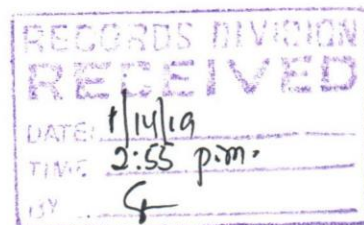




14 January 2019

MEMORANDUM NO. 16
Series of 2019



- T O: VSU Vice Presidents, Deans of Colleges in the VSU Main and Satellite Campuses, Department/Office/Unit Heads and Members of the QMS Task Force/ISO Internal Audit Team**
- R E: QMS Risk Assessment and ISO Documentation Training on January 16 – 17, 2019 at RDE Hall**

The University's consultant from the AGF Training and Consulting Group – Philippines will be coming to VSU on January 16-17, 2019 to conduct the following activities at the RDE Hall:

Risk Assessment Session	- January 16, 2019
Documentation Training	- January 17, 2019

Anent to this you are directed to:

- Attend all the sessions/activities during the visit; and,
- Designate a document controller for each unit who will have to attend the documentation training on January 17, 2019.

Registration will start at 8:00 AM and the sessions will commence at 8:30 AM. Detailed program of the activities will be provided.

All concerned are advised to make arrangements and assign OICs to assure full participation in the activities.


EDGARDO E. TULIN
President *OIC 1/14/19*