MEMORANDUM CIRCULAR NO. 76
Series of 2025

TO: **All Concerned**

RE: **Audit Plan for the 2nd ISO Surveillance Audit**

FROM: **PROSE IVY G. YEPES, EdD**
University President

DATE: **March 4, 2025**

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 **March 6-7, 2025.**

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

Enclosed is the Audit Plan from the external auditors along with a copy of the Process Owners' venue for your guidance.

OFFICE OF THE PRESIDENT
2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

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:	2nd Follow-up Audit (FA2)	
Client's representative:	Dr. Prose Ivy G. Yepes, 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:	Hilario Capili (**HC**)	**Auditor(s)**:	*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				
Comment	Classes: 7:00am to 7:00pm, Monday to Friday with Saturday Class for the Graduate Education Administrative Offices: 8:00am to 5:00pm, Monday to Friday			

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	Silang, Cavite | 2025.02.25	

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** (md)
	on site	remote	
Audit time	30.0	0. 00	**30.0 ~ 3.75**
HC	15.0	-	1.875
JM	15.0	-	1.875
Remote %	N/A		

Date / Time	**Organizational Unit and Processes**	**Auditor/ Abbrev.l** Remote*	**Interviewee**	**Standard Chapter**
Day 1 of 2: 2025 March 6 Audit Team: HC/ JM				
9:00	Opening Meeting · Prayer · Quality Policy Statement · Introduction of the participants · Scope of certification · Audit objectives and Audit plan · Security advices, audit proceeding, special feat.	TÜVR Audit Team	Top Management, Representatives, Process Owners, Deans & 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 · Overall results	TÜV-R Audit Team	Management Team Dr. Prose Ivy G. Yepes Dr. Rotacio S. Gravoso Dr. Glenn G. Pajares Dr. Aleli A. Villocino Dr. Santiago T. Peña Jr. Dr. Moises Neil V. Seriño Dr. Joel Rey U. Acob Mr. Toni Marc L. Dargantes Atty. Rysan C. Guinocor Atty. Karen Abegail S. Monteron Dr. Luz O. Moreno Ms. Pamela P. Oraño Ms. Charmagne Faith F. Capuno	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.I** Remote*	**Interviewee**	**Standard Chapter**
	• Continual improvement		dDRCs to assist: Ms. Les Andre S. Pamaos Ms. Sheila Marie Lemos Ms. Nelsie Mondal Ms. Jerlyn Donayre Ms. Almera Circulado Ms. Daisy Pantorilla Mr. Reymart C. Honrada Ms. Carmi Suganob Ms. Shara Liz Brehonio	
10:30	Internal Audit • Audit planning, report & summary • Nonconformity and corrective actions	HC	Ms. Pamela P. Orano dDRC to assist: Ms. Carmi Suganob	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
	Document Control	HC	Ms. Susana B. Miñoza Ms. Maria Roberta S. Miraflor dDRC to assist: Ms. Daisy Pantorilla	
10:30	Research and Development including Extension Services and Programs	JM	Dr. Santiago T. Peña Jr. Dr. Ivy C. Emnace Dr. Catherine C. Arradaza Dr. Feliciano G. Sinon **Research Directors:** **NARC** Dr. Romel B. Armecin **NCRC** Dr. Marisel A. Leorna **PhilRootcrops Center** Mr. Marlon M. Tambis	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**
			ARIC & EV-Biotech Dr. Ma. Theresa P. Loreto **RCCRDC** Dr. Dennis P. Peque **RERC** Engr. Nilo L. Leorna **Biodiversity Center** Dr. Marlito Jose M. Bande dDRCs to assist: Ms. Caroline Anduyan Ms. Marjorie B. Merano Ms. Marianne Joyce De Caiman Ms. Maria Louella C. Tambis Mr. Antonio Abayabay Ms. Jen B. Posas Ms. Precila Belmonte Ms. Caren G. Alianza Ms. Anarose B. Romo Ms. Chinelo M. Cardaño Ms. Leonard Paolo Longatang	
12:00	Lunch Break			
1:00	Curriculum Design, Development, Review and Evaluation including Resource Development for Tertiary Program and Graduate Program - Faculty/NTP Development Program - Educational and Curriculum - Design and Process - Instruction Supervision and Evaluation - Evaluation of Learning Effectiveness - Teacher Supervision and Evaluation - Evaluation of Compliance to Applicable Requirements - Faculty of Agriculture and Food Science;	JM	Dr. Rotacio S. Gravoso Dr. Ma. Rachel Kim L. Aure Dr. Mark Gil A. Vega **Faculty Deans:** Dr. Suzette B. Lina Dr. Jannet C. Bencure Dr. Jude B. Rola Dr. Mark C. Ratilla Dr. Renezita S. Come Dr. Leo A. Mamolo Dr. Harvie P. Portugaliza Mr. Christian Vie P. Baldonado Dr. Maria Vanessa E. Gabunada Dr. Rev Rhizza L. Aure Dr. Marilyn M. Belarmino	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**
	- Faculty of Engineering; - Faculty of Computing - Faculty of Management and Economics; - Faculty of Forestry and Environmental Science; - Faculty of Teacher Education; - Faculty of Veterinary Medicine; - Faculty of Nursing; - Faculty of Humanities and Social Sciences - Faculty of Natural and Mathematical Sciences - Graduate Education		dDRCs to assist: Ms. Nelsie Mondal Mr. Rafael Vergara Jr. Ms. Vanessa Nazal Ms. Luvilla Alcober Ms. Remenita Solis Ms. Debie Jean Herbolingo Ms. Michelle Borleo Ms. Mercedita Pacaldo Ms. Geecel Galveez Mr. Reyvin Sabanal Ms. Glen Agnes Cabias Ms. Devianne Jane Daiz Ms. Mary Joy Israel Ms. Prescila Gorre Ms. Maricar Posas	
1:00	Human Resource Management and Development	HC	Ms. Honey Sofia Colis Ms. Jennifer Ando dDRCs to assist: Ms. Luvilla U. 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
2:30	Planning and Development including Resource Generation Office		Dr. Glenn G. Pajares Dr. Moises Neil V. Seriño Mr. Toni Marc Dargantes Ms. Crislin C. Cortez Engr. Mario Lilio P. Valenzona dDRCs to assist: Ms. Roslyn Solano Ms. Jerlyn Donayre 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
2:30	Supply and Procurement Services	HC	Ms. Vivian Balbarino Ms. Jessamine Ecleo Atty. Rysan C. Guinocor Mr. Toni Marc Dargantes dDRCs to assist: Ms. Myra Ruiz Ms. Antonette Cruz 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

