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STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**

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14 August 2023

MEMORANDUM NO. 816
Series of 2023

T O:

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Dr. Joel Rey U. Acob	Engr. John Allan A. Gulles
Ms. Geraldine T. Baro	Mr. Raymubd M. Igcasama
Ms. Chona A. Brit	Ms. Sheila Marie C. Lemos
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Engr. Eldon P. De Padua	Ms. Angelica Mae B. Villahermosa
Dr. Joseph E. Padilla	Ms. Carmi M. Suganob
Dr. Jude B. Rola	
Dr. Christy M. Desades	

R E: Designation as Observers during the 5th Internal Quality Audit

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as IQA **Observers** effective August 31, 2023 to December 31, 2023. You will serve as observers during the 5th Internal Quality Audit and will partner with the existing Internal Quality Auditors. As such, you will only observe the entire audit process. Please refrain from asking questions and making comments/suggestions during the actual audit nor help in writing the audit reports and performing the functions of the Internal Auditors.

Your active participation as observers during the 5th IQA will serve as your on-site/actual training/immersion in preparation to becoming the Internal Quality Auditors in the coming Internal Quality Audits. To qualify as Internal Quality Auditors, you must attend ISO Awareness and Re-Awareness Seminar and undergo training on Internal Quality Audit. After completing the important requirements, you will become part of the pool of internal auditors.

Please be guided accordingly.


EDGARDO E. TULIN
President

OFFICE OF THE PRESIDENT

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