



2 December 2020

MEMORANDUM CIRCULAR NO. 105
Series of 2020

T O: All Deans, Directors, Department/Unit/Office Heads and dDRCs
**R E: Verification of Corrective Actions for Nonconformities and Action Plans
for Opportunities for Improvement**

Please be informed that the Quality Management Representative (QMR), Assistant QMR, and Internal Lead Quality Auditor shall be conducting a visit and verification activity in your respective offices. This activity is done to check the status of implementation of the following: (1) your Corrective Actions to address the Nonconformities detected during the second Internal Quality Audit (IQA) as well as the Nonconforming parts and services detected outside audit, and (2) Actions filed to address the Opportunities for Improvement raised during the Stage 2 Certification Audit and second IQA. The verification activity will be conducted from **December 7-11, 2020** (Monday to Friday).

Be sure to keep all the relevant documented information as evidence of implementing your Corrective Actions and Action Plans as these documents will be checked during the verification activity.

Let us all commit to continually improve the suitability, adequacy, and effectiveness of our Quality Management System.

Thank you very much.

For your guidance and compliance.


EDGARDO E. TULIN
President