



27 September 2019

MEMORANDUM CIRCULAR NO. 101
Series of 2019

T O: All VSU Faculty and Staff
R E: Institutionalization of 5S

To maintain the orderliness of our respective offices, everyone is encourage to perform 5S in your workstation. This would facilitate the traceability of our relevant documented information.

Furthermore, this activity is in support to the VSU's preparation for the ISO 9001:2015 certification on the last week of November 2019.

For your guidance and compliance


EDGARDO E. TULIN
President