



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**



**MEMORANDUM CIRCULAR NO. 61**  
Series of 2025

**TO: All Vice-Presidents, Main Campus Deans, Directors, Department/Unit Heads, Faculty, Staff, dDRCs and Alternate dDRCs**

**RE: Conduct of the ISO 2nd Surveillance Audit (SSA)**

**FROM: PROSE IVY G. YEPES, EdD**  
University President

*For and on behalf of the University President:*

**ROTACIO S. GRAVOSO, PhD**  
Vice President for Academic Affairs

**DATE: February 17, 2025**

Please be advised that the university's **2nd Surveillance Audit (SSA)** will take place on **March 6-7, 2025**, as confirmed by Ms. Lorrie Lei D. Credo, Senior Audit Support I/Scheduler of TUV Rheinland Philippines. The audit plan will be sent shortly, as stated in their email response.

To ensure a successful audit, all university officials, faculty, and staff must make sure that all required reports, documents, records, and processes are in place. Additionally, please refrain from traveling (official or personal) or going on leave unless necessary during the recertification visit. All auditable evidence and preparations should be ready **on or before February 28, 2025**, and process owners should review their areas of responsibility to facilitate a smooth and efficient evaluation.

Since random class observation for undergraduate and graduate programs is a crucial part of audit, all faculty members must commit to conduct classes during visit.

For your cooperation and guidance.

**OFFICE OF THE PRESIDENT**

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**FM-OOP-02**  
V06 01-23-2025  
No. 25- **61**