

DATE: 11-07-2V TIME: 12:30 PM

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT No. 11-008, s, 2024

TO:

VPAA, VPAF, VPRE, Campus Directors, Deans

All Process Owners/Unit Heads, Internal Quality Auditors

DATE:

November 6 2024

SUBJECT:

CONDUCT OF COMPREHENSIVE INTERNAL QUALITY AUDIT

In reference to Memorandum No. 10-010, s. 2024, this is to inform all concerned that the **Comprehensive Internal Quality Audit**, originally scheduled on October 23-25, 2024, has been rescheduled. The audit will now take place on **November 18-20, 2024**.

This audit is part of our commitment to maintaining quality standards and identifying opportunities for continuous improvement of our university's processes.

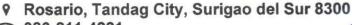
Please refer to the attached audit plan for details on the audit schedule, areas to be audited, and the assigned audit team. All concerned faculty and staff are expected to provide full cooperation during the audit process.

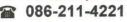
Your full cooperation and support in ensuring a successful audit is greatly appreciated.

For information and strict compliance.

NEWESIO G. LOAYON, PhD

SUC President III













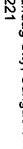


North Eastern Mindanao State University Republic of the Philippines

INTERNAL QUALITY AUDIT PLAN

Scope of Audit	All Processes of NEMSU			
Audit Objectives	1. To determine conformance to the requirements of ISO 9001:2015 standard.	he requirements of ISO 9001:20	15 standard.	
	3. To verify legal compliance and adherence to quality policy.	adherence to quality policy.	•	
	4. To verify achievement of objectives and targets	ives and targets.		
	5. To determine areas for improvement on all processes	ment on all processes.		
IQA Audit	Day 1 - Opening Meeting, Cantilan Campus. San Miguel, Bi	ın Campus. San Miguel, Bislig C	islig Campus	November 18, 2023
Schedule				
	Day 2 – Tandag Campus			November 19, 2023
	Day 3 - Cagwait, Lianga, Tagbina Campus	a Campus		November 20, 2023
Coverage	 All relevant regulatory and statutory requirements 	statutory requirements		
C	 All outstanding corrective action forms (CAF) 	action forms (CAF)		
	- ISO 9001:2015			
	 All top management policie 	All top management policies and specified requirements		
Auditors	Team 1 (Cantilan)	Team 2 (Tandag)	Team 3 (Tandag)	l eam 4 (San Miguel)
	Lead: Dr. Razil M. Gumanoy	Lead: Dr. Jennifer Montero	Lead: Dr. James Grefalde	Lead: Dr. Alan S. Compe
	Auditors:	Auditors:	Auditors:	Auditors:
	Engr. Cheryl O. Tayo	Ms. Ma. Ranielle M. Ardiente	Mr. Hussein M. Alawi	Mr. Gilbert Gawat
	Engr. Nelyne Lourdes Y. Plaza	Dr. Roxan E. Caray	Dr. Erwin R. Bucjan	For, Manilyn C. Calipon
	Dr. Genelyn A. Trinidad	Dr. Shyla O. Moreno	Dr. Mardie E. Bucjan	Dr. Marion M. Garriguez
	Dr. Jose P. Calipayan, Jr.	Dr. Karla Jeane P. Roz	Dr. Rolly G. Salvaleon	Dr. Bryan Gulbijar
	Mr. Ray Andrew M. Luarez	Dr. Romeo A. Patan	Dr. Abundio C. Miralles	Dr. Ed B. Bautista
	Dr. Myla Milondaga	Dr. Ma. Theresa Q. Yusico	Dr. Annie Y. Samarca	





