




## MEMORANDUM

No. 042, s. 2019

**TO :** ALL CONCERNED (See attached list)  
This University

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

**SUBJECT :** ISO 9001:2015 CERTIFICATION PROCESS

**DATE :** April 30, 2019

The winning bidder (Macro Vision Consultancy) of the consultancy services for the ISO 9001:2015 Certification Process will have their fourth engagement on **May 20 – 24, 2019**.

In this connection, you are hereby advised to attend the training to be held at the **Food Processing Center, RSU – Main Campus, Odiongan, Romblon** on the said dates. See attached notice of consultant's visit for the scheduled activities and the requirements for the said training.

Participants who are on teachers leave basis will be given "service credits" equivalent to their attendance (based on the attendance sheet) to the training.

For further details, please visit <https://rsuplandev.weebly.com>.

Expenses incurred due to your 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

2019/OP/JFR/hfd



# MACRO VISION CONSULTANCY

TRAINING & CONSULTANCY

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

**TO** : DR. ARNULFO F. DE LUNA  
University President

**STANDARD** : ISO 9001:2015

**SUBJECT** : Notice of consultant's visit

Revision: 0 April 23, 2019

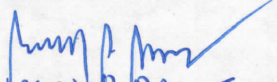
DATE	TIME	ACTIVITIES	THE CLIENT IS REQUIRED TO PREPARE THE FOLLOWING:	Remarks/Venue
May 20-21, 2019	9:00AM-5PM	Internal Audit Training	Document Control Clerk must photocopy the training handouts and the ISO 9001:2015 standard based on the number of participants.  Target Participants : 1. Candidates for QMS Internal auditors (to take the qualifying examinations) 2. DCC 3. ISO Facilitator	
May 22, 2019	9AM-5PM	Root Cause Analysis Training	Participants: Internal Audit Team DCC ISO Facilitator	
May 23- & Halfday of May 24, 2019	9AM-5PM	Documents and records checking Documents and Records coaching.	Documents and records (Consultants' assignment from the last visit)	

- 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:

  
**REYNALDO P. RAMOS**  
Print Name & Signature

4/25/19

Fax number: (02) 8685237  
Email Address:  
[admin@mvconsultancy.info](mailto:admin@mvconsultancy.info) or  
[macro\\_viz@yahoo.com](mailto:macro_viz@yahoo.com)



**OVERALL ISO FACILITATORS, INTERNAL QUALITY AUDITORS, AND DOCUMENT CUSTODIAN**

Campus/Delivery Unit	ISO Facilitator	IQA	DCC
Overall/Main	Reynaldo Ramos	Marife Garcia	Reno Solidum
		Reynaldo Ramos	
		Mario Fetalver, Jr.	
		Alfredo Fortu Jr.	
		Lou Foja	
		Julie Fallaria	
		Analy Pearl Lopez	
		Ester Forlales	
		Aprille Ann Sim	
		Borromeo Motin	
		Shiela Buen Servanez	
		Cynthia Laynesa	

**DEPUTY ISO FACILITATORS, INTERNAL QUALITY AUDITORS AND DOCUMENT CONTROL CUSTODIANS PER DELIVERY UNIT**

Campus/Delivery Unit	Deputy ISO Facilitator	IQA	DCC
CAFF	Edgar Andalecio	Mae Stella Fornal	Amelyn Formilleza
CAS	Mark Calimbo	Reinberg Gicole	Ma. Chita Quijano
CED	Emelyn Villanueva	Alphee Lachica	Alvin Dalisay
CET	Bilshan Servañez	Aprille Ann Sim	Alfredo Fortu Jr.
CBA	Emelyn Montoya	Bless Faith Andal	Gina Mapalad
ICJE	Liezel Baclig	Regie Fronda	Melody Montoya
IIT	Julie Fallaria	Charevel Ferranco	Lailani Pabilaro
High School	Arnel Dela Austria	Vee francisco	Andrew Famero
Grad School	Mario Fetalver Jr.	Sherwin Perlas	Sania Gabo
Finance, Admin, Support	Lou Foja	Shiela Buen Servañez	Maricar Falogme



