



9 September 2021

MEMORANDUM NO. 607

Series of 2021

T O: Ms. Andreli D. Pardales

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 August 17, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities, for being able to successfully complete the Awareness Seminar and Remote Audit Training, and experiencing the conduct of the 2nd actual internal quality audit held last on August 25 – September 30, 2020. Your experience on actual audit and attendance to trainings with certificates as evidence are important requirements to qualify as internal quality auditor. As Internal Quality Auditor, 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 the 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, they 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