



23 June 2017

MEMORANDUM NO. 283

Series of 2017

T O: OP, OVPI, OVPAF, OVPRGEA, College of Engineering and All Support Services

R E: Conduct of ISO Activities

Please be informed that during the VSU QMS Task Force Committee Meeting on June 9, 2017, it was agreed that the following activities shall be conducted prior to the ISO Certification.

DATE	ACTIVITY	VENUE	EXPECTED PARTICIPANTS
July 6-7, 2017	Records Management Training	Quality Assurance Center (QAC)	All designated document controllers and all participants from the 5S Seminar
July 18-19, 2017	Orientation for ISO Internal Audit	Quality Assurance Center	Internal Auditors

In this regard, the concerned heads of the different offices and staff are requested to attend this very important activity.

Please be guided accordingly.


EDGARDO E. TULIN
President