



25 January 2022

**MEMORANDUM NO. 12**  
Series of 2022

**T O:** Dr. Beatriz S. Belonias  
Dr. Daniel Leslie S. Tan  
Dr. Maria Juliet C. Ceniza  
Dr. Dilberto O. Ferarren  
Dr. Aleli A. Villocino  
Dr. Editha G. Cagasan  
Dr. Luz O. Moreno  
Mr. Gideon Niel D. Tan  
Ms. Pamela P. Oraño  
Dr. Rachel Kim L. Aure  
Ms. Marwen A. Castañeda  
Prof. Manolo B. Loreto, Jr.  
Engr. Marlon G. Burlas


**Atty. Rysan C. Guinocor**  
**Ms. Louella C. Ampac**  
**Ms. Honey Sofia V. Colis**  
**Mr. Toni Marc L. Dargantes**  
**Engr. Sean O. Villagonzalo**  
**Mr. Norman O. Villas**  
**Dr. Ulderico B. Alviola**  
**Mr. Jed Asaph D. Cortes**  
**Prof. Rosa Ophelia D. Velarde**  
**Dr. Antonio P. Abamo**  
**Prof. Alan B. Loreto**  
**Engr. Mario Lilio P. Valenzona**  
**All core dDRCs**

**R E: Preparation for TUV Rheinland's Conduct of Capability Assessment and First Surveillance Audit**

TUV Rheinland has tentatively set the dates of our Second Surveillance Audit (SSA) for the sustenance of our ISO 9001:2015 QMS certification on March 15-16, 2022. Since we are applying for a Full Remote Audit, TUV Rheinland will conduct Capability Assessment on February 4, 2021 (Friday) from 8:00 - 12:00 AM to assess our readiness in terms of the information technology hardware and software capability, including data management.

In this regard, I am calling an urgent meeting on **Thursday, January 27, 2022, at 2 PM** to discuss how we can prepare given our existing IT resources and people, so that we can be ready during the Capability Assessment and the Remote SSA. For the safety of everyone, we will hold the meeting virtually. For your guide also, we are sending you with the checklists given by TUV as our guide.

Thank you for your continuous support in providing our clients with the quality service they deserve through our QMS.

  
**EDGARDO E. TULIN**  
President