



Republic of the Philippines
ISABELA STATE UNIVERSITY
Echague, Isabela

OFFICE OF THE PRESIDENT

July 10, 2013

MEMORANDUM No. 111, s. 2013

TO : VP for Academic Affairs
VP for RDET
VP for Admin. & Finance
EOs for Echague, Cauayan, Ilagan & Cabagan
CAs for Roxas, Angadanan, San Mateo, Jones
& San Mariano
University Directors for Instruction, Research, Extension
OSA, Finance, UBAO, Planning, Infra, Medical/Dental
Library and Administrative & Business Services
University Board Secretary

FROM : The University President

SUBJECT : Management Orientation on Quality Management System
Towards ISO: 9001

It has been our overriding concern to align all our university's processes and operations to the Government Quality Management Systems (GQMS) towards our bid for ISO:9001. This prompted us to invite a resource person from the Development Academy of the Philippines (DAP) who will be coming at ISU to conduct a Quality Management System Orientation Training exclusively for the members of the University Top Management. This is definitely scheduled on July 16, 2013 starting at 8:00 AM (wholeday) at the Biazon Hostel.

Your attendance to this management orientation is strictly required (no substitution allowed).

We must maximize this learning opportunity as DAP is charging us a relatively huge professional fee of P1700.00 per participant which is their standard rate.

For your strict compliance.


ALETH M. MAMAUAG, Ph.D.
University President

Title Of Seminar: Top Management Orientation On QMS Implementation at the Isabela State University

Date: July 16, 2013

Time: 8:00 AM

Venue: Biazon Hostel
ISU- Echague, Isabela

I. Objective of the Orientation Seminar Training

The general objective of the orientation seminar is to create awareness and appreciation on the implementation of the Quality Management System towards ISO:9001 certification at the Isabela State University.

Specifically, at the end of the orientation, the participants, must be able to:

1. Know the legal basis of ISO:9001 implementation
2. Understand what is QMS, its concepts, principles and structure, the need and its significance in the government sector.
3. Understand the requirements of ISO:9001
4. Internalize management responsibilities that will enhance commitment of everybody.

**Top Management Orientation On QMS Implementation
at the Isabela State University**

Date: July 16, 2013

Time: 8:00 AM

Venue: Biazon Hostel

ISU- Echague, Isabela

ATTENDANCE SHEET

Name	Position/Designation	Campus/ College/ Department	Signature
1. RUBY S. SARMIENTO	Secretary	BOR	
2. EMILIA A. MARTINEZ	Dir. of Extension	YFAA	
3. RUTH M. MAMANG	Pres.		
4. EDMUNDO C. GUMPAL	VP - ARA		
5. WILLIAM C. MEDRANO	VP - ROET		
6. RELI C. PABLEO	VP AFS		
7. T. A. ROYES, JR.	CA Jom		
8. Q.D. PATROLLO	CA Juxor		
9. L. M. Gonzalez	CA San Mateo		
10. A.H.G. Agobons	V.D. P&MIS	Cubagan	
11. R. A. Lumbera	Librarian	Echague	
12. DAUPE M. ARAWANU	Univ Dir. ICTM	Echague / Cubagan	
13. G. NIACA	Univ. Dir. Finance	ISU-Man	
14. J. PROSINI	CEO, Echague		
15. JOHN N. CARANAS	BS-IT	ISU-ECH.	
16. J. H. H. H.	V.D. Pro GS	ISU-E	
17. OSCAR G. BARRERA	CA - Imp. Plan		
18. DR. FRED. D. SIMON	ED - IIRAD	IIRAD	
19. R. C. Ramirez	E.D. - Cubagan	ISU-Cubagan	
20. C. C. Amara	ca - Calabranes	ISU-Sustancia	
21. O.F.B. G. G.	ca - Min	ISU	
22. R. P. G. G.	E.D.		
23. PEDRITA N. MEDRANO	Extension Point	ISU-Echague	
24. PASTOR V. Lopez, Sr.	Medical Gen	ISU-E	
25.			
26.			
27.			
28.			
29.			
30.			

Audit plan Stage 1



Order no.: 20042979
Client no.: 173513

Type of audit / Standard / Date of issue:	Audit Stage 1 (ISO 9001:2008 with design)
Audit period (on site):	2013-10-22 - 2013-10-22
Company / Customer:	ISABELA STATE UNIVERSITY
Street / P.O. box:	San Fabian, Echague
Post code / City:	RP - 3309 Isabela
Audit responsible:	Ms. Editha F. Ausa P.h.D. - Management Responsible
Lead auditor / Auditor:	Pamela Maye Gunay (PAG) / Celeste Bitong (CMB)
Technical expert / Trainee:	/
Scope:	Provision of Instruction to the different colleges in the Main Campus
Code:	KS-QM 37(8030)
Manual (Revision/Date):	ISUE-QAO-QM-01 Rev 1, April 18, 2013
Number of shifts / audited:	1/1
Audit language:	English, Filipino

Audit plan agreed: date.....10/17/2013..... Signature of Lead auditor:

Audit plan revised: date..... Signature of Lead auditor :

Audit objectives (to be amended by the lead auditor, if necessary, and to be explained in the opening meeting):

- Evaluation of conformity of the management documentation with the audit criteria
- Evaluation of preparedness for certification.

