



5 December 2019

MEMORANDUM NO. 420
Series of 2019

T O: All Deans, Directors, Department/Unit/Office Heads and dDRCs

R E: Re-Verification Activity of the Implementation of ISO Corrective Actions on Non-Conformance

Please be informed that the ISO Documents and Records Controller (DRC) and Internal Lead Quality Auditor shall be conducting a visit and re-verification activity in your respective offices to check the status of the implementation of your Corrective Actions from **December 9, 13 and 16, 2019** (Monday, Friday).

As one of the findings during Internal Quality Audit (IQA) pertains to failure in identifying the risks and opportunities and action plans, the cascading of these pertinent documents per unit as required by ISO Standard 9001: 2015 Clause 4.1, 4.2, 6.1, and 6.2 shall be done before the year (2019) ends. To date, only **10 collated Nonconformities (NCs) out of 32 were closed**. The remaining **22 collated NCs** are still open because some offices have not yet completely complied or completed the filed Corrective Actions.

The DRC shall also check your filing system, forms available and records, documented procedures, and documents that need to be submitted by the deputy DRCs to the DRC. We are also requiring those offices which have incomplete documents submitted to QAC to comply them not later than **December 16, 2019** (Monday). Attached is the inventory of all documents required by the IQA.

Your full compliance on this matter is highly directed prior to **Stage 2 Certification Audit** scheduled on **January 27-29, 2020**. This **Stage 2 Certification Audit** is critical as it evaluates the implementation and effectiveness of our **Quality Management System** such as checking the evidences of conformity to audit criteria, performance monitoring, measuring, reporting and reviewing against objectives and targets, system ability and performance in meeting compliance obligations and contractual requirements, control of operation, external provision and maintenance, internal audit and management review, and management responsibility for policies. Stressing further, the appropriate use of the auditable forms as contained in the different documented procedures cascaded to your respective departments.

We may reiterate that **Non-Compliance** of 1 Unit will result to **Non-Conformance** of the entire University.

Please be guided accordingly.


EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Inventory of Internal Quality Audit Documents

UNIT	CAP	Ishikawa or why- why diagram	RFCA		MEETING			
			OFI	NC	Notice	M56inutes	Attendance	Justification
CAFS	✓	✓	✓	✓	✓	✓	✓	✓
DA	✓		✓	✓	✓	✓	Wrong format	✓
DAEEX	✓	✓	✓	✓	✓	✓		✓
DAS	✓		✓	✓	✓	✓	✓	✓
DDC			✓	✓	✓	✓	✓	✓
DFST		✓		✓	✓	Wrong format	✓	✓
DOH	✓		✓	✓	✓	✓	✓	✓
DPBG	✓	✓	✓	✓	✓	✓	✓	✓
DPM	✓	✓	✓	✓	✓	✓		
DSS		✓	✓	✓	✓	Wrong format	✓	
CAS	✓		✓	✓				
DBS	✓	✓	✓		✓	✓	✓	✓
DepStat			✓	✓	✓	Wrong format		✓
DoPAC	✓		✓	✓				
Biotech	✓	✓	✓	✓	✓	Wrong format	✓	✓
DMP	✓		✓	✓	✓	Wrong format	Wrong format	✓
DLABS	✓		✓	✓	✓	✓	✓	✓
CFES	✓		✓	✓	✓	✓	✓	✓
ITEEM	✓	✓	✓	✓	✓	Wrong format	✓	✓
CME	✓	✓	✓	✓	✓	Wrong format	✓	✓
DCHM			✓	✓	✓	✓	✓	
DOE	✓		✓	✓	✓	Wrong format	✓	✓
ISRDS	✓		✓	✓	✓	✓	✓	✓
COE	✓	✓	✓	✓	✓	✓		✓
DAE	✓		✓	✓	✓	✓	✓	✓
DCE	✓	✓	✓	✓	✓	✓	✓	✓
DCST	✓	✓	✓	✓	✓	✓	✓	✓
DGE	✓		✓	✓	✓	✓	✓	✓
DME	✓	✓	✓	✓	✓	Wrong format	✓	✓
CoEd		✓	✓	✓	✓	✓	✓	✓

DTE	1		1	1	1	Wrong format	1	1
IHK	1		1	1	1	1	1	1
CON	1	1	1	1	1	1	1	1
CVM	1	1	1	1	1	1	1	1
OGS	1		1	1	1	1	1	1
OVPI	1		1	1	1	1	1	1
UnivLib	1		1	1	1	1		1
UnivReg			1	1	1	1		1
USSO			1	1				
ACRO			1	1	1	1	1	1
CAC			1	1				
GADO/ASHU	1		1	1	1	1	1	1
IAO			1	1	1	1	1	1
Information Office			1	1	1	1	1	1
OUS			1	1				
URC			1	1	1	1	1	1
ECO - FARM	1		1	1	1	1	1	1
NARC	1		1	1	1	1	1	1
NCRC		1	1	1	1	1		1
OVPRE - EXTENSION	1	1	1	1	1	1	1	1
OVPRE - RESEARCH	1	1	1	1	1	1	1	1
RERC		1	1	1	1	1		1
PhilRootcrops	1	1	1	1	1	1	1	1
GSD			1	1	1	1	1	1
Health Services Office	1		1	1	1	1	1	1
Legal Office			1	1				
ODAHRD	1	1	1	1		Wrong format	1	
Finance			1	1	1	1	1	1
Security			1	1		1		1
SPPMO - Property	1	1	1	1	1	1	1	1
SPPMO - Supply	1	1	1	1	1	1	1	1
UCC	1		1	1	1	1		

DRC	\	\	\	\	\	\	\	\
IQA	\	\	\	\	\	\	\	\
QAC	\	\	\	\	\	\	\	\
Top Management	\		\	\		\	Wrong format	

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Note: *Offices which submitted the wrong format should make the revision following the updated and prescribed format*