



8 March 2022

**MEMORANDUM NO. 328**  
Series of 2022

**T O: Engr. Marlon G. Bulas**

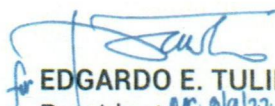
**R E: Designation as ISO 9001:2015 Internal Quality Auditor**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as ISO 9001:2015 Internal Quality Auditor effective February 4, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities. For being able to successfully complete the Awareness Seminar, Remote audit Training and the 2<sup>nd</sup> and 3<sup>rd</sup> internal quality audits held on August 25, 2020 – September 30, 2020 and September 27, 2021 – October 18, 2021. Your experience in actual audit and your attendance to training with certificates as evidence are important requirements to quality as internal quality auditors. As such, you are to exercise the following functions:

1. Assist in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Prepare working documents under the guidance of the Lead Internal Quality Auditor;
3. Collect, document and analyze the relevant and sufficient auditable pieces of evidence to determine audit findings;
4. Check, validate and verify the root-cause and corrective actions filed by the auditee to address detected Nonconformities; and
5. Assist in the writing and preparation of the quality audit report for submission to ISO Top Management Committee for review of appropriate corrective actions.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: ODQA  
Records  
File