



23 June 2017

MEMORANDUM NO. 282

Series of 2017

**T O: OP, OVPI, OVPAF, OVPRGEA, College of Engineering and All Support Services**

**R E: 5S Launching**

Please be informed that a formal launching of the 5S will be on **July 14, 2017 at 1:30 P.M.** at the **Administration Building Area**. This is in preparation for ISO Certification of the College of Engineering and all the support administrative offices this year.

In this regard, the concerned heads of the different offices and staff are requested prepare and attend this very important activity. After the launching of the 5S, the Internal Auditors of 5S will be visiting your respective offices/units.

Please be guided accordingly.

**EDGARDO E. TULIN**  
President