6 February 2024

MEMORANDUM CIRCULAR NO. 23
Series of 2024

TO: All Concerned

RE: Audit Plan for ISO Surveillance Audit

The ISO Surveillance Audit is a full system audit to verify the continuing suitability and effectiveness of the quality management system and its continuing suitability and applicability to ISO 9001:2015. The Audit will be carried out 100% on-site **on February 12, 2024.**

In this regard, the auditees are required to be available on the specified schedule and venue.

Enclosed is the Audit Plan for your guidance.

DANIEL LESLIE S. TAN
OIC-President OIC 2/7/24

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Audit plan
CN: 01 100 1934891

TÜVRheinland®
Precisely Right.

Client:	**Visayas State University** Visca, Baybay City, Leyte 6521, Philippines	If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved.
Location(s) / Production facility (facilities) / temporary sites / other premises of service delivery:		
Scope of application:	Provision of Higher and Advanced Educational Services including Research and Extension	
Applicable standard, Audit criteria:	ISO 9001:2015, Management system documentation of the organization, Terms and conditions of certification	
Type of audit:	1st Surveillance Audit	
Client's representative:	Dr. Daniel Leslie Tan, OIC, University President Dr. Aleli A. Villocino, Quality Management Officer	
Audit objective:	Verification of the management system for conformity with the audit criteria, sampling procedure with the objective: Maintaining the existing certification Determine the ability of the management system to ensure compliance with applicable legal, regulatory and contractual requirements. Determine the effectiveness of the management system in relation to a reasonable expectation of achieving the organization's stated objectives.	
Audit language(s):	English / Filipino	

Audit leader:	Fronie Aligway (**FA**)	**Auditor(s)**:	Mary Grace Balobalo (**GB**) * Jogina Mendiola (**JM**)
☐ external, company:	N/A	☒ external, company:	* Free Agent, N/A
Trainee:	**N/A**	**Expert(s):**	**N/A**
☐ external, company:	N/A	☐ external, company:	N/A

Shiftsystem	☒ 1-Shift	☐ 2-Shift	☐ 3-Shift	☐
Shift handover	Classes: 7:00am to 6:00pm, Monday to Friday with Saturday Class for the Graduate School Administrative Offices: 8:00am to 5:00pm, Monday to Friday			
Comment				

Audit method	☒ on site	☐ on site & remote	☐ 100% remote
ICT Tools	ICT Tool	**N/A**	
ICT Test	Checked on Date	Check in last audit, no changes	☐
host	Please choose		

Revision	Preparation of the audit plan	Change during the audit
00	Consolacion, Cebu | 2024 January 11	

Comment		

A room should be available to the auditors for their internal assessment. Auditee representatives accompany the auditors during the entire audit. During the opening meeting, at the latest, the audit team has to be informed about aspects relevant to occupational health and safety in the company.

Audit time Overview Location 100% onsite audit.

Refresh sums: Mark cell and press **F9**	**ISO 9001**		**Total time** (hrs)	**Total time** (md)
	on site	remote		
Audit time	24.00	000	**24.00**	**3.00**
Fronie Aligway	8.00	N/A	**8.00**	**1.00**
Mary Grace Balobalo	8.00	N/A	**8.00**	**1.00**
Jogina Mendiola	8.00	N/A	**8.00**	**1.00**
Remote %	N/A			

Date / Time	**Organizational Unit and Processes**	**Auditor/ Abbrev.I** Remote*	**Interviewee**	**Standard Chapter**
2024 February 12 **Audit Team: FA, GB & JM**				
9:00	**Opening Meeting** · Introduction of the participants · Scope of certification · Audit objectives and Audit plan · Security advices, audit proceeding, special feat. **Audit Area – RDE Hall**	TÜVR Audit Team	Top Management Representatives Process Owners, Deans and Directors, dDRCs	Introduction of the company, explanation of processes & procedures, fine-tuning of audit plan
9:30	**Top Management** · Changes of QMS · Scope of application and context of the organization · Understanding the needs and expectations of interested parties · Quality Policy and Objectives · Statutory and regulatory requirements · Customer satisfaction/ complaints · Risks and opportunities · Management review · Resources	TÜV-R Audit Team	Management Team Dr. Daniel Leslie S. Tan Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Dr. Dilberto O. Ferraren Dr. Dennis P. Peque Dr. Aleli A. Villocino Dr. Rotacio S. Gravoso Mr. Toni Marc Dargantes Atty. Rysan C. Guinocor Ms. Pamela Orano Mr. Gideon Niel D. Tan	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.3, 10.1, 10.2, 10.3