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.I Remote*	Interviewee	Standard Chapter
4:00	Sampling - Class Observation (Tertiary and Graduate Programs), including Laboratory classes	JM	Dr. Mark Gil A. Vega Dr. Ma. Rachel Kim L. Aure dDRCs to assist: Mr. Rafael Vergara Jr. **Faculty Deans:** Dr. Suzette B. Lina Dr. Jannet C. Bencure Dr. Jude B. Rola Dr. Mark C. Ratilla Dr. Renezita S. Come Dr. Leo A. Mamolo Dr. Harvie P. Portugaliza Mr. Christian Vie P. Baldonado Dr. Maria Vanessa E. Gabunada Dr. Rev Rhizza L. Aure Dr. Marilyn M. Belarmino **Department Heads:** Dr. Luz G. Asio Dr. Deejay M. Lumanao Dr. Aljay D. Valida Dr. Manuel D. Gacutan, Jr. Dr. Jerry B. Sanguillosa Dr. Maria Juliet C. Ceniza Dr. Lynette C. Cimafranca Dr. Lijueraj J. Cuadra Dr. Ulderico B. Alviola Mr. Jerome O. Arribado Dr. Teofanes A. Patindol Dr. Angelica P. Baldos Engr. Vic Angelo L. Impas Engr. Martin Jan E. Mercurio Engr. John Christian L. Gaviola Dr. Daniel Leslie S. Tan Dr. Magdalene C. Unajan Dr. Rosario P. Abela Dr. Christy M. Desades Dr. Andrew A. Mazo Dr. Cherry N. Rola Ms. Mary Ann G. Cobico Dr. Lilian B. Nuñez Dr. Agnes M. Taveros	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. John Phillip Lou M. Lumain Dr. Cheryl C. Batistel Ms. Hannah Rissah F. Abad Mr. Mark Ryan R. Tripole Dr. Eusebio R. Lina Jr. Mr. Charlindo S. Torrion Ms. Donna Christene Q. Ramos Ms. Doryn Jan Avila Mr. Randy G. Omega Ms. Syrene P. Nayre Dr. Lemuel S. Preciados Ms. Gracielle Dawn Gamotin **Department Laboratory In-charge:** Ms. Angelica Asoy Soil Science Mr. Dennis Godoy Pest Management Ms. Retchil Aragon Animal Science Mr. Keith Andrew Guril Plant Breeding Ms. Rafunzel Moreno Horticulture Mr. Arjohn Baslan Food Science and Tech. Mr. Wenifredo Soriano Physics Mr. Orlan Capin ITEES Mr. Louis Prado Development Communication	

