



ANNUAL INTERNAL AUDIT PROGRAM

Year : 2019 (Certification Audit)

#	PROCESS / AREA	ELEMENTS TO BE AUDITED (ISO CLAUSES)	SCHEDULE												REMARKS	
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		DEC
1	Top Management	4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3 ,6.1, 6.2, 6.3, 9.1, 9.3, 10	PLAN									X				Implemented as planned
			ACTUAL									X				
2	Quality Assurance	4.1, 4.2, 5.1, 5.2, 6.1, 6.2, 7.5, 9.1, 9.3, 10	PLAN									X				Implemented as planned
			ACTUAL									X				
3	USSO	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
4	University Registrar	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 8.5, 8.6, 8.7, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
5	University Library	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
6	Colleges and Academic Departments	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X				Implemented as planned
			ACTUAL									X				
7	Graduate School	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X				Implemented as planned
			ACTUAL									X				

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



8	OVPI	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1	PLAN									X				Implemented as planned
			ACTUAL									X				
9	Documents and Records Control	4.1, 5.2, 5.3, 6.1, 7.1, 7.5, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
10	Human Resource Development	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.5, 8.3, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
11	Supply and Procurement Management Office (SPMO)	.1, 5.2, 5.3, 6.1, 6.2, 7.1, 8.4, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
12	Property Management Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
13	Maintenance of Facilities and Equipment	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
14	Security Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
15	Financial Management	5.2, 5.3, 6.1, 6.2, 7.1, 7.5, 8.2, 8.3, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
16		5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



	University Connectivity Center (UCC)		ACTUAL									X				Implemented as planned
17	Information Office	5.2, 5.3, 6.1, 6.2, 7.1, 7.4, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
18	Office of Research and Extension	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
19	Research Centers	5.2, 5.3, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 8.2, 8.3, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
20	URC	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
21	Legal Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
22	GADO	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
23	Internal Quality Audit	4.1, 6.1, 9.2, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
24	OUS	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



25	IAO	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
26	CAC	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
27	ASHO	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
28	ACRO	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
29	VSU Health Services Office	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				
30	IGP	5.2, 5.3, 6.1, 6.2, 7.1, 8.2, 9.1, 10.3	PLAN									X				Implemented as planned
			ACTUAL									X				

Prepared by:


ELVIRA E. LONGY
 Internal Lead Quality Auditor

September 23, 2019

Approved by:


EDGARDO E. TULIN, PhD
 University President

September 23, 2019

Vision: A globally competitive university for science, technology, and environmental conservation

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.