



9 June 2017

MEMORANDUM NO. 271

Series of 2017

**T O: OVPI, OVPAF, OVPPRGEA, Dean of the College of Engineering, Directors & Office/Department Heads Concerned, USSO, VSU Infirmary and Library**

**R E: Re-orientation on the 5S Internal Audit Requirements**

Please be informed that the Internal Audit of 5S Evaluation scheduled on June 21-23, 2017 is moved on August 14-16, 2017. Prior to the actual evaluation as previously disseminated, Dr. Roberto C. Guarte will meet with the concerned Unit heads to re-orient them on the things needed in preparation of the actual 5S Internal Evaluation.

In this regard, you are requested to attend the re-orientation on **June 22, 2017 at 8:00am-12:00 noon at the Quality Assurance Center (QAC)**. Furthermore, please bring along one (1) staff with you to be oriented on the said activity. I am hoping for a100% attendance on this important matter in preparation for our ISO Certification.

For compliance.

  
**EDGARDO E. TULIN**  
President