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San Andres	Zenaida Manzano	Vincent Jay Gado	Lyn Reyes
Calatrava	Samuel Frogosa	Lucy Moscoso	Myra Fadrequilan
San Agustin	Beatriz Cabadongga	Nelian Solano	Gina Magura
Sta Maria	Danilo Minon	Reigner De la Cruz	Jennybieve Mina
Sta Fe	Rey Rasgo	Randy Gallano	Menchie Tiaga
Romblon	Jonathan Wong	Monica Glori	Ruel Virgil Adriguez
Cajidiocan	Carmelinda Juanzo	Gerardo Ribon	Ma. Noreeza Amor Molo
San Fernando	Carmen Riva	Laarni Hellwig	Betcieva Rada



## SCOPE, PROCESSES AND FOCAL PERSONS FOR ISO PROCESS DOCUMENTATION

Admission, Accreditation, Faculty Evaluation	Dr. Marife Garcia/ Mr. Alejandro Maulion
Admission Process	
Registry of Students	
Accreditation process	
Faculty Evaluation Process	
Handling of customer records and properties	
Delivery of Instruction	Dr. Emelyn Villanueva/ Engr. Aprille Ann Sim Dr. Elvin Gaac/Dr. Mark Calimbo/ Dr. Emelyn Montoya/ Engr. Julie Fallaria/Dr. Jonathan Wong/ Prof. Edgar Andalecio
Determining the need to offer new program/s	
Development of new programs	
Accreditation of programs	
Design and development of curriculum and syllabus	
Promotion of program offerings	
Classroom Management	
Assessment of students	
Retention of Students	
Student Evaluation for Graduation	
Graduation of Students and Conferment of Degrees	
Implementation of OJT/Internship	
Implementation of Field trips	
Planning	Dr. Reynaldo Ramos
Strategic Planning	
Short term planning	
Procurement	Dr. Mario Fetalver, Jr.
Qualification of External providers	
Procurement Process	
Evaluation of External providers	
Supply	Ms. Delia Gabo/Ms. Analyn Pearl Lopez
Determining Equipment and Supply needs of Delivery Units	
Issuance of equipment and supplies to Delivery units	
HR	Ms Noemi Faminialan
Determining Manpower needs of delivery units	
Hiring process	
PRAISE	
Faculty and Staff Dev	Dr. Alfredo Fronda, Jr.
Determining HR training and scholarship needs	
Implementation of HR Development through training	
Implementation of HR Development through scholarships	



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Budget	Mr. Lou Foja
Determining budgetary requirement of delivery units	
Drawing up of university Budget	
Implementation of university budget	
Cashiering	Ms. Lucille Lopez
Receipt of University monies	
Disbursement of University monies	
Accounting	Ms. Cynthia Laynesa
Accounting of University monies	
Production	Mr. Ronnie Foja/Mr. Jeniel Santos
Accrediting university IGP projects	
Implementation of university IGP projects	
Student Services	Dr. Ester Forlales/Ms. Grace Firmalo
Delivery of career guidance services	
Implementation of university health services	
Implementation of university scholarships	
Acceptance of External University scholarships	
Delivery of placement services	
Accreditation of Student Organization	
RET	Dr. Arthur Ylagan/Dr. Borromeo Motin/ Mr. Juniel Lucidos/Gregorio Florendo
Accreditation of University researches/extension/training	
Funding and implementation of University researches/extension/training	
Presentation of University researches/extension/training	
Publication of university researches/extension work	
Auxiliary	Engr. Jason Rufon/Mr. Jerome Fajarito
Maintenance of University equipment and property	
Calibration of University equipment	
General services provision	
Implementation of internally-managed projects	
Implementation of externally-sourced projects	
Library	Ms. Nadie Joy Fabila
Determining library needs of campuses, colleges and institutes	
Delivery of library services	
Registrar	
Maintenance of student records	Mr. Edwin Karl Fabriquier I/
Delivery of registrar services (transcript of records, and diploma)	Ms. Jenley F. Foja
Office of the Board Secretary	Mr. John Rufon
Record maintenance of BOR meetings	
BOR Agenda, Approvals and Resolutions	

*/As of April 25, 2019*