



14 September 2021

**MEMORANDUM CIRCULAR NO. 99**

Series of 2021

**T O: All Vice Presidents, Directors, Deans, Department/Unit Heads, dDRCs**  
**R E: Briefing on Remote Internal Quality Audit and Navigation of QMS Portal**

In preparation for the 3<sup>rd</sup> Internal Quality Audit coming September 27, 2021 to October 19, 2021, there will be a briefing on how to navigate the QMS portal; since we will be conducting our internal audit this time via remote/virtual method. The briefing is scheduled on September 17, 2021, at 9:00-12:00 (Friday). As usual, attendance of all auditees to this briefing is required as part of our ISO documentation.

Join Zoom Meeting

<https://vsu-edu-ph.zoom.us/j/84776665936?pwd=U2pIVHRtMW1kc2Q2aHRVdEJZQmtRZz09>

Meeting ID: 847 7666 5936

Passcode: 627411

For your compliance.

Thank you for your cooperation.

**EDGARDO E. TULIN**  
President