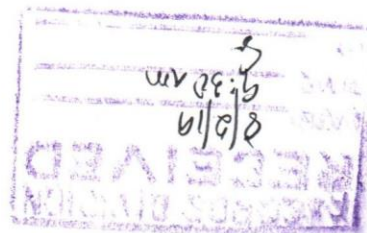




1 August 2019

MEMORANDUM CIRCULAR NO. 73

Series of 2019



- T O: All VPs, Deans, Directors, Department/Unit/Office Heads in the Main Campus**
- R E: Review/Finalization of all Documented Information/Quality Procedures for the VSU Quality Management System in Conformance to ISO 9001:2015 on August 5 - 6, 2019 at the 1st Floor, CCE Building**

One of the important deliverables in our MFOs or quality targets this year is for us to be ISO certified. However, even if we have already issued the start of ISO implementation last July 16, 2019, until now we have not yet finalized any single procedure. This will have repercussions in our ISO implementation. In this regard, you are hereby directed to attend a 2-day review/finalization workshop of all procedures/guidelines that you have documented in your respective units as part of the requirements of ISO certification. We cannot delay this activity inasmuch as we need at least three months to roll out all our procedures before we can subject our university to Stage 1 external audit by end of October. This will give us time to make corrective actions before we can have Stage 2 external audit and be finally certified by end of the year. Hence, we need to prioritize this activity otherwise, if we cannot make it this year and it will have some bearing in our performance targets. Within the 2-day workshop, you need to bring your laptops to work on the documents ready for final reproduction, signing and cascading to all units at the main campus. The activity will start at 9:00 AM where I will have a short briefing before we break up into workshop sessions. Since ISO is a systems approach and calls for continual improvement, everyone should take part and cooperate to attain our goal.

Your attendance is highly requested.


EDGARDO E. TULIN
President *Oct 2/1/19*



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.