VISAYAS STATE UNIVERSITY
OFFICE OF THE PRESIDENT
2/F Administration Building
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4 March 2022

MEMORANDUM CIRCULAR NO. 29
Series of 2022

T O: All Concerned

R E: Revised Audit Plan and Audit Dry Run

For the information and guidance of all concerned, attached is a revised Audit Plan sent by TUV Rheinland on March 3, 2022 for the Second Surveillance Audit on March 15, 2022.

To implement the planned ICT use endorsed by TUV Rheinland, the ICTMC staff will conduct a dry run on Thursday, March 10, 2022 at 1:30 PM. This is to test run the performance and stability of our ICT and other technology-related issues and concerns prior to the audit.

All auditees and dDRCs are directed to join the dry run from where they plan to join in the actual audit. Please prepare the desktop or laptop computers, microphones, web cameras and other needed devices that you will use, so we can test the equipment during the dry run.

For your guidance.

EDGARDO E. TULIN
President

Client:	**Visayas State University**	**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:	Visca, Baybay City, Leyte 6521 Philippines		
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:	**Second Surveillance Audit – 100% Remote Audit**		
Client's representative:	Dr. Edgardo E. Tulin, University President Ms. Aleli A. Villocino - QMR		
Audit objective:	Management system conformity assessment under application of sampling with the purpose of maintaining the existing certification Determination of the ability of the management system to ensure the organization meets applicable statutory, regulatory and contractual requirements Determination of the effectiveness of the management system to ensure the organization can reasonably expect to achieving its specified objectives		
Audit language(s):	English, Filipino (Tagalog, Cebuano)		
Audit leader :	Fronie Aligway (FA)	**Auditor(s) :**	*Rolando Remitar (RR) Maribeth Lucañas (LM) *Marthina Ramos (MR) – Monitoring Auditor*
☐ external, company:	NA	☑ external, company:	*Free Agent, NA
Environmental verifier:	NA	**Expert(s):**	NA
☐ extern, Firma:	NA	☐ extern, Firma:	NA
City, date audit plan preparation:	Bulacan / 04 February 2022		
Date of last update:	Consolacion, Cebu | 03 March 2022 | rev01, *added MR as monitoring auditor for FA*		
Reasons for modification of the audit plan during the audit:			

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.**

Refresh sums: Mark cell and press **F9**	ISO 9001 [Audit time in h]	
Debit Location:	26 hrs	3.25 mds
Fronie Aligway (FA)	8.67	1.08 md
Rolando Remitar (RR)	8.67	1.08 md
Maribeth Lucañas	8.67	1.08 md

Date / Time	Organizational Unit and Processes Monday to Friday 8am-5pm (2 groups with alternate WFH)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
15 March 2022 – FA, RR, LM & MR (100% REMOTE AUDIT)				
9:00-9:30	**Opening Meeting** • Introduction of Participants • Basis of contract • Audit objectives • Audit plan (updated advices, security advices, audit proceeding, special features)	TUVR Audit Team	Top Management Management Representative Process owner	Introduction to company. Presentation of Audit Objective, Audit Process, Fine-tuning of Audit Plan
9:30-10:30	**Top Management** • Change on QMS • Context of Organization • Scope of Application • Needs and Expectations of Interested Parties • Processes • Control of External Provider Products and Services Leadership and Planning • Quality Policy and Objective • Roles, Responsibilities and Authorities	TUVR Audit Team	**TOP MANAGEMENT** Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Dr. Ma. Juliet Ceniza Dr. Dilberto O. Ferraren Dr. Aleli A. Villocino Dr. Daniel Leslie S. Tan Dr. Editha G. Cagasan Mr. Toni Marc Dargantes Dr. Luz O. Moreno Mr. Neil Gideon D. Tan Ms. Pamela Oraño	4.1, 4.2, 4.3,5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2,7.4,7.5 9.1, 9.2, 9.3, 10.1,10.2,10.3

