



9 September 2021

MEMORANDUM CIRCULAR NO. 96

Series of 2021


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

R E: Amendment of the Audit Plan for the 3rd Internal Quality Audit

In connection with the Audit Plan for the 3rd Internal Quality Audit (with Document Reference Code FM-QAC-19 v2, No. 21-01) as attached in the OP Memorandum Circular No. 95, series of 2020 (with Document Reference Code FM-OOP-02 v2, No 21-95) released on September 03, 2021, on the conduct of the 3rd Internal Quality Audit, I am issuing the amended Audit Plan with document Reference Code FM-QAC-19 v2, No 21-02) as communicated by the Internal Quality Audit Lead Auditor to include the Procedure Manual of the Office of the Vice President for Student Affairs & Services (page 14-26) and to change the schedule of the Virtual Internal Auditor's Meeting and the Closing Meeting on November 22, 2021 and November 29, 2021, respectively (page 26-26).

For the purpose of your guidance.

Thank you for your usual cooperation.


EDGARDO E. TULIN
President