



# CENTRAL LUZON STATE UNIVERSITY

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## Office of the University President

Memorandum No.: 02-02-2017 ( 02 )

**TO:** VPs, DEANS, DIRECTORS, HEADS OF OFFICES/UNITS  
HEAD, INTERNAL QUALITY AUDIT

**FROM:** The University President

**SUBJECT:** SCHEDULE OF STAGE 2 AUDIT

**DATE:** February 2, 2017

Please be advised that the schedule for the Stage 2 Audit to be undertaken by AJA Registrars regarding our bid for ISO 9001:2008 Certification will be on **March 29-30, 2017**.

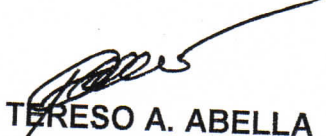
In view hereof, please ensure the following:

1. All DUs must have a copy of the Quality Manual, Six Mandatory Procedures and Management Procedures as stated in the Quality Manual. DU heads must ensure that their respective personnel understands these procedures;
2. All DUs must have a copy, understand, and strictly implement the procedures being undertaken by their units. All units conducting research, extension, and training in all the Programs shall follow the approved Research and Development Procedures;
3. All DUs must have a Master List of Records for all documents being maintained by their unit and the Records Office is provided a copy of such master list; and
4. The findings of AJA regarding the implementation of the Internal Quality Audit (IQA) have already been corrected.

Additionally, please be informed that the hereunder procedures have already been approved:

- Performance Review Procedure;
- Supplier Re-evaluation Procedure; and
- Calibration and Maintenance Procedure of Equipment for Instruction, Analysis, and Research Purposes

For your information, guidance, and compliance.

  
**TERESO A. ABELLA**  
University President

Cc: QMRs, DQMR, Records