



5 January 2021

MEMORANDUM NO. 06
Series of 2021

T O:

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R E: TUV Rheinland's Conduct of Capability Assessment on January 6, 2021

This is to remind you of the Capability Assessment on January 06, 2021 at 8:00-12:00 with the TUV Rheinland Auditor, Ms. Jogina Mendiola. This is to assess our capability to be audited remotely for our 1st Surveillance Audit (FSA) come February 4-5, 2021 considering our ICT infrastructure, the hardware and software, electricity and other possible risks that might be encountered during the said activity. As such, I would like to request you to be ready with the necessary information or documents which might be asked or needed during this assessment. We will provide you with the zoom link to this virtual assessment.

Thank you for your usual support and cooperation to effectively implement our ISO-QMS and for our successful FSA.


EDGARDO E. TULIN
President