



22 August 2022

MEMORANDUM CIRCULAR NO. 90

T O: All Faculty and Staff (Main Campus)

R E: ISO 9001:2015 Awareness and Re-Awareness Seminar

We are now preparing for our Re-Certification which is relatively a more difficult journey than the first-time certification since ISO 9001:2015 Standard requires the organization to continuously improve and maintain full compliance of its entire QMS.

In preparation for our 4th Internal Quality Audit and as required by the ISO 9001:2015 Standard (Clauses 5.2.2 and 7.4), all employees (regular, casual, JOs, part-timers) especially the newly hired VSU employees are **required** to attend the **ISO 9001:2015 AWARENESS and RE-AWARENESS SEMINAR** on **August 30 to 31, 2022, face to face** at RDEI Hall. To adhere to IATF health protocols, attendance of all employees to the Seminar is grouped by VPs and scheduled as follows;

Schedule/Time	Offices/Units
August 30, 2022, 9:00 A.M. – 12:00 Noon	a. Colleges, Academic departments and offices/units under OVPA
August 30, 2022, 2:00 P.M. – 5:00 P.M.	b. All units/offices under OP, OVPRGEA, OVPSAS
August 31, 2022, 9:00 A.M. – 12:00 Noon	c. All units/offices under OVPAF
August 31, 2022, 2:00 P.M. – 5:00 P.M.	d. All units/offices under OVPREI

The University President will be the resource person of this two days seminar. Unit Heads are required to check the attendance of your respective personnel and submit a copy of the attendance sheet to the Office of the Director for Quality Assurance (ODQA) for proper documentation.

Please be guided accordingly and thank you for your commitment and continued support for the continual improvement of our QMS.

EDGARDO E. TULIN

President

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