



Republic of the Philippines
ILOILO STATE COLLEGE OF FISHERIES
QUALITY ASSURANCE MANAGEMENT CENTER
Barotac Nuevo, Iloilo
www.iscof.edu.ph



Registration No. 78Q13035

August 15, 2016

LOYDA AMOR N. CAJUCOM, RN, MAN
President
Global Certification Phils., Inc.

Madam:

Greetings!

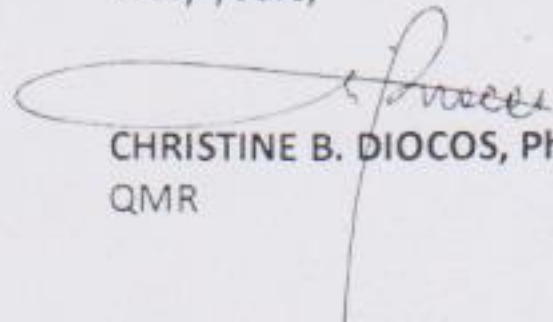
The Iloilo State College of Fisheries strives for continuous improvement and customer satisfaction through compliance and maintenance of its quality management system to ISO standards.

We would like to request for a Surveillance Audit on September 28-29, 2016.

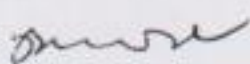
Further, we would like to ask for the quotation if we will extend our certification to three external campuses: Dumangas Campus, Dingle Campus and San Enrique Campus.

Thank you very much for your continued support to all our ISO endeavors.

Truly yours,


CHRISTINE B. DIOCOS, PhD.
QMR

Noted:


RAMON G. ZARCENO, MD, PhD, FPAFP
SUC President II

ILOILO STATE COLLEGE OF FISHERIES

Tiwi, Barotac Nuevo
Iloilo
5007

PHILIPPINES

Quotation for the Extension of ISO 9001:2008 Certification

Iloilo State College of Fisheries three (3) External Campuses:

Dumangas Campus Dumangas, Iloilo	Php 40,000.00
Dingle Campus San Mateas, Dingle, Iloilo	Php 40,000.00
San Enrique Campus San Enrique, Iloilo	Php 40,000.00
Total: Php 120,000.00	

Please note that the total amount of Php 120,000.00 will be divided into 2 and payable as:

Annual Fee: Php 60,000.00 (raised in the month preceding 12 and 24 months through current cycle of Registration, payment to be received within 30 days of invoice date)

Quotation Acceptance: In accepting this quotation, we confirm the information contained above is correct and agree to comply with the **GlobalGroup of Companies Limited** Scheme Rules and agree to pay all fees relating to the provision of certification services. All fees are subject to 12% Value Added Tax (VAT) and exclusive of local expenses.

Signed:

Date:

Sept. 22, 2016

Name:

MA. PAMELA P. YONER, Ed.D.

Position:

OIC, Office of the President

Once completed, please return to:

By Post: Global Certification Phils., Inc.
2nd Floor, Pacific Regency, 760 Pablo Ocampo Sr. Avenue, Malate, Manila 1004 Philippines

By Fax: +63 2 567 2296

By Email: globalgroupphils@yahoo.com

Phone: +63 2 475 5902

21 September 2016

RE: ISO 9001:2008 Surveillance Audit

Ramon G. Zarceno, M.D., Ph.D., FPA FP
SUC President II
Iloilo State College of Fisheries

cc: Dr. Christine B. Diocos
Quality Management Representative

Dear Sir/Madam:

Thank you for agreeing a date for your ISO 9001:2008 1st Surveillance Audit. We are sending you this letter as confirmation of the visit details.

The visit will take place on 03-04 October 2016 and is scheduled for 2 day(s).

The Lead Auditor for the visit will be Ms. Loyda Amor N. Cajucom, RN, MAN.

Please take a moment to check over your company details below and please inform us at your earliest convenience if any of the details are incorrect.

ILOILO STATE COLLEGE OF FISHERIES

Tiwi, Barotac Nuevo
Iloilo
5007

Email: iscofqam@yahoo.com

Scope of Certification:

The Administration and Higher Education of ISCOF Main Campus

Sincerely,

Sharon A. Coscos



Iloilo State College of Fisheries				Audit Plan: Surveillance Visit 1	
Day	TIME	LOCATION	AUDITOR	PROCESSES	CLAUSE(S)
03 Oct 2016 - Main Campus					
1	0830	School	LA	Opening Meeting	
1	0900	School	LA	Management commitment, quality policy, objectives, responsibilities, authority and customer focus	5.1, 5.2, 5.3, 5.4 & 5.5
1		School	LA	Control of documents, manual distribution and document changes	4.2.3
1		School	LA	Non conformances and management review	8.3 & 5.6
1		School	LA	Internal audits	8.2.2
1		School	LA	Contracts for training with seafarers, work instructions for different courses offered	7.2, 7.5.1, 7.5.4 & 4.2.4
1		School	LA	Office space and classrooms	6.3
1	1200			LUNCH	
1	1300	School	LA	Registration of students, course schedules, instructor selection	7.1
1		School	LA	Work instructions manual and instructor guides for the different courses offered	7.3, 7.5.1
1		School	LA	Certificates printed and communication with clients (feedback form, advertisements)	7.5.5 & 7.2.3
1		School	LA	Feedback from students and complaints	8.2.1
1		School	LA	Analysis of data (feedback, internal audit, management reviews, marketing reports)	8.4
1		School	LA	Use of logos and marketing material	
1	1600	School	LA	Preparation for closing meeting	
1	1630	School	LA	Closing Meeting	
1	1700			End of Audit	

Please note that the above details are approximate and may be subject to change at the time of audit.



