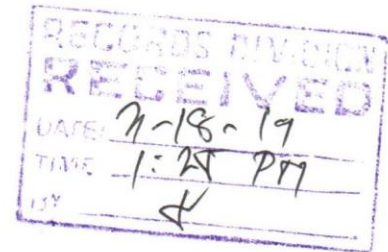




15 March 2019

MEMORANDUM NO. 155

Series of 2019



- T O:**
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|----------------------------------|------------------------------------|
| 1. Dr. Roberto R. Guarte | 16. Dr. Berta C. Ratilla |
| 2. Dr. Candelario L. Calibo | 17. Dr. Guiraldo C. Fernandez, Jr. |
| 3. Ms. Andreli D. Pardales | 18. Dr. Maria Theresa P. Loreto |
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| 12. Dr. Suzette B. Lina | 27. Ms. Elsa M. Umpad |
| 13. Engr. Sean O. Villagonzalo | 28. Dr. Dennis P. Peque |
| 14. Dr. Charis B. Limbo | 29. Dr. Salome B. Bulayog |
| 15. Atty. Rysan C. Guinocor | 30. Ms. Louella C. Ampac |

R E: Designation as Members of Internal Quality Auditors' Team

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated members of the ISO Internal Quality Auditors' Team. As such, 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 working documents under the direction of the lead 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 action.
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.

Please be guided accordingly.


EDGARDO E. TULIN

President

