



24 November 2020

**MEMORANDUM NO. 463**

Series of 2020

**T O: All Faculty and Staff (Main Campus)**  
**R E: ISO 9001:2015 AWARENESS AND RE-AWARENESS WEBINAR**

Based on the 2<sup>nd</sup> Internal Audit findings, there were a number of offices which were called out due to lack or no awareness of the implementation of the Quality Management System (QMS) as required in the ISO 9001:2015 Standard (Clauses 5.2.2 and 7.4). This has incurred major nonconformity (NC). It was also observed that there were offices that were not able to comply with the needed documents because they lack knowledge of the QMS implementation. To address this nonconformity, all faculty and staff of the following units, namely: **RCCRC, DCST, NSTP, Physical Plant, Instrumentation and Laboratory Equipment Office, GISL, Grounds and Landscape Maintenance, Printing Press, UDRRM (Security Office), DABE, ICTMC, URC, GISSU, Accounting and OPO** are required to attend the **Awareness Webinar from 9:00 AM – 12:00 NN, November 27, 2020**. They should log in for their attendance to the virtual meeting.

Moreover, everyone is encouraged to attend the **ISO Re-awareness Webinar** in the afternoon from **1:30 – 5:00** on the same date as a review on the requirements of ISO 9001:2015 Standard and to fully understand the essence of our QMS implementation. Your own President will be the resource person of this whole day webinar. Offices that are interested to join in the afternoon should inform my office **not later than Thursday afternoon (November 26)** so that you will be provided with the zoom link. You can share the link with your other colleagues in your respective offices or have it shown in a big screen. The zoom link will be sent to your respective dDRCs or thru your emails. The 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), formerly QAC, for proper documentation.

Please be guided accordingly.

**EDGARDO E. TULIN**  
President