

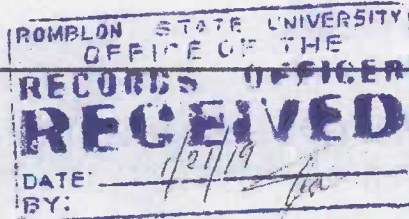


Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon



Telephone No. (042) 567-5273

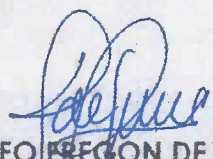
Telefax No. (042) 567-5859



MEMORANDUM

No. 002, s. 2019

TO : COLLEGE DEANS/INSTITUTE DIRECTORS
 CAMPUS DIRECTORS *by: Infacasa*
 PROCUREMENT OFFICER
 BUDGET OFFICER *1/16/19*
 DIRECTOR, STUDENT SERVICES - *01-17-19*
 HEAD, SUPPLY AND PROPERTY MANAGEMENT - *1/16/19*
 HEAD, ACCOUNTING SERVICES - *Ref 1-17-19*
 HEAD, HUMAN RESOURCE AND DEVELOPMENT OFFICE - *2. hli - 1/16/19*
 HEAD, CASHIERING SERVICES - *1/16/19*
 HEAD, GUIDANCE AND PLACEMENT SERVICES - *1-17-19*
 HEAD, MEDICAL AND DENTAL SERVICES - *1-17-2019*
 HEAD, REGISTRAR'S OFFICE - *1-17-2019*
 PA-PRODUCTION, IGPs AND SPECIAL PROJECTS - *I. D. SPANO 1/17/19*
 This University

FROM : 
 ARNULFO FREGON DE LUNA, Ph.D.
 SUC President II

SUBJECT : ISO 9001:2015 CERTIFICATION PROCESS

DATE : January 8, 2019

The winning bidder (Macrovision Consultancy) of the consultancy services for the ISO 9001:2015 Certification Process will have their first engagement on January 20 – 25, 2019 for the following activities:

1. General orientation of ISO 9001:2015 and formation of QMS Teams for the main and satellite campuses;
2. ISO 9001:2015 awareness training with explanation on detailed requirements of the new standard;
3. Risk management training;
4. Quality workplace and records management training; and
5. Drafting procedures.

In this connection, you are hereby advised to identify two (2) permanent focal persons to attend the training and to facilitate ISO implementation in your respective units/campuses. Also, to attend every engagement of the consultants without replacement.

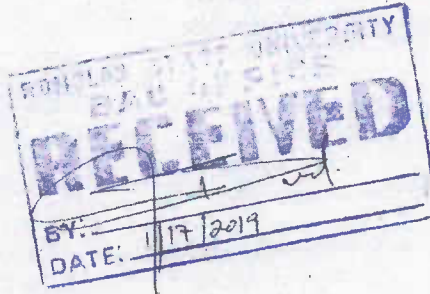
Expenses incurred due to their attendance will be charged against local school funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

Copy furnished:

- Chief Admin. Officer
- Personnel Office
- Accountant
- Budget Officer
- Resident Auditor
- Records Officer
- File

2018/OP/JFR/hfd



STP MARY
CAMPUS

Rcd: *[Signature]*
01/16/19

CEO *[Signature]* 1/17/19

CAS - *[Signature]* 1-17-19

IIT - *[Signature]* 1-17-19

CBA - *[Signature]* 1-17-19

CAFF - *[Signature]* 1-17-19

ICJE - *[Signature]* 1-17-19

CET
RECEIVED BY: *[Signature]*
1-16-19
8:50 AM

HIGH schools *[Signature]* 01/18/19



MACRO VISION CONSULTANCY

TRAINING & CONSULTANCY

COMPANY : ROMBLON STAE UNIVERSITY
 Manuel L. Quezon St., Liwanag Odiongan, Romblon

TO : DR. ARNULFO F. DE LUNA
 University President
 ENGR. BILSHAN CERVAÑEZ
 ISO Facilitator

STANDARD : ISO 9001:2015

SUBJECT : Notice of consultant's visit

Revision: January 7, 2019 (Two Assigned Consultants. Travel dates January 20 and 25)

DATE	TIME	ACTIVITIES	THE CLIENT IS REQUIRED TO PREPARE THE FOLLOWING:	Remarks
January 21, 2019		<p>General Orientation of ISO 9001:2015</p> <p>Formation of QMS team (Campuses & Main)</p>	<p>Target Participants:</p> <ul style="list-style-type: none"> ➤ ISO working team headed by the ISO Facilitator. ➤ DCC, ➤ Top Management, ➤ Heads of Offices/in-charge, ➤ Internal auditors <p>Ensure availability of participants, venue, & LCD projector/microphone (If no available projector/microphone please advise MVC)</p>	Shared orientation with the campuses
January 22, 2019	9AM-5PM	<p>ISO 9001:2015 Awareness Training with</p> <ul style="list-style-type: none"> - Explanation of the detailed requirements of the new standard 	<p>Document Control Clerk must photocopy the ISO 9001:2015 Awareness training handouts based on the number of participants.</p> <p>Ensure availability of participants, training venue, & LCD projector/microphone (If no available projector/microphone please advise MVC)</p> <p>Target Participants:</p> <ul style="list-style-type: none"> ➤ ISO working team headed by the ISO Facilitator. ➤ DCC, ➤ Top Management, ➤ Heads of Offices/in-charge, ➤ Internal auditors <p>This training is a pre-requisite of the internal auditor's training.</p> <p>Please ensure that your</p>	Shared training

			appointed auditors must attend this training.	
January 23, 2019	9AM-5PM	Risk management Training - Explain the methodology of risk management - Establish the business and process risk assessment requirements of ISO 9001:2015 - To be able to establish the risk treatment and corresponding monitoring process.	Document Control Clerk must photocopy the ISO 9001:2015 Awareness training handouts based on the number of participants. Participants: Departments Heads/Campuses	Shared training
January 24, 2019	9AM-5PM	Quality Workplace and Records Management Training (Document control & records management training)	Document Control Clerk must photocopy the ISO 9001:2015 Awareness training handouts based on the number of participants. Participants: Document control custodian per Campus / per department	Shared training
January 21-24, 2019	9AM-5PM	Drafting of procedures	Main Campus: January 21-22, 2019 Campuses: January 23-24, 2019	

- Please send the approved notice of visit to Macro Vision Consultancy. Cancellation shall be done at least three (3) days before the scheduled visit otherwise; our assigned consultant/s will be in your office at the stated date. Likewise, in case of cancellation this shall be documented & approved by the management.

Confirmed by: _____

Date: _____

Approved schedule shall be sent to: _____

Print Name & Signature _____

Fax number: (02) 8685237
 Email Address:
admin@myconsultancy.info or
macro_viz@yahoo.com