Date / Time	Organizational Unit and Processes	Auditor/ Abbrev.l Remote*	Interviewee	Standard Chapter
			Mr. Domingo Soria, Jr. Mechanical Eng. Ms. Julia Malsit Pure & Applied Chem. Ms. Ruth Lene Valenzona Mr. Patrick John Piamonte, Biological Sciences Mr. Richie Mark Gonzales, Biotechnology **Research Center Laboratory:** Mr. Romel B. Armecin Ms. Flora Mia Duatin Ms. Joy Adeline Cadalin Ms. Luz O. Moreno Ms. Feliciano G. Sinon NARC Mary Lorraine Montajes RERC Ms. Hazel Alena Tan Ms. Blanche Franchette Llera Ms. Resa Dacera Ms. Joy Codog Mr. James Patindol PRRTC Ms. Ericka Ann Densing Ms. Jovannemar Anire Ms. Marisel Leorna Ms. Edraline Malasaga NCRC-V	
4:00	Facility Management/ General Services - Infrastructure Development and Building Maintenance Unit; - Power and Electrical Supply Maintenance Unit;		Engr. Marlon Burlas Engr. Phloem 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

Date / Time	**Organizational Unit and Processes**	**Auditor/ Abbrev.I** Remote*	**Interviewee**	**Standard Chapter**
	- Heavy Equipment and Light Vehicle Maintenance Unit - Guest house / Visca Market - Canteen			
5:00	Follow-up open items	TÜVR Audit Team	Concerned Personnel	
5:30	Wrap-up meeting Audit Report Preparation	TÜVR Audit Team	n/a	N/A
6:00	End of Day Audit -Day 1	TÜVR Audit Team	n/a	N/A
Day 2 of 2: 2025 March 7 Audit Team: HC/ JM				
9:00	Admission Services	JM	Dr. Joseph E. Padilla dDRCs to assist: Ms. Lorna B. Abamo Mr. Ramonito M. Paulo II- IT personnel	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
9:00	Health Services – Medical and Dental Services	HC	Dr. Elwin Jay Yu Dr. Merry Christ'l Guinocor Dr. Christelle Venus Capuno Dr. Maria Belen Buzon dDRCs to assist: Ms. Jhanara Lavides Ms. Zarlin Jecel Compendio	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, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
10:30	Guidance and Testing Services	JM	Ms. Chona Brit Ms. Rupha Gin Fernandez Mr. Kent John Beldia dDRC to assist: Mr. Ariel S. Medalla Ms. Meriam Luna	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
10:30	Finance Services - Budget Office - Accounting Office - Cashiering Office	HC	Ms. Louella Ampac Ms. Alicia Flores Mr. Nick Freddy Bello Ms. Queen-ever Atupan	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, 9.1,10.2, 10.3

