



10 December 2019

MEMORANDUM NO. 03

Series of 2019

TO: College Deans, Academic Department Heads, Unit Heads and Center Directors

RE: Cascading of the SWOT, Risk – Opportunities Assessment Matrix (ROAM) and the Objectives – Targets & Programs (OTPs)

As one of the major findings (**Major Nonconformity**) during the 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 (SWOT Analysis), 4.2 (Needs and Expectations of Interested Parties), 6.1 (Risks and Opportunities and Action Plans), and 6.2 (Objectives, Targets and Programs) shall be done not later than **December 20, 2019**. The hard copy (signed) of these documents were already distributed to your respective units during the cascading activity held at RDE Hall on November 19, 2019. These documents were also sent to your VSU email account and through IP on November 20, 2019 by the IQA Lead Auditor (Elvira E. Ongy).

In line with this, all units are directed to submit the following documents to the Office of the Vice President Planning, Resource Generation and External Affairs (OVPPRGEA) as proof that the cascading activity was conducted:

1. Notice of meeting following the updated and prescribed format
2. Signed Attendance Sheet following the updated and prescribed format
3. Minutes of the meeting following the updated and prescribed format

These documents shall be submitted to the OVPPRGEA not later than **December 23, 2019** as we need to compile them in preparation for our Stage 2 Certification Audit scheduled on **January 27-29, 2020**.

Your full cooperation is much appreciated!

Have a joyous Christmas and New Year Celebration with your families!

DILBERTO O. FERRAREN
*Vice President for Planning,
Resource Generation &
External Affairs*