



29 January 2021

**MEMORANDUM CIRCULAR NO. 10**  
Series of 2021

**T O: All VPs, Deans, Directors, Dept./Unit/Office Heads/dDRCs/alternate DRCs,  
Faculty and Staff**

**R E: Final Briefing for the 1<sup>st</sup> ISO Surveillance Audit on February 2, 2021  
(Tuesday) at 2:00PM**

As announced earlier, our First ISO Surveillance Audit will be conducted by TUV Rheinland on February 4-5, 2021. In relation to this, you are required to attend the final virtual briefing for the preparation and actual conduct of the Surveillance Audit on February 2, 2021, Tuesday at 2:00 PM. The link to this meeting will be provided by this office.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President