



Republic of the Philippines  
Department of Environment and Natural Resources  
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MAY 27 2022

**MEMORANDUM**

**FOR/TO :** **The Undersecretaries for Field Operations**  
**The Assistant Secretary for Field Operations-**  
**Luzon and Visayas**  
**The Bureau Quality Management Representative and**  
**Audit Team Leader**  
Biodiversity Management Bureau  
**The Regional Quality Management Representative and**  
**Audit Team Leader**  
Region VIII  
Region IX  
Region X  
**The Executive Director**  
Manila Bay Coordinating Office  
**The Chair**  
Central Office Bids and Awards Committee  
**The IQA Lead Auditor**  
**The Central Office Lead Auditor**

**FROM :** **The Assistant Secretary**  
Finance, Information Systems and Mining Concerns and  
QMS Deputy Quality Management Representative

**SUBJECT :** **QUALITY MANAGEMENT SYSTEM**  
**IMPLEMENTATION IN RELATION TO AUDIT**  
**FINDINGS DURING THE RECERTIFICATION AUDIT**

In line with the DENR-wide Recertification and to ensure that all offices concerned will be able to provide verified answers to the Major Non-conformity issued by the SOCOTEC Certification Philippines, Inc. during the external audit, a review of QMS Implementation in relation to the audit findings will be held in Region XI, Davao City on June 1-2, 2022. The activity will be conducted through mixed physical and online meeting.

In this regard, the offices concerned are required to participate in the said activity preparatory to the Validation Audit to be conducted on June 13, 2022 by

SOCOTEC Philippines. The validation audit is a requirement for the issuance of the DENR Certificate.

For concerns, other details and confirmation of the link and arrangement for attendance to the online meeting, please contact the central office QMS Secretariat through VOIP no. 1046 or through [qmssecretariat@denr.gov.ph](mailto:qmssecretariat@denr.gov.ph).

Your participation is highly enjoined.

  
NONITA S. CAGUIOA  




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MAY 25 2022

**SPECIAL ORDER**  
No. 2022- 386

**SUBJECT: QUALITY MANAGEMENT SYSTEM (QMS)  
IMPLEMENTATION IN RELATION TO AUDIT  
FINDINGS DURING THE QMS RECERTIFICATION  
AND MONITORING ACTIVITIES**

In the interest of the service and to ensure conformance of the Quality Management System (QMS) following the Audit Findings during the recertification audit done from April 1-12, 2022, a review of QMS implementation and requirements for the closure of the audit findings shall be conducted on May 31-June 1, 2022 in Davao City, Region XI and monitoring activity on June 2-4, 2022.

**May 31-June 1, 2022**

**Participant**

**I. Face-to-Face Attendees**

**a. Central Office QMS Team**

Deputy Quality Management  
Representative  
Central Office Quality Management  
Representative  
QMS Lead Auditor  
Internal Quality Audit Auditor  
QMS Core Team  
QMS Secretariat

Nonita S. Caguioa  
Maria Elena A. Morillos Manila  
Maria Matilda A. Gaddi  
Susan B. Villar  
Encarmila B. Panganiban  
Evelyn G. Nillosan  
Reina Frances D. Requieron  
Antonette C. Laman  
Allen Renz Rebadomia

**b. Regional Office  
Region XI**

Regional Quality Management  
Representative  
Core Team Representative/s  
Audit Team Representative/s  
PENRO Representatives  
CENRO Representatives

**II. Virtual Attendees**

Office of the Undersecretary for Field  
Operations Mindanao Representative  
Office of the Assistant Secretary for Field  
Operations Eastern Mindanao Representative  
Cordillera Autonomous Region Representative

National Capital Region  
Region 1  
Region 2  
Region 7

Representative  
Representative  
Representative  
Representative

Expenses to be incurred during the QMS review including food, venue, accommodation, supplies and materials and other incidental expenses shall be charged against funds of Region XI subject to the usual accounting and auditing rules and regulations. Transportation and expenses of Central Office QMS team and secretariat during the review and including travel expenses during monitoring shall be charged against QMS funds.

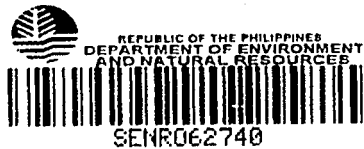
In consideration of the Covid19 risk the activity shall be conducted through mixed physical and virtual, and strictly follow the IATF guidelines.

The QMS Secretariat and the Regional QMS Secretariat shall assist in the conduct of the activity.

The Deputy Quality Management Representative is hereby authorized to adjust the date and venue of the activity.

This Special Order shall be effective on the dates specified herein.

**ATTY. ERNESTO D. ADOBO, JR., *CESO I***  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs



**Quality Management System (QMS) Implementation in Relation to Audit Findings During the QMS  
Recertification and Monitoring Activities**

Region 11 Regional Office

May 31-June 4, 2022

**Program of Activities**

<b>Time</b>	<b>Activity</b>	<b>Responsible</b>
<b>May 31, 2022 (Arrival)</b>		
<b>12:00 noon onwards</b>	<ul style="list-style-type: none"> <li>• Courtesy call</li> <li>• Meeting with Region 11 QMS Team</li> </ul>	• QMS Team (Central Office and Region 11)
<b>Day 1 (June 1, 2022)</b>		
<b>8:00-8:30am</b>	• Registration/online registration	• QMS Secretariat
<b>8:30-9:00am</b>	<ul style="list-style-type: none"> <li>• Pambansang Awit</li> <li>• Invocation</li> <li>• Acknowledgement of Attendees</li> <li>• Welcome Remarks</li> <li>• Message</li> </ul>	<ul style="list-style-type: none"> <li>• QMS Secretariat</li> <li>• QMS Secretariat</li> <li>• ARED Ma. Mercedes V. Dumagan</li> <li>• RED Bagani Fidel A. Evasco</li> <li>• Asec Nonita S. Caguioa</li> </ul>
<b>9:00-12:00noon</b>	• Presentation of Audit Findings, verification of answers to Nonconformities submitted to SOCOTEC Certification Philippines Inc.	• Dir. Maria Matilda A. Gaddi
<b>12:00-1:00pm</b>	Lunch break	
<b>1:00-5:00pm</b>	<ul style="list-style-type: none"> <li>• RXI Status of implementation of QMS</li> <li>• Closure of NC in CENRO Panabo</li> </ul>	• Region XI
<b>DAY 2 (June 2, 2022)</b>		
<b>8:00-8:15am</b>	• Registration/online registration	• QMS Secretariat
<b>8:15-11:00am</b>	• Revisiting the preparation of Risk Assessment and Risk and Opportunity Analysis and Action Planning (ROAAP)	• Dir. Maria Elena A. Morillos Manila
<b>11:00-12:00noon</b>	• Introduction to ROAAP Workshop	• Susan B. Villar
<b>12:00-1:00pm</b>	Lunch break	
<b>1:00-5:00pm</b>	• Workshop/review and preparation of ROAAP	• ALL Participants
<b>DAY 3 (June 3, 2022)</b>		
<b>8:00am onwards</b>	• Field Office visit (CENRO Panabo and PENRO Davao del Norte)	• Central Office QMS Team and Secretariat

**Facilitators**

- Susan B. Villar
- Encarmila B. Panganiban
- Reina Frances D. Requieron