



8 February 2023

MEMORANDUM CIRCULAR NO. 23
Series of 2023

**T O: Vice Presidents, Deans, Directors, Department/Unit/Office Heads,
DRC, dDRCs and alternate dDRCs**

**R E: Uploading of all required documents in the QMS Portal (Google Drive) in
Preparation for the ISO Re-Certification Audit**

In preparation for the ISO Re-certification Audit this coming **February 27-28, 2023**, you are all directed to inform and instruct your respective dDRCs and alternate dDRCs to start uploading all required relevant documents in our QMS Portal (Google Drive).

Please ensure and check that all scanned and uploaded relevant documented information is readable and properly controlled (complete with signatories, date of signing, with control numbers).

Let us all commit to continually improve the suitability, adequacy, and effectiveness of our Quality Management System.

For your guidance and compliance.


EDGARDO E. TULIN
President