



Republic of the Philippines
North Eastern Mindanao State University



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.

NEMESIO G. LOAYON, PhD
SUC President III





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INTERNAL QUALITY AUDIT PLAN

Scope of Audit	All Processes of NEMSU			
Audit Objectives	<ol style="list-style-type: none"> To determine conformance to the requirements of ISO 9001:2015 standard. To determine the adequacy of the documented quality management system. To verify legal compliance and adherence to quality policy. To verify achievement of objectives and targets. To determine areas for improvement on all processes. 			
IQA Audit Schedule	Day 1 – Opening Meeting, Cantilan Campus. San Miguel, Bislig Campus		November 18, 2023	
	Day 2 – Tandag Campus		November 19, 2023	
	Day 3 – Cagwait, Lianga, Tagbina Campus		November 20, 2023	
Coverage	<ul style="list-style-type: none"> All relevant regulatory and statutory requirements All outstanding corrective action forms (CAF) ISO 9001:2015 All top management policies and specified requirements 			
Auditors	Team 1 (Cantilan) Lead: Dr. Razil M. Gumanoy Auditors: Ms. Jaypee B. Julve Engr. Cheryl O. Tayo Engr. Nelyne Lourdes Y. Plaza Dr. Genelyn A. Trinidad Dr. Jose P. Calipayan, Jr. Mr. Ray Andrew M. Luarez Dr. Myla Miliondaga	Team 2 (Tandag) Lead: Dr. Jennifer Montero Auditors: Dr. Evelyn T. Bagood Ms. Ma. Ranielle M. Ardiente Dr. Roxan E. Caray Dr. Shyla O. Moreno Dr. Karla Jeanne P. Roz Dr. Romeo A. Patan Dr. Ma. Theresa Q. Yusico	Team 3 (Tandag) Lead: Dr. James Grefalde Auditors: Ms. Liezel R. Ugay Mr. Hussein M. Alawi Dr. Erwin R. Bucjan Dr. Mardie E. Bucjan Dr. Rolly G. Salvaleon Dr. Abundio C. Miralles Dr. Annie Y. Samarca	Team 4 (San Miguel) Lead: Dr. Alan S. Compe Auditors: Dr. Marvie V. Gonzaga Mr. Gilbert Gawat For. Marilyn C. Calipon Dr. Marlon M. Garriguez Dr. Bryan Gulbjar Dr. Ed B. Bautista



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<p>Mr. Joel Garcia</p> <p>Documentation: Dr. Geraldine V. Darao</p> <p>Internal Audit: Dr. Rhodora P. Arreo</p> <p>Continual Improvement: Risk Register & CAF: Ms. Myrtilor A. Miranda</p> <p>Training & Housekeeping: Anna Marie T. Acevedo</p>	<p>Mr. Mark Joseph Cabadonga Ms. Rhea Canang Ms. Concepcion G. Badayos Ms. Marlina B. Sagetarios Ms. Marian L. Miralles</p> <p>Documentation: Mr. Leo O. Montenegro</p> <p>Internal Audit: Dr. Shyla O. Moreno</p> <p>Continual Improvement: Risk Register & CAF: Dr. July Buniel</p> <p>Training & Housekeeping: Mr. Roel T. Lim</p>	<p>Dr. Ramonito Tan Ms. Aida C. Osorio Mr. Mark Jade Burlat Mr. Jhunrey Betonio Engr. Lea G. Gurimbao</p> <p>Documentation: Mr. Ferdinand R. Quezon</p> <p>Internal Audit: Ms. Liezel R. Ugay</p> <p>Continual Improvement: Risk Register & CAF: Dr. Lorna Lopio</p> <p>Training & Housekeeping: Dr. Junelito Cortes</p>	<p>Documentation: Mr. Jeppy P. Malinao</p> <p>Internal Audit: Mr. Gilbert P. Gawat</p> <p>Continual Improvement: Dr. Bryan L. Gulbijar</p> <p>Risk Register & CAF: Dr. Alan S. Compe</p> <p>Training & Housekeeping: For. Manilyn C. Calipon</p>
<p>Team 5 (Cagwait)</p> <p>Lead: Dr. Rozette E. Mercado/ Ms. Betchie Clair E. Duero</p> <p>Auditors: Ms. Betchie Clair E. Duero Mr. Junie U. Ciez Ms. Cristy Liza Sabater Ms. Kieth C. Gloria</p> <p>Documentation:</p>	<p>Team 5 (Liang)</p> <p>Lead: Dr. Jane C. Tejero</p> <p>Auditors: Dr. Amor R. Salinas Dr. Christine W. Pitos Ms. Joan M. Zariga Dr. Dominador F. Bacalso, Jr. Dr. Tessli Joy L. Sotoniel Mr. Sandy Christopher M.</p>	<p>Team 5 (Tagbina)</p> <p>Lead: Dr. Charlene Grace M. Garces</p> <p>Auditors: Dr. Sulpicio D. Garces Jr. DB June G. Amolata Dr. Romel Nemento Ms. Nestle R. Amuray</p>	<p>Team (Bislig)</p> <p>Lead: Ms. Lovella C. De Ramos</p> <p>Auditors: Ms. Josephine E. Madayag Mr. Rodrigo B. Sumuob, Jr. Mr. Francis Isidore B. Ambray Engr. Adam C. Macapili</p>



