



6 October 2016

MEMORANDUM NO. 241

Series of 2016

T O: Dr. Roberto C. Guarte

R E: Designation as Internal Lead Auditor

You are hereby designated as Internal Lead Auditor relative to VSU's pursuit for ISO Certification. As such, your responsibilities shall include among others, the following:

1. Prepares an annual audit plan.
2. Prepares, updates or revises the audit checklists.
3. Ensures implementation of the audit plan.
4. Follow-up completion of audit reports and implementation of corrective actions.
5. Prepares an audit budget for inclusion to the Annual Budget Plan.
6. Ensures high level of competence of the Audit Team.

Please be guided accordingly.



EDGARDO E. TULIN

& President

cc: Dr. L. M. Noriel
Engr. M. B. Loreto, Jr.
QAC
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