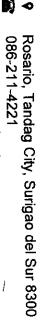








Documentation:	Ms. Kieth C. Gloria	Mr. Junie U. Ciez	Auditors: Ms. Betchie	Lead: Dr. R Ms. Betchie	Tea		Training & Housekeep Anna Marie T. Acevedo	Ms. Myriflor A. Miranda	Continual Improveme Risk Register & CAF:	Dr. Rhodora P. Arreo	Dr. Geraldine V. Darao	Mr. Joel Garcia Documentation:
tion:	Ms. Kieth C. Gloria	Ciez	Auditors: Ms. Betchie Clair E. Duero	Lead: Dr. Rozette E. Mercado/ Ms. Betchie Clair E. Duero	Team 5 (Cagwait)		Training & Housekeeping: Anna Marie T. Acevedo	A. Miranda	Continual Improvement: Risk Register & CAF:	P. Arreo	e V. Darao	cia tion:
Mr. Sandy Christopher M.	Dr. Dominador F. Bacalso, Jr.	Dr. Christine W. Pitos	Dr. Amor R. Salinas	Lead: Dr. Jane C. Tejero	Team 5 (Lianga)	Training &Housekeeping: Mr. Roel T. Lim	Risk Register & CAF: Dr. July Buniel	Continual Improvement:	Internal Audit: Dr. Shyla O. Moreno	Mr. Leo O. Montenegro	Ms. Marlina B. Sagetarios Ms. Marian L. Miralles Documentation:	Mr. Mark Jospeh Cabadonga Ms. Rhea Canang Ms. Concepcion G. Badayos
Ms. Nestle R. Amuray	DB June G. Amolata	Auditors: Dr. Sulpicio D. Garces Jr.	Garces	Lead: Dr. Charlene Grace M.	Team 5 (Tagbina)	Training &Housekeeping: Dr. Junelito Cortes	Risk Register & CAF: Dr. Lorna Lopio	Ma. Lickel IV. Ogaj	Internal Audit:	Documentation: Mr. Ferdinand R. Quezon	Engr. Lea G. Gurimbao	Dr. Ramonito Tan Ms. Aida C. Osorio Mr. Mark Jade Burlat
Engr. Adam C. Macapili	Mr. Francis Isidore B.	Mr. Rodrigo B. Sumuob, Jr.	Auditors:	Lead: Ms. Lovella C.De Ramos	Team (Bislig)		TOI. Walliya C. Campon	Training &Housekeeping:	Dr. Alan S. Compe	Dr. Bryan L. Guibijar	Mr. Gilbert P. Gawat Continual Improvement:	Mr Jeppy P. Malinao



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			Mr. Pedro F. Guimary	Training & Housekeeping:	Dr. Marissa R. Villamon	Risk Register & CAF:	Continual Improvement:	Internal Audit: Ms. Carlyn Mae P. Avila	Ms. Anna Grace A. Samblingo
	Training &Housekeeping: Ms. Lolita M. Martin	Dr. Faith P. Villaueva	Continual Improvement:	DI. Aliloi N. Odilida	Internal Audit:	Dr. Ana Novelle S. Novo	Documentation:	Ms. Judy Anne Bautista	Jabagat Ms. Frenzy Kharisma
		Ms. Renee Prejula	Training &Housekeeping:	Dr.Fe Villamor	Continual Improvement:	Mr. DB- June G. Amolata	Internal Audit:	Ms. Hazel A. Repoylo	Ms. Hazel A. Repoylo
Training & Housekeeping: For. Rosalie R. Basalo	Engr. Garry C. Lindo	Risk Register & CAF:	Ms. Josephine E. Mdayag	Internal Audit:	Ms. Grace C. Enriquez	Documentation:	For. Catherine Hope M.	Mr. Roland O. Nocete Ms. Christine G. Ombao	Engr. Alberto E. Lastimado,

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			Auditee	
Information Office	Legal Office Internal Auditor's Office	Office of the Campus Director College Deans Office of the Board Secretary V College of Arts and Science	Office of the President	
College of Information, Technology College of Engineering and Technology	d Management cation	College Deans College of Arts and Sciences	Office of the VP Academic Affairs	Office/Process
Accounting Office	Office of the Supervising Officer (Finance)	Chief Administrative Office (Admin) Chief Administrative Office (Finance)	Office of the VP for Admin and Finance	