Extension of ISO 9001:2008 Certification 3 External Campuses

Iloilo State College of Fisheries				Audit Plan: Stage 2	
Day	TIME	LOCATION	AUDITOR	PROCESSES	CLAUSE(S)
03 Oct 2016 - Dumangas Campus					
1	0930	School	A1	Management commitment, quality policy, objectives, responsibilities, authority and customer focus	5.1, 5.2, 5.3, 5.4 & 5.5
1		School	A1	Control of documents, manual distribution and document changes	4.2.3
1		School	A1	Non conformances and management review	8.3 & 5.6
1		School	A1	Internal audits	8.2.2
1	0930	School	A2	Contracts for training with seafarers, work instructions for different courses offered	7.2, 7.5.1, 7.5.4 & 4.2.4
1		School	A2	Control of suppliers - approved supplier list and purchase process	7.4
1		School	A2	Qualifications, experience and skills of teaching and non teaching staff	6.2
1	1200			LUNCH	
1	1300	School	A2	Office space and classrooms	6.3
1		School	A2	Work environment, space, humidity, AC, ergonomics	6.4
1	1300	School	A1	Registration of students, course schedules, instructor selection	7.1
1		School	A2	Work instructions manual and instructor guides for the different courses offered	7.3, 7.5.1
1		School	A2	Certificates printed and communication with clients (feedback form, advertisements)	7.5.5 & 7.2.3
1		School	A1	Feedback from students and complaints	8.2.1
1		School	A1	Analysis of data (feedback, internal audit, management reviews, marketing reports)	8.4
1	1600	School	A1	Preparation for closing meeting	
1	1630	School	A1	Closing Meeting	
1	1700			End of Audit	

Please note that the above details are approximate and may be subject to change at the time of audit.



Iloilo State College of Fisheries				Audit Plan: Stage 2	
Day	TIME	LOCATION	AUDITOR	PROCESSES	CLAUSE(S)
04 Oct 2016 - Dingle Campus					
2	0830	School	LA	Opening Meeting	
2	0900	School	LA	Management commitment, quality policy, objectives, responsibilities, authority and customer focus	5.1, 5.2, 5.3, 5.4 & 5.5
2		School	LA	Control of documents, manual distribution and document changes	4.2.3
2		School	LA	Non conformances and management review	8.3 & 5.6
2		School	LA	Internal audits	8.2.2
2		School	LA	Contracts for training with seafarers, work instructions for different courses offered	7.2, 7.5.1, 7.5.4 & 4.2.4
2		School	LA	Control of suppliers - approved supplier list and purchase process	7.4
2		School	LA	Qualifications, experience and skills of teaching and non teaching staff	6.2
2	1200			LUNCH	
2	1300	School	LA	Office space and classrooms	6.3
2		School	LA	Work environment, space, humidity, AC, ergonomics	6.4
2		School	LA	Registration of students, course schedules, instructor selection	7.1
2		School	LA	Work instructions manual and instructor guides for the different courses offered	7.3, 7.5.1
2		School	LA	Certificates printed and communication with clients (feedback form, advertisements)	7.5.5 & 7.2.3
2		School	LA	Feedback from students and complaints	8.2.1
2		School	LA	Analysis of data (feedback, internal audit, management reviews, marketing reports)	8.4
2	1600	School	LA	Preparation for closing meeting	
2	1630	School	LA	Closing Meeting	
2	1700			End of Audit	

Please note that the above details are approximate and may be subject to change at the time of audit.

Iloilo State College of Fisheries				Audit Plan: Stage 2	
Day	TIME	LOCATION	AUDITOR	PROCESSES	CLAUSE(S)
04 Oct 2016 - San Enrique Campus					
2	0940	School	A1	Management commitment, quality policy, objectives, responsibilities, authority and customer focus	5.1, 5.2, 5.3, 5.4 & 5.5
2		School	A1	Control of documents, manual distribution and document changes	4.2.3
2		School	A1	Non conformances and management review	8.3 & 5.6
2		School	A1	Internal audits	8.2.2
2	0940	School	A2	Contracts for training with seafarers, work instructions for different courses offered	7.2, 7.5.1, 7.5.4 & 4.2.4
2		School	A2	Control of suppliers - approved supplier list and purchase process	7.4
2		School	A2	Qualifications, experience and skills of teaching and non teaching staff	6.2
2	1200			LUNCH	
2	1300	School	A2	Office space and classrooms	6.3
2		School	A2	Work environment, space, humidity, AC, ergonomics	6.4
2	1300	School	A1	Registration of students, course schedules, instructor selection	7.1
2		School	A2	Work instructions manual and instructor guides for the different courses offered	7.3, 7.5.1
2		School	A2	Certificates printed and communication with clients (feedback form, advertisements)	7.5.5 & 7.2.3
2		School	A1	Feedback from students and complaints	8.2.1
2		School	A1	Analysis of data (feedback, internal audit, management reviews, marketing reports)	8.4
2	1600	School	A1	Preparation for closing meeting	
2	1630	School	A1	Closing Meeting	
2	1700			End of Audit	

Please note that the above details are approximate and may be subject to change at the time of audit.