Date / Time	**Organizational Unit and Processes**	**Auditor/ Abbrev.l** Remote*	**Interviewee**	**Standard Chapter**
			dDRC to assist: Ms. Glen Agnes B. Cabia Ms. Erly S. Esguerra Ms. Jubemarie P. Morales Ms. Valerie C. Valenzona	
12:00	Lunch Break			
1:00	Registrar Services	JM	Mr. Raymund M. Igcasama Ms. Miriam Dela Torre Mr. Homer Napoles Mr. Norman Villas Mr. Joshua Mhel Boncalon dDRC to assist: Ms. Janet Leslie Codog	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
1:00	Management and Information System	HC	Engr. Sean Villagonzalo Mr. Norman Villas Mr. Jomari Barrera dDRC to assist: Ms. Elvira Balbarino	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, 9.1,10.2, 10.3
2:00	Alumni	HC	Engr. Jeffrey Lloyd L. Cagande Dr. Oscar B. Posas dDRC to assist: Ms. Christine Gay B. Cala	5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3 7.5, 8.1, 8.2, 8.5, 8.7, 9.1, 10.3
2:00	Student Affairs and Services	JM	Dr. Christina A. Gabrillo Ms. Christie Cyrene Tauy Mr. Junito Panonce Ms. Chona Brit Ms. Mikhaela M. Gongora Ms. Rhodora A. Bande dDRCs to assist: Ms. Miriam Luna	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, 9.1,10.2, 10.3
3:00	Laboratories	JM, HC	Engr. Clint C. Sarvida Engr. Marlon Burlas	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, 9.1,10.2, 10.3
3:45	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	

Date / Time	**Organizational Unit and Processes**	**Auditor/ Abbrev.l** Remote*	**Interviewee**	**Standard Chapter**
4:15	Closing Meeting	TÜVR Audit Team	Top Management, Process Owners, Deans, Directors, Unit/Office Heads, Internal Auditor, QMO	
5:00	**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

Process Owners' Venue for the 2nd Surveillance Audit (March 6-7, 2025)

DAY 1 March 6, 2025

DATE/TIME	INTERVIEWEE	VENUE
9:00 AM	Opening Meeting	RDEI Hall
9:30 AM	Top Management	RDEI Hall
10:30 AM	Internal Quality Audit	Quality Assurance Center
10:30 AM	Document Control	Quality Assurance Center
10:30 AM	Research, Extension, Innovation	RDEI White Room
1:00 AM	Curriculum Design, Development, Review and Evaluation including Resource Development for Tertiary Program and Graduate Program	OP Board Room
1:00 PM	Human Resource Management & Development	HRMD Office
2:30 PM	Planning & Development including Resource Generation Office	OVVPD
2:30 PM	Supply and Procurement Services	SPO
4:00 PM	Sampling - Class Observation Tertiary and Graduate Programs), including Laboratory classes	TBA by Registrar, ODIE in coordination with Deans & Dept Heads
4:00 PM	Facility Management/ General Services	General Services Office

DAY 2 March 7, 2025

DATE/TIME	INTERVIEWEE	VENUE
9:00 AM	Admission Services	RCCRDC
9:00 AM	Health Services (Medical & Dental)	University Health Services
10:30 AM	Guidance and Testing Services	USSO
10:30 AM	Finance (Budget, Accounting & Cash)	Finance Management Office
1:00 AM	Registrar Services	University Registrar
1:00 PM	Management Information System	UICTS
2:00 PM	Alumni	ACRO
2:00 PM	Student Affairs and Services	SAS
3:00 PM	Laboratories	Instrumentation and Calibration Office
4:15 PM	Closing Meeting	OP Board Room