



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**




Management  
System  
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**MEMORANDUM CIRCULAR NO. <sup>66</sup>\_\_\_\_\_**  
Series of 2025

**TO: All Process Owners**

**RE: Submission of Inventory on the Statutory and Regulatory Requirements**

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

**DATE: February 21, 2025**

In line with the upcoming ISO 9001:2015 Second Surveillance Audit (SSA) comes March 06-07, 2025, there is a need to conduct an inventory on the Statutory and Regulatory Requirements followed by offices of the VSU system.

Therefore, all process owners are hereby directed to submit their Inventory of Statutory and Regulatory Requirements. The hard copy should be submitted to the Quality Assurance and the editable file be sent to [udrc@vsu.edu.ph](mailto:udrc@vsu.edu.ph) not later than **February 26, 2025**.

Attached is the Inventory of Statutory and Regulatory Requirements form (FM-QAC-41).

For your information and compliance.

**OFFICE OF THE PRESIDENT**

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**INVENTORY OF STATUTORY AND REGULATORY REQUIREMENTS**

Concerned VP: \_\_\_\_\_

Office: \_\_\_\_\_

#	Research Center/Office	Applicable Statutory/ Regulatory Requirement	Involved Agency	Compliant? (Y/N)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

*Note: Add more rows if necessary*

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
[Position]



**NAME OF OFFICE**

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