



# VISAYAS

STATE UNIVERSITY

## MEMORANDUM

### OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION

2<sup>nd</sup> Floor, Administration Building  
Visayas State University, Visca, Baybay City, Leyte  
Telefax: (053) 563 7106  
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September 6, 2019

#### MEMORANDUM CIRCULAR NO. 37

Series of 2019

**T O: ALL DEANS AND HEADS OF ACADEMIC AND RESEARCH UNITS,  
FACULTY AND STAFF**

**R E: ISO 9001: 2015 INTERNAL AUDIT**

The Internal Audit of our compliance to ISO 9001:2015 standards shall be conducted on September 10-12, 2019. There are about 20 internal auditors composed of selected faculty and staff who will conduct the audit in various academic and administrative units of the university. The audit shall include interviews, examination of documents, including observation of classes. **The activity is real or it is not a rehearsal.** The fully-documented output of the Internal Audit is a mandatory requirement for the Stage I of the actual ISO External Audit which will happen later this year.

In view of this, please be reminded of the following:

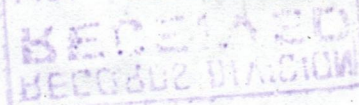
1. All faculty and staff of each unit should make sure they are fully aware, fully understand and practice the quality procedures applicable to them or their unit.
2. Everyone should fully know and can articulate their specific functions/job description, including the functions of their designated positions. (*Check the VSU Code, Quality Manual and other documents for the functions of faculty members and designated positions*).
3. Everyone should be familiar with the VSU Quality Policy Statement stated below. We suggest you print it in a small piece of paper and paste it at the back of your big VSU ID.

#### THE VSU QUALITY POLICY STATEMENT

*The Visayas State University (VSU), a globally competitive university of science and technology and environmental conservation, is created by law to develop highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Towards this end, we, at the Visayas State University, commit to:*

**Vision:** *A globally competitive university of science and technology and environmental conservation.*

**Mission:** *Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*





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- *Produce highly competent, quality and world-class manpower in science and technology, especially for agriculture, environmental management and industry who are proficient in communication skills, critical thinking and analytical abilities;*
- *Generate and disseminate relevant knowledge and technologies that lead to improved productivity, profitability and sustainability in agriculture, environment and industry;*
- *Satisfy the needs of the industry, the community and government sectors who are in need of quality graduates and technology ready for commercialization through the establishment, operation, maintenance and continuous improvement of a Quality Management System (QMS) which is aligned with the requirements of ISO 9001:2015.*

*It shall be the policy of the university that the quality policies and procedures are communicated to and understood by all faculty, staff, students and other stakeholders and shall be continually improved for their relevance and effectiveness.*

4. Teachers should be ready with their OBE-compliant course syllabus for every subject they teach this 1<sup>st</sup> semester. Make sure the topic they are discussing is found in the syllabus.
5. Classes should be regularly conducted and should be conducted in the assigned rooms and on the class schedules indicated in the "Report of Actual Teaching Load" submitted by the academic departments to OVPI. If you change your room assignment or class time, the internal auditors may not be able to locate your class during their visit causing your unit to get a "Non-Conformity" finding.
6. Refrain from travelling during the period of the Internal Audit.

The detailed schedule of the Internal Audit will be released later today through a memorandum from the Office of the President for your reference.

**BEATRIZ S. BELONIAS**

Vice President for Instruction

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