Date / Time	Organizational Unit and Processes Monday to Friday 8am-5pm (2 groups with alternate WFH)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	• Systems / Process on taking actions in addressing Risk Assessment and • Management • Planning and Changes • Resources Performance Evaluation • Statutory and Regulatory Requirements • Management Review • Customer Satisfaction (Feedback/Complaints) Continual Improvement		dDRC to assist: Ms. Les Andre Pamaos Ms. Nelsie Mondal Ms. Elmera Banoc Ms. Jansel Joi Villas Ms. Sheila Lemos Ms. Mary Anne Abedejos Ms. Raquel Dohiling Mr. Ronnel Honrada Mr. Raul Anthony Valenzona Mr. Poca Joe Didal	
10:30-12:00	**Internal Quality Audit Process** Nonconformity/Corrective Action	FA, MR	Dr. Luz O. Moreno dDRC to assist: Mr Ronnel Honrada	4.1,4.2,5.3, 6.2, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 10.1, 10.2, 10.3 Note: Verification on use of TUVR Logo
	Facilities Management/ General Services - Infrastructure Development and Building Maintenance Unit; - Power and Electrical Supply Maintenance Unit; - Heavy Equipment and Light Vehicle Maintenance Unit - Guest house / Visca Market **Note:** School Canteen is not operational	LM	Engr. Mario Valenzona Engr. Marlon Burlas dDRC to assist: Mr. Rafael Juntilla Ms. Alfe Mae Ann Marinay Dr. Dilberto Ferraren Prof. Argina Pomida dDRC to assist: Mr. Marvin Bandalan	4.1,4.2,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.4, 8.5, 9.1, 10.1, 10.2, 10.3
	Curriculum Design, Development, Review and	RR	Dr. Nancy D. Abunda Head, Office of Instructional Materials & Development	4.1,4.2, 4.3,5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5,

Date / Time	Organizational Unit and Processes Monday to Friday 8am-5pm (2 groups with alternate WFH)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	Evaluation 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 - College of Agriculture and Food Science; - College of Engineering; - College of Arts and Sciences; - College of Management and Economics; - College of Forestry and Environmental Science; - College of Education; - College of Veterinary Medicine; - College of Nursing; - Graduate Program **Note:** ***New Course offer: BS Applied Physics and BS Math under College of Arts and Sciences***		Dr. Rachel Kim Aure-Director, Office of Instruction and Evaluation Dr. Beatriz S. Belonias, VPAA **Deans:** Dr. Victor B. Asio Dr. Janet C. Bencure Dr. Moises Neil V. Seriño Dr. Dennis P. Peque Dr. Bayron S. Barredo Dr. Santiago T. Peña, Jr. Dr. Joel Rey U. Acob Dr. Ma Theresa P. Loreto Dr. Anabella B. Tulin dDRCs to assist the Deans: Ms. Vanessa Nazal Mr. Rafael Vergara Ms. Nelsie Mondal Ms. Michelle Borleo Ms. Remenita Solis Ms. Frances Louise B. Dajao Mr. Rubio Timkang Ms. Geecel Galvez Mr. Delfin Cabardo Jr. Mr. Joel Israel Ms. Maricar Posas Ms. Jesibel Muertigue Ms. Charity Maarat Ms. Devianne Jane Daiz	8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 10.1, 10.2, 10.3
12:00NN	**LUNCH BREAK**			
1:00-3:00	**Sampling** - Classroom / Learning Delivery Observation **Note:** No Online laboratory Class Class observation using Google Meet platform	RR	Dr. Rev Rhizza L. Aure Head, Department of Applied Physics Dr. Eusebio R. Lina Jr Head, Department of Math: . Dr. Ma. Theresa P. Loreto Dean, College of Arts & Sciences	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

