



6 October 2016

MEMORANDUM NO. 242
Series of 2016

T O: Engr. Manolo B. Loreto, Jr.

R E: Designation as Assistant Quality Management Representative (AQMR) and Internal Auditor

You are hereby designated as Assistant Quality Management Representative (AQMR) and one of the Internal Auditors relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Assists the QMR in the effective planning, implementation, maintenance and continual improvement of the QMS.
2. Assists in the overall performance of the QMR.
3. Assume responsibility of the QMR in her/his absence.
4. Prepare an annual audit plan.
5. Prepare, update or revise the audit checklists.
6. Ensure implementation of the audit plan.
7. Follow-up completion of audit reports and implementation of corrective actions.
8. Prepare an annual budget for inclusion to annual budget plan of the university.
9. Ensure high level of competence of the audit team.

Please be guided accordingly.


EDGARDO E. TULIN

§ President

cc: Dr. L. M. Noriel
QAC
Records
File