



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
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JAN 15 2021

**MEMORANDUM**

**FOR/TO** : All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Division Chiefs  
All Audit Team Leaders

**FROM** : The Undersecretary  
Legal, Administration, Human Resources and Legislative Affairs  
Overall QMR

**SUBJECT** : **CONDUCT OF SURVEILLANCE AUDIT AT THE DENR  
CENTRAL OFFICE ON JANUARY 22, 2021 AT 9:00AM TO 6:00  
PM**

In line with the DENR Quality Management System ISO 9001:2015 certification, the 2<sup>nd</sup> Surveillance Audit to be conducted by SOCOTEC Certification Philippines, Inc. (formerly, AJA Registrars) shall be conducted on January 22, 2021 at the DENR Central Office. The audit shall start with an opening meeting at 9:00 a.m. and end with the closing meeting at 6:00 p.m.

In view of this, you are hereby requested to be present for the opening and the closing meeting with the auditors, to be conducted via on-line platform. The link for the meeting shall be provided later.

All offices that are scheduled for audit are likewise, requested to create your respective on-line meeting venues and to prepare all documents for presentation with the auditors. All prepared documents should be properly scanned, signed and controlled, if applicable, for easy retrieval and presentation.

Attached for your reference is the Audit Plan of SOCOTEC Certification International for your guidance and reference.

For your information and guidance

  
**ATTY. ERNESTO D. ADOBO JR., CESO I**

Encls: a/s  
Cc.: The DENR Secretary

MEMO NO. 2021-40

# AUDIT PLAN

<b>Audit Type:</b> <input type="checkbox"/> Stage 1, <input type="checkbox"/> Stage 2, <input checked="" type="checkbox"/> Surveillance, <input type="checkbox"/> Re-assessment, <input type="checkbox"/> Special or other ( <i>please specify:</i> ) Remote Audit	<b>Certification standard(s):</b> ISO9001:2015
<b>Client ID Number:</b> PHI-20898-1-QM	<b>Date(s) of Audit:</b> 18 to 22 January 2021
<b>Name of Organization:</b> DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	
<b>Location(s):</b> <b>Main:</b> DENR Compound, Visayas Avenue, Diliman Quezon City 1100 Philippines <b>Site 1: PENRO Isabela</b> - Brgy. Osmeña, Ilagan City, Isabela <b>Site 2: CENRO Isabela - San Isidro</b> , Brgy. Ramos East, San Isidro, Isabela <b>Site 3: ERDB</b> - Ecosystems Research and Development Bureau, UPLB Campus, Laguna <b>Site 4: PENRO Davao del Norte</b> , 55 National Highway, Tagum City, Davao del Norte <b>Site 5: CENRO Panabo</b> , Brgy. Salvacion, Panabo City, Davao del Norte <b>Site 6: DENR Region II</b> , 14 Daalan na Pagayaya corner Angicacua, Regional Government Center, Carig Sur, Tuguegarao City <b>Site 7: DENR Region VII</b> , Government Center, Sudlon, Lahug, Cebu City	
<b>Certification Scope:</b> Public Administration covering the Conservation, Management, Development and Proper Use of the Country's Environment and Natural Resources	
<b>Audit objectives:</b> <b>Surveillance:</b> maintain confidence that the certified management system continues to fulfil requirements between recertification audits.	
<b>Audit Criteria:</b> <ul style="list-style-type: none"> <li>• Certification standard(s) and other normative references (if any): ISO9001:2015</li> <li>• The organization's management system processes and documentation</li> </ul>	
<b>Lead Auditor:</b> Merian Domingo <b>Support Auditor(s):</b> John Joseph Donega, Ella Ajero, Ringo Pabua, Laarni Narido, <b>Auditor 6</b> <b>Technical Expert(s):</b> Laureen Grace Calmerin, Mercedelin Flores, Eugene Herradura, <b>Auditor 10</b> <b>Observer:</b> <b>Others (please specify):</b>	

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
<b>Lunch Break: 1200:1300</b>						
Day 1 18 January 2020	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	1000	1700	Conservation and Development	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Laureen
	1000	1700	Law Enforcement	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Merce
	1700	1800	Wrap up Meeting			All

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
<b>Lunch Break: 1200:1300</b>						
Day 1 18 January 2020	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	1000	1700	Technical Services - FMS (Sampling of unit)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Merian
	1000	1700	Technical Services - LMS (Sampling of unit)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Joseph
	1700	1800	Wrap up Meeting			All



Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
<b>Lunch Break: 1200:1300</b>						
<b>Day 2 19 January 2020</b>	0900	0915	Opening Meeting			All
	0915	1000	<b>Top Management as defined in the Management System Organization / Top Management</b>	<b>QMS Clause 4 and 5 and 6</b>	<b>Top Management</b>	All
	1000	1200	Administrative, Financial and Management Division (AFMD)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2	Functional Manager/Staff	Merian
	1000	1700	Laboratory and Experimental Services Division (LESD)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Joseph
	1000	1700	Planning and Information and Communications Technology Division (PICTD)/Technology Transfer Division (TTD)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Laureen
	1000	1700	Coastal Zone and Freshwater Ecosystems Research Division (CZFERD)/Urban Ecosystem Research Division (UERD)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Merce
	1000	1700	Forest Ecosystem Research Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Auditor 6
	1700	1800	<b>Wrap up Meeting</b>			All

Date	Timing	Audited area	Scheme &	Auditees	Auditor(s) initials
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	Starts	Ends		clause		
<b>Lunch Break: 1200:1300</b>						
<b>Day 2 19 January 2020</b>	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	1000	1700	Conservation and Development	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Eugene
	1000	1700	Law Enforcement	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Ringo
	1700	1800	Wrap up Meeting			All

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
<b>Lunch Break: 1200:1300</b>						
<b>Day 2 19 January 2020</b>	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	1000	1700	Technical Services - FMS (Sampling of unit)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Ella
	1000	1700	Technical Services - LMS (Sampling of unit)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Laarni
	1700	1800	Wrap up Meeting			All

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
<b>Lunch Break: 1200:1300</b>						
<b>Day 3 20 January 2020</b>	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	1000	1700	Enforcement Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Joseph
	1000	1200	Purchasing – External Provider - Procurement / BAC - Supply and Property (includes Incoming inspection activities and WH activities as applicable)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.4, 8.7, 9.1, 10.2	Functional Manager/Staff	Merian
	1000	1700	License, Patents and Deeds Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Laureen
	1000	1700	Planning and Management Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Merce
	1000	1700	Conservation and Development Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Auditor 6
	1300	1700	General Affairs / Maintenance / Logistics related activities	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2	Functional Manager/Staff	Merian
	1700	1800	Wrap up Meeting			All

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	Ends				
<b>Lunch Break: 1200:1300</b>						
<b>Day 4 21 January 2020</b>	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	1000	1700	Enforcement Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Joseph
	1000	1200	Purchasing – External Provider - Procurement / BAC - Supply and Property (includes Incoming inspection activities and WH activities as applicable)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.4, 8.7, 9.1, 10.2	Functional Manager/Staff	Merian
	1000	1700	License, Patents and Deeds Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Laureen
	1000	1700	Conservation and Development Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Merce
	1000	1700	Planning and Management Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Auditor 6
	1300	1700	General Affairs / Maintenance / Logistics related activities	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2	Functional Manager/Staff	Auditor 6
	1700	1800	Wrap up Meeting			All

Date	Timing		Audited area	Scheme & clause	Auditees	Auditor(s) initials
	Starts	End				

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Lunch Break: 1200:1300						
Day 5 22 January 2020	0900	0915	Opening Meeting			All
	0915	1000	Top Management as defined in the Management System Organization / Top Management	QMS Clause 4 and 5 and 6	Top Management	All
	100	1200	Human Resource and Training	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Auditor 6
	1000	1600	Strategic Partnership (Strategic Communications and Initiatives Service) – Sampling - Strategic Alliance and Environmental Partnership - Public Information Division - Development Communication Division - Stakeholders Management and Conflict Resolution Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Laureen
	1000	1600	Knowledge and Information System Service (Sampling) - Information System Division - Network Infrastructure Management Division - Statistics and Data Resource Management Division	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2	Functional Manager/Staff	Merce
	1000	1600	Field Operations (Undersecretary and / or Assistant Secretary)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Joseph
	1000	1600	Policy and Planning and International Affairs - Policy and Planning Service - Foreign Assisted and Special Project Service	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.5, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Auditor 10
	1000 1300	1200 1400	- General Affairs / Maintenance / Logistics related activities	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 10.2	Functional Manager/Staff	Merian
	1400	1600	Control of documented information	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.7, 9.1, 10.2	Functional Manager/Staff	Merian
	1300	1400	(QMS / ISO Core Team / Related Unit) - Identification of customer needs and gathering of their satisfaction and handling of complaints (as necessary)	QMS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.2, 8.6, 8.7, 9.1, 10.2	Functional Manager/Staff	Auditor 6