



Republic of the Philippines
North Eastern Mindanao State University



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 10-010, s. 2024

TO : VPAA, VPAF, VPRE, Campus Directors, QA Heads,
 Internal Auditors, Unit heads/Process Owner', Secretariat

FROM : Office of the President III

SUBJECT : REFRESHER COURSE TRAINING ON INTERNAL QUALITY AUDIT
 AND CONDUCT OF COMPREHENSIVE INTERNAL QUALITY AUDIT
 for ISO 9001:2015

DATE : October 14, 2024

In the exigency of service and for continual improvement of the university, all concerned NEMSU officials and employees cited above are hereby directed to participate in the different activities of ISO 9001:2015. In view, the following activities will be conducted:

DATE	ACTIVITY	PERSONS RESPONSIBLE/PARTICIPANTS
October 17-18, 2024	Refresher Course Training on Internal Quality Audit	QA Heads and Identified Internal Quality Auditors (F2F). other Internal Quality Auditors (virtual).
October 23-25, 2024	Comprehensive Internal Quality Audit in seven (7) campuses.	Internal Quality Auditor, Unit Heads /Process Owners.

Participants who cannot attend the onsite refresher course training, on Internal Quality Audit, may join via zoom at Meeting ID: 934 9338 5633 Passcode: 158622. Attached is the list of participants for this training.

ISO fees, transportation, meals, snacks 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 your guidance and compliance.

BY THE AUTHORITY OF THE UNIV. PRESIDENT

NEMESIO G. LOAYON, PhD University President
 ABUNDIO C. MALLAS, Ed. D. VP for Admin and Finance

OCT 14 2024

