


**MEMORANDUM CIRCULAR NO. 175-A**

Series of 2024

TO: **All Vice Presidents, College Deans, Department Heads, Center/Institute Directors, Office/Unit Heads, faculty and administrative staff of VSU Main Campus**

RE: **Amendment to OP MC No. 175 s, 2024 re ISO 9001:2015 Awareness and Re-Awareness Seminar**

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

DATE: **August 9, 2024**

In preparation for our 6th Internal Quality Audit and as required by the ISO 9001:2015 Standard (Clauses 5.2.2 and 7.4), all employees (regular/permanent, casual, Job Order workers, Parttime Instructors) especially the newly hired VSU employees are **required** to attend the face-to-face **ISO 9001: 2015 AWARENESS and RE-AWARENESS SEMINAR on August 29, 2024, 8:00 A.M to 12:00 NN (cluster 1) and August 30, 2024, 8:00 A.M to 12:00 NN (cluster 2) at VSU Gymnasium.**

We are pleased to announce that Dr. Luz O. Moreno, our esteemed former Lead Internal Quality Auditor, will be the resource person for the upcoming seminar. Dr. Moreno's extensive expertise in internal quality auditing will provide valuable insights and guidance.

Please be advised that the Quality Assurance Center (QAC) staff will be diligently monitoring and checking attendance to ensure full participation. Your prompt arrival and active engagement are essential to make the most of this valuable opportunity.

Below are the details for the scheduled seminar:

Date and Time	Office Assigned
<b>Cluster 1</b> August 29, 2024, (8:00 A.M to 12:00 NN)	<b>All administrative staff, laborers, research staff under the office of OP, OVPAF, OVPSAS, OVPREI, OVPRGAS, OVPA</b>
<b>Cluster 2</b> August 30, 2024 (8:00 A.M to 12:00 NN)	<b>All VSU faculty</b>

**OFFICE OF THE PRESIDENT**

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To give us sufficient time to prepare, may we request you to register online? Below are the links:

**Cluster 1 link:**

[https://docs.google.com/forms/d/e/1FAIpQLSdUzOyoB8cDFYx11v6PbZHnb5PLRnGrqLBHPySRiUD6xZH2wA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdUzOyoB8cDFYx11v6PbZHnb5PLRnGrqLBHPySRiUD6xZH2wA/viewform?usp=pp_url)

**Cluster 2 link:**

[https://docs.google.com/forms/d/e/1FAIpQLSc1YA5DLWOC10mqYUFaTojF4zBkNfXY6CvoRvVd5TgA4z8aUA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSc1YA5DLWOC10mqYUFaTojF4zBkNfXY6CvoRvVd5TgA4z8aUA/viewform?usp=pp_url)

We would greatly appreciate it if you could complete the online registration by **14 August 2024**.

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