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STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum Circular No. 11
Series of 2025

TO: All Concerned

**RE: Submission of Required ISO Documents for 2024 and 2025 to the office
Instrumentation and Calibration (formerly Instrumentation and Laboratory
Equipment Unit)**

FROM: DR. PROSE IVY G. YEPES
University President

DATE: January 14, 2025

It has come to our attention that several departments and units have not yet submitted the following documents, which are crucial for maintaining compliance with the ISO standards. Hence, this memorandum serves as a formal notice regarding the urgent need for the submission of the required ISO documents for the years 2024 and 2025. Please see below:

For the year 2024:

1. Masterlist of Laboratory Instruments/Equipment (FM-PPO-02)
2. Annual Maintenance Plan for Laboratory Instruments/Equipment (FM-PPO-20)
3. Annual Calibration Plan for Laboratory Instruments/Equipment (FM-PPO-18)
4. Equipment Maintenance Checklist (FM-PPO-17)
5. Equipment Maintenance Record (FM-PPO-21)
6. Equipment Calibration Record (FM-PPO-19)

For the year 2025 (to be submitted as soon as available):

1. Masterlist of Laboratory Instruments/Equipment (FM-PPO-02)
2. Annual Maintenance Plan for Laboratory Instruments/Equipment (FM-PPO-20)
3. Annual Calibration Plan for Laboratory Instruments/Equipment (FM-PPO-18)

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Please be advised that all concerned departments and units are required to submit the aforementioned documents no later than January 17, 2025. Failure to comply with this deadline will result in the issuance of a Corrective Action Report (CAR) as part of the ongoing compliance monitoring process.

The timely submission of these documents is essential in preparation for the upcoming external audit scheduled for February 2025. It is crucial that all units meet the required standards of accuracy, reliability, and performance to ensure the continued achievement and maintenance of our ISO certification.

For your information and compliance.

cc: Head, Instrumentation and Calibration
Director, General Services
VPAF