



31 May 2023

MEMORANDUM NO. 646
Series of 2023

**T O: All Directors, Department/Unit Heads and
dDRCs and Alternate dDRCs**

R E: Submission of List of All External Documents

Updating external documents in various departments is one of the Opportunities for Improvement in Document Control during the ISO 9001:2015 Re-certification Audit.

The action plan for this general observation is to let all the units/departments/research centers submit the list of all external documents (operating manual of equipment found at your office, forms coming from other agencies outside VSU, Land Titles, COPC, ECC, Building Permits, Statutory Requirements, etc.) using the External Document Masterlist (FM-QAC-13 v3 10-29-2021) form.

Please submit to the Quality Assurance Center the accomplished External Document Masterlist on or before **June 15, 2023**.

Your cooperation in complying with the action plan is greatly appreciated.

EDGARDO E. TULIN
President