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Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
EJC Montilla, City of Tacurong, 9800
Province of Sultan Kudarat

25-002

JAN 16 2025

Quality Assurance Office

CALENDAR OF ACTIVITIES FOR THE QUALITY MANAGEMENT SYSTEM CERTIFIABLE TO ISO 9001:2015

PHASES	ACTIVITY	DELIVERABLES	TARGET DATE	PERSONS INVOLVED
Phase I				
Assessment of the Current System	Gap Assessment by the Consultant Update with the Mancom by the consultant	Gap Report Update on Certification Timeline	February 5, 2025 (1 day)	Top Management Campus Directors Division Directors Unit/Section/ Department Heads College Deans Program Chairpersons Process Owners
Phase II				
Plan the Implementation/Conduct of Training	Awareness and Documentation Training Workshop	Quality Policy Quality Objectives Procedures Revised	February 27-28 2025 (2 days)	Top Management Campus Directors Division Directors Unit/Section/ Department Head College Deans Program Chairpersons Process Owners
	Risk and Opportunity Training Workshop	Risk Assessment Form Risk Register SWOT Attachment in Quality Manual	March 17-18, 2025 (2 days)	Top Management Campus Directors Division Directors Unit/Section/ Department Head College Deans Program Chairpersons Process Owners

VISION: A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region - MABUHAY. The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other relevant fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization (SAGIM: Generator of Solutions).

(CORE VALUES: Patriotism, Respect, Integrity, Zeal, Excellence in Public Service)

	7s Training and Workshop	Checklist and audit	March 19, 2025 (1 day)	Campus Directors Division Directors Unit/Section/Department Heads College Deans Program Chairpersons Process Owners
	QMS Development and Enhancement of Documents in conformance with the requirements of ISO 9001:2015, and Technical Guidance/monitoring of QMS Implementation	Draft Procedures Forms Work Instruction	March 27-28, 2025 (2 days)	Top Management Campus Directors Division Directors Unit/Section/Department Heads College Deans Program Chairpersons Process Owners
	Review, finalization, and approval of procedures by the Consultant with the process owner Coaching and mentoring the Document Control Officer	Finalized Procedures for Management Approval	March 29, 2025 (1.5 days)	Top Management Campus Directors Division Directors Unit/Section/Department Heads College Deans Program Chairpersons Process Owners
	Coaching and mentoring the Document Control Officer		March 30, 2025 (.05 day)	University Document Control Officer Campus Document Control Officer
Phase III				
Implement the plan	Implementation of approved procedures by the client	Memo Distribution of controlled document	April 2025 (1 month)	Top Management Campus Directors Division Directors Unit/Section/Department Heads College Deans Program Chairpersons Process Owners


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(CORE VALUES: Patience, Respect, Integrity, Zeal, Excellence in Public Service)

Phase IV				
Assess and Review	Internal Audit Training by the Consultant	Internal Audit Program Frequency	May 4-5, 2025 (2 days)	Internal Auditors
	Training on Root Cause and corrective action		May 6, 2025 (1 day)	
	Internal audit by the IQA team	Internal Audit Report	May 7, 2025 (1 day)	All staff (IQA team)
Phase V				
Consolidate and improve	Coaching and mentoring for management review	QMS to include agenda and Mancom meeting Action taken by the process owner/the Management	May 8, 2025 (1 day)	Top Management Campus Directors Division Directors Unit/Section/Department Heads College Deans Program Chairpersons Process Owners
Phase VI				
Mock Audit	Mock audit by consultant/Guidance on certifying body selection by the consultant	Final recommendation for certification Final decision on CB	June 13-14, 2025 (2 days)	Top Management Campus Directors Division Directors Unit/Section/Department Heads College Deans Program Chairpersons Process Owners

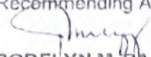
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Phase VII				
Guidance for the compliance of stage 1	Actions to address issues identified during stage 1 audit		August 14-15, 2025 (2 days)	Certifying Body
Phase VIII				
Guidance for the compliance of stage 2	Actions to address issues identified during stage 2 audit		August 28-29, 2025 (2 days)	Certifying Body

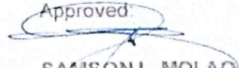
Prepared:


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University President

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