Date / Time	Organizational Unit and Processes Monday to Friday 8am-5pm (2 groups with alternate WFH)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
			Dr. Ma. Rachel Kim L. Aure ODIE Dr. Beatriz S. Belonias VP for Academic Affairs dDRC to assist Ms. Perlie A. Gucela Ms. Mary Joy H. Piamonte	
	Health Services – Medical and Dental Services Maintenance of Physical and Virtual Laboratories	LM	Dr. Elwin Jay Yu Dr. Merry Christ'l Guinocor *dDRC to assist:* Ms. Analisa Pescadero Ms. Zarlin Compendio Engr. Mario Lilio Valenzona Engr. Marlon Burlas *dDRCs to assist:* Ms. Alfe Mae Ann Marinay Mr. Rafael Juntilla Mr. Vincent Paul Asilom	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
1:00-2:00	Human Resource Development and Management including Training and Competency	FA, MR	Ms. Honey Sofia V. Colis Ms. Jennifer E. Ando Ms. Miriam dela Torre dDRCs to assist: Ms. Luvilla Alcober Ms Carren Vilbar Ms. Ma Fe Gayanilo	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
2:00-3:00	Risk and Opportunity Management	FA, MR	Dr. Daniel Leslie S. Tan Mr. Toni Marc L. Dargante All Deputy Risk Managers dDRCs to asisst:	4.1, 4.2, 4.3, 5.3, 6.1, 6.2, 6.3 7.1, 7.2, 7.3, 7.4, 7.5, 9.1,10.2, 10.3

Date / Time	Organizational Unit and Processes Monday to Friday 8am-5pm (2 groups with alternate WFH)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
	Customer Satisfaction; Customer Feedback; Handling of Complaints		Ms. Jansel Joi Villas Ms Jerlyn Donayre Ms. Dalisay Andres Mr. Gideon Neil D. Tan Dr. Aleli A. Villocino Dr. Editha G. Cagasan dDRCs to assist Mr. Poca Joe Didal Ms. Mary Anne Abedejos	
3:00-4:15	Research and Development including Extension Services	RR	Dr. Maria Juliet C. Ceniza Dr. Rosa Ophelia D. Velarde Dr. Antonio P. Abamo Prof. Alan B. Loreto Research Center Directors: Dr. Edgardo E. Tulin Dr. Robelyn T. Piamonte Dr. Maricel Leorna Dr. Dhenber C. Lusanta dDRCs to assist: Ms. Elmera Banoc Ms. Maria Louella Tambis Ms. Maria Fatima Chavez Ms. Susana Miñoza Ms. Maria Fatima B. Estrosas	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, 9.1,10.2, 10.3
3:00-4:00	Registrar Services	LM	Ms. Marwen A. Castaneda Ms. Nancy Dumaguing Dr. Beatriz Belonias Mr. Christian Mikhael Restor dDRC to assist: Ms. Joan Rosemarie Banzon	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, 9.1,10.2, 10.3

Date / Time	Organizational Unit and Processes Monday to Friday 8am-5pm (2 groups with alternate WFH)	Auditor/ Abbrev.I	Interviewee	Standard Chapter
			Mr. Nelsie F. Mondal	
3:00-5:15	Finance Services - Budget Office - Accounting Office - Cashiering Office	FA, MR	Ms. Louella C. Ampac Mr. Nick Freddy R. Bello Ms. Alice M. Flores Ms. Queen Ever Atupan dDRCs to assist: Ms. Valerie Vergis Ms. Mona Geraldo	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
4:00-5:15	Planning and Development including Resource Generation Office	LM	Dr. Dilberto O. Ferraren Mr. Toni Marc L. Dargantes Ms. Argina M. Pomida dDRCs to assist: Ms. Jansel Joi Villas Ms. Jerlyn Donayre Ms. Dalisay Andres Mr. Adriel Efraim Cunanan Mr. Marvin Bandalan	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
4:15-5:15	Office of the Student Affairs Office of the Dean of Students Guidance and Testing Services	RR	Dr. Aleli A. Villocino Prof. Manolo B. Loreto, Jr. Ms. Chona A. Brit Mr. Juanito A. Panonce Ms. Christie Cyrene T. Tauy Ms. Mary Ann Cobico dDRCs to assist: Ms. Meriam Luna Ms. Sheila Marie Lemos Mr. Junard Gucela	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
5:15-6:15	**Auditor's Meeting** Consolidation of Audit Findings Report Preparation	TUVR Audit Team	N/A	Review and consolidation of findings / Preparation of presentation
6:15	**Closing Meeting** • Audit findings and results • Date of next audit	TUVR Audit Team	Top Management Management Representatives Process owners	Presentation of Audit Findings. Audit Conclusion
6:40	End of Audit			

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