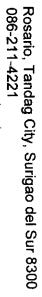




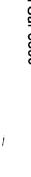
									Project Development Office	4
Department of Business and Management Department of Public Administration Department of Hospitality Management Department of General Teacher Training	Department of Languages Department of Social Sciences Department of Mathematics and Natural Sciences	Sport's Office Culture and Arts Office	Birthing Clinic Curriculum Development Office	NSTP	Library Services	Development Registrar's Office	Quality Assurance Office Office of the Students Welfare and	Graduate School	College of Agriculture Fishery and Forestry College of Criminal Justice Education	College of Law
		Gender and E	Income Gene	Research and	Office of the V	General Servi Medical/Denta	Records Office	Procurements	Budget Office Cashiers Offic	Human Resou

an Resource Management Office jet Office iers Office urements Office (BAC) oly Office ords Office eral Services Office ical/Dental Office

ice of the VPREIGAS search and Development Office tension Services come Generating Projects xiliary Services ender and Development



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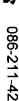








Rosario, Tandag City, Surigao del Sur 8300 086-211-4221







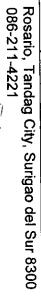






5:00pm	4:00-5:00pm	
Travel Back to Official Station.	pm Closing Program/Distribution of Audit Findings	

																						2024	November 19,	Date
4:00-5:00pm	2:00-4:00pm									17													8:00-8:30am	Time
Closing Program/Distribution of Audit Findings	Audit Report Writing	ICT, GAD	Finance Services (Accounting, Budget, Cashier)	(Procurement, Supply, HR, Physical Plant, General Services)	Administrative Services	Medical/Dental Clinic	Student Welfare and Development, Guidance,	Registrar, Library, Alumni Affairs	Extension Services, Production Services/IGP	Research and Development Services	Curriculum/Sports/Culture and Arts	Instruction (All programs)	Internal Audit/NC/CAR/Quality Assurance	Performance Evaluation	Campus Planning/Risk/Quality Objectives	Campus Leadership (CD, ACD)	SAO)	Information Technology Office, Project Development Office, CAO,	Office, Internal Auditor Office, Information Office, Planning Office,	(Office of the President, Office of the Board Secretary V, Legal	Top Management		Opening Meeting	Activity
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													i diluay Campus	Tandag Campile	All the riotess	All the Droppe								Auditee/s



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								November 20, 2024	Date	
2:00-4:00pm					8:30-2:00pm		Cagwait, Lianga,	8:00-8:30am	Time	5:00pm T
Audit Report Writing		Finance Services (Accounting, Budget, Cashier, ICT, GAD	Administrative Services (Procurement, Supply, HR, Physical Plant, General Services)	Production Services/IGP Registrar, Library, Alumni Affairs Student Welfare and Development, Guidance, Medical/Dental Clinic	Instruction (All programs) Curriculum/Sports/Culture and Arts Research and Development Services Extension Services	(Policy, Customer Focus, Roles and responsibilities) Campus Planning/Risk/Quality Objectives Performance Evaluation Internal Audit/NC/CAR/Quality Assurance		Opening Meeting	Activity/Unit	Travel back to official station
	Team 7 (Bislig)	And	Team 4 (San Miguel Campus)	Team 2 and 3 (Tandag Campus)		(Calillali Calibus)	Team 1	leam 2, 3, 5 and 6	Auditor/s	
			All process owners from Tagbina Campus	All process owners from Lianga Campus			All process owners from Cagwait Campus	Cagwait, Lianga, Tagbina Campus	Auditee/s	











4:00-5:00pm Closing Program/Distribution of Audit Findings Travel Back to Official Station.

Reviewed by:

LEA G. GURIMBAO, CE AOV, Quality Assurance/QMR Prepared by:

JAMES O GREFALDE, Lead, Internal Quality Audit

MA. LADY SOL A. SUAZO, PhD Vice President for Academic Affairs

Recommending Approval:

ABUNDIO C. MIRALLES, EdD Vice President for Admin & Finance

ROLLY G. SALVALEON, PhD

Vice President for Research & Extension

Approved by:

NEMESIOC, LOAYON, PhD

Resident III

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FM-OQMS-008/Rev.003/09.11.2024/Page 8