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.l Remote*	Interviewee	Standard Chapter
	· Overall results · Continual improvement **Audit Area – RDE Hall**		**dDRCs to assist:** Ms. Les Andre B. Pamaos Ms. Almera Circulado Ms. Nelsie Mondal Ms. Caroline Anduyan Ms. Lea Illustrisimo Ms. Jerlyn Donayre Ms. Sheila Marie Lemos Ms. Carmi Suganob	
10:30	**Internal Audit** · Audit planning, report & summary · Nonconformity and corrective actions **Customer Satisfaction, Customer Feedback and Handling of Complaints** **Audit Area: Quality Assurance Center**	FA	Ms. Pamela P. Orano **dDRC to assist:** Ms. Carmi Suganob Mr. Gdeon Niel D. Tan **dDRCs to assist:** Mr. Reymart Honrada Ms. Anarose Romo	4.1, 4.2, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.5, 8.1, 8.4, 8.5, 9.1, 9.2, 10.1, 10.2, 10.3 Note: Verification of corrective action from previous audit including the use of logo
	Research and Development including Extension Services and Programs **Audit Area:** **OVPREI White Room**	GB	Dr. Dennis Peque Dr. Antonio Abamo Dr. Ivy Emnace **Research Center Directors:** **NARC** Dr. Romel Armecin **NCRC** Dr. Marisel Leorna **PhilRootcrops Center** Dr. Edgardo E. Tulin **Eco-FARMI** Mr. Jerome Arribado **ARIC** Dr. Ma. Theresa Loreto	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.l Remote*	Interviewee	Standard Chapter
			RCCRDC Dr. Arturo Pasa **RERC** Engr. Eldon de Padua **EV-Biotech** Dr. Ma. Theresa Loreto **Biodiversity Center** Dr. Marlito Bande **dDRCs to assist:** Ms. Caroline B. Anduyan Ms. Marjorie B. Merano Ms. Marianne Joyce De Caiman Ms. Maria Louella Tambis Ms, Jen B. Posas Ms. Antonio Abayabay Ms. Vanessa May B. Milan Ms. Precila D. Contero Ms. Merlin Lebante Ms. Niña G. Albarico Ms. Jonalyn Bulawan Ms. Joy Cadalin Ms. Dyana Rose T. Milleza Ms. Kimberly Caingcoy Mr. Frederick Babilonia III Ms. Chizka Mae Estallo	
	Curriculum Design, Development, Review and Evaluation including Resource Development for Tertiary Program and Graduate Program **Audit Area: OP Board Room**	JM	Dr. Beatriz S. Belonias Dr. Ma. Rachel Kim Aure Dr. Nancy Abunda Ms. Honey Sofia Colis **College Deans:** Dr. Victor Asio Dr. Jannet Bencure Dr. Ma. Theresa Loreto Dr. Moises Neil Seriño Dr. Bayron Barredo Dr. Santiago Pena Dr. Michelle Tolibas	4.1,4.2, 4.3,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I Remote*	Interviewee	Standard Chapter
			Dr. Catherine Arradaza Dr. Renezita Come **dDRCs to assist:** Ms. Nelsie Mondal Ms. Charity Maarat Ms. Vanessa Nazal Ms. Luvilla Alcober Ms. Remenita Solis Ms. Michelle Borleo Ms. Maricar Posas Ms. Jesibel Muertigue Ms. Devianne Jane Daiz Ms. Jonna Grace Degenion Ms. Mary Joy Israel Mr. Rubio Timkang Ms. Geecel Galvez	
12:00	Lunch Break			
1:00	**Human Resource Development and Management** **Audit Area: OP Board Room**	FA	Ms. Honey Sofia Colis Ms. Jennifer Ando **dDRCs to assist:** Ms. Luvilla Alcober Ms. Rhea Ballebas	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 9.1, 10.1, 10.2, 10.3
	Planning and Development including Resource Generation Office **Audit Area:** **OVPPRGAS Conference Room**	GB	Dr. Dilberto O. Ferraren Mr. Toni Marc Dargantes Engr. Marcelo Abrera Jr. **dDRCs to assist:** Ms. Roslyn Solano Ms. Joie Soria Ms. Dalisay Andres	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1,10.1, 10.2, 10.3
	Sampling - Class Observation (Tertiary and Graduate Programs)	JM	Dr. Ma. Rachel Kim Aure Dr. Nancy D. Abunda **College Deans:** Dr. Victor Asio Dr. Jannet Bencure	4.1,4.2, 4.3,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1,

