MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 05 - _008_, s. 2024

TO	:	**VPAA, VPAF, VPREIRGAS, Campus Directors, QA Campus Head, Deans, Unit Heads and Process Owners**
SUBJECT	:	**CONDUCT OF ISO 9001:2015 2ND SURVEILLANCE AUDIT**
DATE	:	**May 7, 2024**

This is to inform all concerned personnel that the **ISO 9001:2015 2ND Surveillance Audit** is scheduled on **May 27-28, 2024**. In this regard, and to ensure success of the 2nd Surveillance Audit, all process owners are reminded of the following key points for preparation

a. Ensure that all required documents pertinent to the ISO 9001:2015 standards are current and fully updated.

b. Documents must be organized and readily accessible during the audit. This includes unit manual, control records, process documentation and evidence of continual improvement.

c. Implement 7S principle in the offices to maintain and efficient, safe and productive work environment that aligns with the quality management principle of ISO 9001:2015.

This surveillance audit is an important component for our continuous improvement efforts and maintaining our ISO 9001:2015 Certification. Thus, your cooperation and proactive preparation are needed for the successful audit process.

In compensation of the overtime services rendered by the process owners and its members including the Working Committees and other persons responsible in the conduct of ISO Surveillance Visit, beyond the regular office hours and during Saturdays and Sundays, a five (5) days Service Credit shall be computed accordingly.

ISO fees, transportation, meals, snacks, supplies and other incidental expenditures incurred relative to this activity shall be charged to the university and campus funds subject to the usual accounting and auditing rules and regulations.

For widest dissemination and strict compliance.

NEMESIO G. LOAYON, PhD
SUC President III