Date	Time	Organizational unit / Location*	Persons involved*	Process / Event / Element	Auditors
Oct 22, 2013	9:00 - 9:30 am	Designated Room		Opening meeting	PAG, CMB
	9:30 - 11:00 am	Facility Tour		Inspection of facilities: - Operating conditions - Infrastructure ISO 9001 Clause: 6.3, 6.4	PAG, CMB
	11:00 - 12:00 nn	Office of the Top Management/Management Representative (MR)		Verification of information from/about the client which influences audit time Review of the scope of the management system Scope of the relevant legal and other requirements that must be observed Setting of Quality Objectives ISO 9001 Clause: 4.1, 4.2, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 6.2, 7.1, 7.2, 8.1, 8.2, 8.3, 8.4, 8.5	PAG
	12:00	Document and Records Control Team		Availability of Procedures for: 6 Mandatory Procedures	CMB
Lunch Break					

Audit plan Stage 1



Order no.: 20042979

Client no.: 173513

Date	Time	Organizational unit / Location*	Persons involved*	Process / Event / Element	Auditors
	- 1:00 pm				
	1:00 - 2:00 pm	Office of the Top Management/Management Representative (MR)		Continuation of Verification of information from/about the client which influences audit time Review of the scope of the management system Scope of the relevant legal and other requirements that must be observed Setting of Quality Objectives ISO 9001 Clause: 4.1, 4.2, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 6.2, 7.1, 7.2, 8.1, 8.2, 8.3, 8.4, 8.5	PAG
		Document and Records Control Team		Continuation: Availability of Procedures for: 6 Mandatory Procedures	CMB
	2:00 - 3:00 pm	Colleges		Availability of Procedures for the core process	PAG, CMB
	3:00 - 4:00 pm	Internal Audit Services		Availability of procedures, planning and evidence for: - internal audits/CAPA - management reviews ISO 9001: 8.2.2, 8.5.2, 8.5.3, 5.6.1, 5.6.2, 5.6.3	PAG
		Purchasing/HR/Training and Education Team/Maintenance		Availability of Procedures for: - Purchasing - HR/Training (Teaching and Non-teaching Personnel) - Maintenance ISO 9001: 4.2.1, 4.2.2, 4.2.3, 4.2.4, 7.4.1, 7.4.2, 7.4.3, 6.1, 6.2.1, 6.2.2, 6.3, 6.4, 7.6	CMB
	4:00 - 4:30 pm	Management Representative		Priorities for the planning of the stage 2 audit	PAG, CMB
	4:30 - 5:30 pm	Designated Room		Evaluation of the stage 1 audit results / action list	PAG, CMB
	5:30 - 6:00 pm	Designated Room		Closing meeting	PAG, CMB
		End			

Σ man-hours = 16 hours = 2 MB

* in as far as necessary for readiness review

** to be covered for the scope of applicable code

Audit plan Stage 1



Order no.: 20042979

Client no.: 173513

¹⁾ If verification of the information from/about the client reveals key changes in the complexity or risk category, scope of application, processes, effective number of employees etc., the function in charge of audit commissioning must be informed!

Hints:

- The interval between stage 1 and stage 2 audits must not exceed 6 months.
- We hereby point out that organizations who want to conduct the stage 2 audit directly after the stage 1 audit run a higher risk of premature audit termination if they are not ready for certification. In this case, the stage 2 audit cannot be completed as planned.
- No preliminary audit may be held after the stage 1 audit.
- Well in advance of the audit, the client organization and the lead auditor must agree on any personal protection equipment, emergency response and safety procedures that may be necessary for the audit. Special personal protection equipment which goes beyond the auditors' basic equipment (e.g. helmet, safety shoes, safety goggles) must be provided by the client organization.
- A maximum of 2 auditors can be counted for the stage 1 audit. As a matter of principle, the provisions governing independent work of the auditors (50 % rule) must be complied with.

Distribution list: Audit responsible, members of the audit team

Audit Report ISO 9001

Stage 1

Organization: ISABELA STATE UNIVERSITY




Order no.: 20042979

Client no.: 173513

Type of audit / Standard / Date of issue:	Audit Stage 1 (ISO 9001:2008 with design)
Audit period (on site):	2013-10-22 - 2013-10-22
Company / Customer:	ISABELA STATE UNIVERSITY
Street / P.O. box:	San Fabian, Echague
Post code / City:	RP - 3309 Isabela
Audit responsible:	Ms. Editha F. Ausa P.h.D. - Management Responsible
Lead auditor / Auditor:	Pamela Maye Gunay / Celeste Bitong
Technical expert / Trainee:	/
Scope:	Provision of Instruction for Higher and Advanced Education for College of Agriculture, College of Engineering, School of Veterinary Medicine, College of Teacher Education, College of Business, Accountancy and Public Administration, College of Nursing, Institute of Information and Communication Technology and College of Arts and Sciences.
Code(4 digit):	KS-QM 37(8030)
Manual (Revision/Date)	ISUE-QAO-QM-01 Rev 1, April 18, 2013
For matrix or multisite certification:	
Location of defined headquarter:	N/A
Additional sites / branch offices (number):	N/A
Branches to be audited (number):	N/A
Attached documents:	<input type="checkbox"/> Audit plan stage 1 <input checked="" type="checkbox"/> Audit report annex 1 : action catalogue
Audit results of stage 1 (on-site)/ preparedness for certification: (Please refer also to the action catalogue!)	<input type="checkbox"/> Preparedness for certification does exist, the stage 2 audit may be conducted without the need for further action <input checked="" type="checkbox"/> Implementation of ISO 17021 requirements is insufficient; <u>nonconformities must be eliminated prior to commencement of the audit stage</u>
Auditor scheduled for stage 2 audit/transfer audit:	Pamela Maye Gunay
Date scheduled for stage 2 audit:	Not yet defined. Nonconformities must be eliminated prior to audit stage 2.

10/22/2013

Date


Pamela Maye Gunay

Lead Auditor

ISO 9001