Unit/Department Heads
Concerned and other Administrative Support Services Heads**

R E: Orientation on Preparation of Documents for the Internal Audit

Please be informed that prior to the actual evaluation as previously disseminated, Dr. Roberto C. Guarte will meet with the concerned unit/department heads and assigned documenters to orient them on the things needed in the preparation for the actual 5S Internal Evaluation.

In this regard, you are requested to attend the orientation on **July 26, 2017 at 1:00pm-5:00pm** at the **Quality Assurance Center (QAC)**. Furthermore, please bring along one (1) staff with you to be oriented on the said activity preferably the assigned person to do the 5S or the document controller in your office. In addition, you are advised to bring your output from the Records Management Training specifically the Record Classification data and be ready to report your extent of 5S implementation for monitoring purposes.

For compliance.


EDGARDO E. TULIN
President *ENC 7/18/17*