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I Remote*	Interviewee	Standard Chapter
			Dr. Ma. Theresa Loreto Dr. Moises Neil Serino Dr. Renezita Come Dr. Bayron Barredo Dr. Santiago Peña Jr. Dr. Michelle Tolibas Dr. Catherine Arradaza -Dean, Graduate School **Department Heads:** Dr. Suzette Lina Dr. Robelyn Piamonte Dr. Manuel Gacutan Jr. Mr. Jerry Sanguillosa Dr. Rosario Salas Dr. Lynette Cimafranca Dr. Ulderico Alviola Dr. Lijueraj Cuadra Dr. Eusebio Lina Dr. Rev Rhizza Aure Mr. Paulo Batidor Dr. Elizabeth Quevedo Dr. Analyn Mazo Mr. Lourd Franz Gabunada Dr. Joel Mabalhin Dr. Charis Rivera Prof. Epifania Loreto Engr. Eldon de Padua Engr. Ronard Paña Prof. Magdalene Unajan Engr. Charlie Andan Dr. Anatolio Polinar Dr. Teofanes Patindol Dr. Zyra May Centino Dr. Mark Ratilla Dr. Lilian Nuñez	10.1, 10.2, 10.3
	Laboratory classes		**Department Laboratory In- charge:** Ms. Angelica Asoy – Soil Science Mr. Dennis Godoy – Pest Management	

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.l Remote*	Interviewee	Standard Chapter
			Ms. Retchil Aragon – Animal Science Mr. Gilbert Modina – Plant Breeding Ms. Ma. Lourdes Troyo - Horticulture Ms. Lani Valdivieso – Food Science and Tech. Mr. Wenifredo Soriano – Physics Mr. Orlan Capin – ITEEM Mr. Louis Prado – Development Comm. Mr. Domingo Soria, Jr. – Mechanical Eng. Ms. Noreve Jean Agad – Pure & Applied Chem. Ms. Ruth Lene Valenzona – Biological Sciences Mr. Richie Mark Gonzales - Biotechnology **Research Center Laboratory:** Mr. Christian Art Chua Ms. Diana Rose Milleza Ms. Meriam Mati-om Ms. Marjorie Timbal Ms. Joy Adeline Cadalin Ms. April Lyn Sudaria Ms. Jerrel Ann Lagitao Mr. Mencius Lesidan Ms. Andrea Silva Ms. Edralin Malasaga Ms. Floria Mia Duatin	
2:00	**Supply and Procurement Services** **Audit Area:** **Supply and Property Office**	FA	Ms. Vivian Balbarino Ms. Jessamine Ecleo Dr. Dilberto Ferraren Mr. Toni Marc Dargantes **dDRC to assist:** Ms. Doreen Alba Ms. Myra Ruiz Ms. Dalisay Andres	4.1, 4.1, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
	Admission Services **Audit Area:**	GB	Mr. Raymund Igcasama Mr. Jesus Freddy Baldos	4.1, 4.2,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1,

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.l Remote*	Interviewee	Standard Chapter
	Admissions Office		**dDRC to assist:** Ms. Rubelyn Fernandez Mr. Jeffrey Cabiling – IT personnel Mr. Leven Layola – IT personnel Mr. Ramonito Paulo II – IT personnel	8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
	Guidance and Testing Services **Audit Area:** **Dean of Students Office**	JM	Ms. Chona Brit, RGC Mr. Junito Panonce Ms. Mary Ann Cobico, RGC Ms. Rupha Gin Fernandez, RGC Kent Jan Beldia, RGC **dDRC to assist:** Ms. Meriam Luna Mr. Junard Gucela	4.1, 4.2,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
3:00	**Facility Management** **Audit Area:** **Physical Plant Office**	FA	Engr. Mario Lilio P. Valenzona Engr. Marlon G. Burlas Engr. Phloem D. Galupo **dDRC to assist:** Ms. Alfe Mae Ann Marinay	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7, 9.1,10.1, 10.2, 10.3
	Registrar Services **Audit Area:** **University Registrar's Office**	GB	Ms. Miriam Dela Torre Dr. Beatriz Belonias Mr. Homer Lois Napoles Mr. Christan Mikhael Restor Mr. Norman Villas **dDRC to assist:** Ms. Janet Leslie Codog Ms. Joan Rosemarie Banzon	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
	Library Services **Audit Area: University Library**	JM	Mr. Vicente Gilos Ms. Geraldine Baro Ms. Sheira Camacho Ms. Irish Flores Ms. Jovelyn Mabuan **dDRC to assist:** Ms. Jansel Joi Villas Ms. Aireen Dag uman	4.1, 4.2, 6.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I Remote*	Interviewee	Standard Chapter
4:00	Audit trail (follow-up open/pending items) Consolidation of audit findings Initial audit report preparation Pre-closing meeting (if needed)	TÜVR Audit Team	Concerned process owners	
5:30	Closing Meeting	TÜVR Audit Team	Top Management, Process Owners, Deans, Directors, Unit/Office Heads, Internal Auditor QMO	
6:00	End of audit			

* = Auditor takes part remotely

In case of an audit team the documentation of evidence must be made separately (exception top management). Adequate contact persons in the company must be mentioned in the audit plan.

As per the contract, all work documents are treated confidentially and are stored securely.

Distribution for the client:

(Established by the client)

Distribution for the audit plan:

☑ Client ☑ Certification Body (Bodies) ☑ Auditor/Expert ☑ Database