



14 August 2019

MEMORANDUM NO. 310
Series of 2019

T O: Prof. Elvira E. Ongy
R E: Designation as Lead Internal Quality Auditor

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated ISO Lead Internal Quality Auditor to replace Dr. Lourdes B. Cano, who is recuperating from illness. Being able to pass the Lead Auditor's Training Course held on June 24-28, 2019 conducted by TUV SUD PSB Head Office in Manila, you will serve as Team Leader of the Internal Quality Audit Team. As such, you are to exercise the following functions:

1. Lead in the planning, preparation, and conduct/implementation of an effective and efficient internal quality audit within the audit scope;
2. Oversee the collection and analysis of the relevant and sufficient audit evidences to determine audit findings;
3. Take the lead role in the checking, validating and verifying the root-cause and corrective action; and
4. Integrate and prepare quality audit report and submit to ISO Top Management Committee for review of appropriate corrective actions.

Please be guided accordingly.


EDGARDO E. TULIN
President