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<p>Ms. Anna Grace A. Samblingo</p> <p>Internal Audit: Ms. Carlyn Mae P. Avila</p> <p>Continual Improvement:</p> <p>Risk Register & CAF: Dr. Marissa R. Villamon</p> <p>Training & Housekeeping: Mr. Pedro F. Guimary</p>	<p>Jabagat Ms. Frenzy Kharisma Bacatan Ms. Judy Anne Bautista</p> <p>Documentation: Dr. Ana Novelle S. Novo</p> <p>Internal Audit: Dr. Amor R. Salinas</p> <p>Continual Improvement: Risk Register & CAF: Dr. Faith P. Villaueva</p> <p>Training & Housekeeping: Ms. Lolita M. Martin</p>	<p>Ms. Hazel A. Repoylo</p> <p>Documentation: Ms. Hazel A. Repoylo</p> <p>Internal Audit: Mr. DB- June G. Amolata</p> <p>Continual Improvement: Risk Register & CAF: Dr. Fe Villamor</p> <p>Training & Housekeeping: Ms. Renee Prejula</p>	<p>Engr. Randy Lou P. Ebarle Engr. Alberto E. Lastimado, Jr. Mr. Roland O. Nocete Ms. Christine G. Ombao For. Catherine Hope M. Bustillo</p> <p>Documentation: Ms. Grace C. Enriquez</p> <p>Internal Audit: Ms. Josephine E. Mdayag</p> <p>Continual Improvement: Risk Register & CAF: Engr. Garry C. Lindo</p> <p>Training & Housekeeping: For. Rosalie R. Basalo</p>
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Auditee	Office/Process		
<p>Office of the President Office of the Campus Director Office of the Board Secretary V Legal Office Internal Auditor's Office Information Office Planning Office</p>	<p>Office of the VP Academic Affairs College Deans College of Arts and Sciences College of Business and Management College of Teacher Education College of Information, Technology Education College of Engineering and Technology</p>	<p>Office of the VP for Admin and Finance Chief Administrative Office (Admin) Chief Administrative Office (Finance) Office of the Supervising Officer (Admin) Office of the Supervising Officer (Finance) Accounting Office</p>	



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	<p>Information Technology Office Project Development Office</p>	<p>College of Law College of Agriculture Fishery and Forestry College of Criminal Justice Education Graduate School Quality Assurance Office Office of the Students Welfare and Development Registrar's Office Library Services Guidance Office NSTP Birthing Clinic Curriculum Development Office Sport's Office Culture and Arts Office Department of Languages Department of Social Sciences Department of Mathematics and Natural Sciences Department of Business and Management Department of Public Administration Department of Hospitality Management Department of General Teacher Training</p>	<p>Human Resource Management Office Budget Office Cashiers Office Procurements Office (BAC) Supply Office Records Office General Services Office Medical/Dental Office Office of the VP/REGAS Research and Development Office Extension Services Income Generating Projects Auxiliary Services Gender and Development</p>
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Date	Time	Activity/Unit	Auditor/s	Auditee/s
November 18, 2024	8:00-8:30am	Opening Meeting	Team 2, 3, 5 and 6	All process owners from Cantilan Campus, San Miguel, Bislig Campus
Cantilan Campus, San Miguel, Bislig Campus				
8:30-2:00pm		Campus Leaders (CD, ACD) (Policy, Customer Focus, Roles and responsibilities) Campus Planning/Risk/Quality Objectives Performance Evaluation Internal Audit/NC/CAR/Quality Assurance Instruction (All programs) Curriculum/Sports/Culture and Arts Research and Development Services Extension Services Production Services/IGP Registrar, Library, Alumni Affairs Student Welfare and Development, Guidance, Medical/Dental Clinic Administrative Services (Procurement, Supply, HR, Physical Plant, General Services) Finance Services (Accounting, Budget, Cashier, ICT, GAD)	Team 2 and Team 3 (Tandag Campus)	All process owners from Cantilan Campus
			Team 5 (Cagwait and Lianga Campus)	All process owners from San Miguel Campus
			Team 6 (Tagbina Campus)	All process owners from Bislig Campus
			Audit Report Writing	



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

Date	Time	Activity	Auditor/s	Auditee/s
November 19, 2024	8:00-8:30am	Opening Meeting		
	2:00-4:00pm	<p>Top Management (Office of the President, Office of the Board Secretary V, Legal Office, Internal Auditor Office, Information Office, Planning Office, Information Technology Office, Project Development Office, CAO, SAO)</p> <p>Campus Leadership (CD, ACD) Campus Planning/Risk/Quality Objectives Performance Evaluation Internal Audit/NC/CAR/Quality Assurance Instruction (All programs) Curriculum/Sports/Culture and Arts Research and Development Services Extension Services, Production Services/IGP Registrar, Library, Alumni Affairs Student Welfare and Development, Guidance, Medical/Dental Clinic Administrative Services (Procurement, Supply, HR, Physical Plant, General Services) Finance Services (Accounting, Budget, Cashier) ICT, GAD</p>	<p>Team 1 (Cantilan)</p> <p>4 (San Miguel)</p> <p>5 (Cagwait and Lianga)</p> <p>6 (Tagbina)</p> <p>And</p> <p>7 (Bislig)</p>	<p><i>All the Process owners from Tandag Campus</i></p>
	4:00-5:00pm	Closing Program/Distribution of Audit Findings		
	2:00-4:00pm	Audit Report Writing		

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



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

Prepared by:

JAMES Q. GREFALDE,
 Lead, Internal Quality Audit

Recommending Approval:

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

ROLLY G. SALVALEON, PhD
 Vice President for Research & Extension

Reviewed by:

LEA G. GURIMBAO, CE
 AOV, Quality Assurance/QMR

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

Approved by:

NEMESIO G. LOAYON, PhD
 SUC President III

