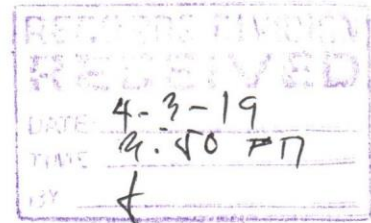




3 April 2019

MEMORANDUM NO. 177
Series of 2019




T O: All VPs, College Deans, Directors, Department/Unit/Office Heads and
Concerned faculty and staff

R E: ISO 9001:2015 QMS Roll-Out Orientation on April 11, 2019

As part of the preparation to be ISO 9001:2015 certified, you are hereby requested to attend the Roll-Out Orientation on April 11, 2019 to position ourselves for the start or roll out implementation of ISO. There will be a series of meetings among different groups with corresponding schedule as indicated in the attached program of activities. Please make yourselves available during this date and specific schedule so that everyone will be guided on the activities to do as we start the implementation of ISO. The venue of this activity will be at the CCE Building. It is requested that all concerned faculty and staff should refrain from traveling during this date to give priority to this important activity.

Your utmost cooperation and attendance is enjoined.


EDGARDO E. TULIN
President



ISO 900:2015 QUALITY MANAGEMENT SYSTEM

SYSTEM AND PROCESS IMPLEMENTATION TRAINING

VISAYAS STATE UNIVERSITY

April 11, 2019 * CCE 1st Floor

Time	Activity	Attendees
8:15 AM - 8:30 AM	Opening Meeting	All
8:30 AM - 10:30 AM	Session 1 Meeting with the VP for Instruction and Academic Unit Heads	VP for Instruction, Deans, Department Heads and/or Unit Heads
10:30 AM - 11:15 AM	Session 2 Meeting with the QAD and Deputy QADs <i>Discussion of the Mandatory PM and Forms, Customer satisfaction, continuous improvement, Corrective action, Mgt review, Risk assessment and OTP</i>	QAD and Deputy QADs
11:15AM - 12:00 NN	Session 3 Meeting with the VP for Planning and Resource Generation and External Affairs with the section/unit heads	VP for Planning, Resource Generation and External Affairs and Department Heads and/or Unit Heads
12:00 NN - 1:00 PM	Lunch Break	
1:00 PM - 2:00 PM	Session 4 Meeting with VP for Research and Extension, with the Center Directors/unit heads	VP for Research and Extension, Department Heads and/or Unit Heads
2:00 PM - 3:30 PM	Session 5 Meeting with VP for Admin and Finance with the office/unit heads	VP for Admin and Finance, Department Heads and/or Unit Heads
3:30 PM - 4:15 PM	Session 6 Meeting with DRC and Deputy DRCs <i>Discussion of the mandatory PM and forms and Documented information</i>	DRC and deputy DRCs
4:15 PM - 5:00 PM	Session 7 Meeting with the lead auditor <i>Discussion of the mandatory PM and forms</i>	Lead Auditor