



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. (632) 8929-66-26 to 29 • (632) 8929-62-52
Website: <http://www.denr.gov.ph> / Email: web@denrgov.ph

SEP 30 2022

MEMORANDUM

FOR : ALL DIVISION CHIEFS
DENR Central Office

FROM : THE DIRECTOR
Administrative Service and
Vice-Chairperson, EMS

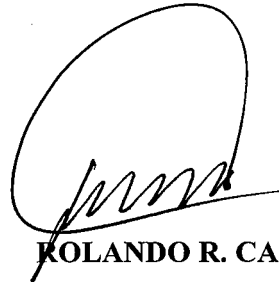
SUBJECT : CONDUCT OF ISO 14001:2015 INTERNAL AUDIT TRAINING
COURSE 2022

This is in reference to the upcoming ISO 14001:2015 (EMS) Internal Audit Training Course for CY 2022.

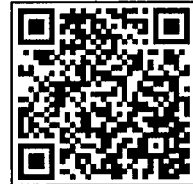
Based on the approved Environmental Management System (EMS) Internal Audit Programme, Division Chiefs are designated as team leaders of EMS Audit Teams. Auditors included in the approved EMS Internal Audit Programme are to undertake the ISO 14001:2015 Internal Audit Training Course on October 20-22, 2022 at Region IV-A.

Please confirm your attendance by filling out the attendance form at <https://forms.gle/R2zAeKNvyma21fJc8>. You may also contact the EMS Secretariat via email (denrco.ems@gmail.com) or local 2087.


For information and compliance.



ROLANDO R. CASTRO



MEMO NO. 2022 - 666

	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page Number
	Audit Programme	DP-PM-01		JUN 01 2022	2	EMS Audit Team	1 of 4
	ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) INTERNAL AUDIT PROGRAMME						

I. INTRODUCTION

The Department's Environmental Management System (EMS) was certified as meeting the requirements of ISO 14001:2015 particularly on office-based activities and services related to its mandate as the agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources.

The DENR Central Office EMS was assessed by the SGS Systems and Services Certification and was issued Certificate PH16/1341 valid from 02 March 2022 until 27 January 2025 subject to satisfactory surveillance audits.

II. AUDIT SCOPE

The Internal Audit shall cover all activities and services within the DENR Central Office compound related to conservation and management of natural resources as well as prevention of environmental hazards.

III. AUDIT OBJECTIVES

The EMS Internal Audit shall be conducted to:

- determine the conformance of the DENR Central Office to the ISO 14001:2015;
- identify areas in EMS for potential improvement; and
- determine whether the EMS has been properly implemented and maintained.


IV. AUDIT CRITERIA

The Internal Audit shall be conducted once a year upon the recommendation of the Lead Auditor and approved by the EMS Audit Chairperson. However, if there is an occurrence of a major nonconformity during the previous audit (internal or external), the audit shall be conducted semi-annually. To ensure that the Internal Audit shall be carried out effectively, the schedule of audit shall not coincide with any major event/activity of the Department and that the attendance of all Auditors and Auditees shall be required.

V. THE EMS INTERNAL AUDIT TEAMS

Internal Audit Teams are formed to ensure objectivity of the audit process. These teams are responsible for auditing office-based processes in accordance with Clauses 9.2.1 and 9.2.2 of ISO 14001:2015, which may include:

- office aspects and impacts;
- competence of staff whose functions directly affects the agency's EMS implementation; and,
- awareness of staff to the activities being implemented to mitigate adverse environmental impacts of the Department's activities.


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	Audit Programme	DP-PM-001		JUL 01 2022	2	EMS Audit Team	2 of 4
ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) INTERNAL AUDIT PROGRAMME							

The Internal Audit Auditor assigned to evaluate the EMS audit team's audit shall determine if there are any infractions in accordance with this Audit Programme and the ISO 14001:2015 Standard.

The Internal Audit Team shall be composed of Division Chiefs and shall be assigned to audit one (1) Service, Offices of USECs and ASECs, and other offices/areas.

The Audit Teams are as follows:

Teams	Audit Team	Offices to Audit
Team 1	Chief, SMCRD – SCIS Chief, PMED – PPS	Internal Audit Service
Team 2	Chief, NIMD – KISS Chief, CCITSD – CCS	Legal Affairs Service
Team 3	Chief, RMD – AS Chief, PID – SCIS	Climate Change Service
Team 4	Chief, GSD – AS Chief, CCD – LAS	Financial and Management Service
Team 5	Chief, IAD – LAS Chief, CCMID – CCS Chief, SAEPD – SCIS	Administrative Service
Team 6	Chief, PPD – FASPS Chief, InAD – LAS	Human Resource Development Service
Team 7	Chief, PSD – PPS Chief, LPD – LAS	Strategic Communication and Initiatives Service
Team 8	Chief, DCD – SCIS Chief, LROD – LAS	Knowledge and Information Systems Service
Team 9	Chief, CDD – HRDS Chief, LCPMD – LAS	Policy and Planning Service
Team 10	Chief, TDD – HRDS Chief, OAS – IAS	Foreign Assisted and Special Projects Service
Team 11	Chief, BD – FMS Chief, PD – HRDS	RBCO and MBCO
Team 12	Chief, MD – FMS Chief, MAD – IAS	ELEPS and LLO
Team 13	Chief, PSMD – AS Chief, PMD – FASPS Chief, AD – FMS	Office of USECs and ASECs
Team 14	Chief, PMED – FASPS Chief, ISD – KISS	COA, CSC, Task Force Tayo ang Kalikasan, CARP, Clinic
Team 15	Chief, PAMD – FASPS Chief, PPD – PPS	Employees Welfare Building (MPC, Mowel, DENREU)
Lead Auditor	Engr. Gilbert C. Mondroy	

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	ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) INTERNAL AUDIT PROGRAMME						

Auditor of Auditors	Susan B. Villar	
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Pool of Auditors/Support

Anna Genalin Papina
Encarmila Panganiban
Imelda Matubis
Jamille Vanessa Saplagio
Mario Contreras, Jr.
Mark Vincent Yngente
Revihilda Cendaña
Tricia Pelayo
Wilhelma Diez
Jose Manuel
Engr. Paul Billones
Marie Kristinne Mamaradlo
Chito Reyes

Edna Asuncion
Ethelvec Mataga
Jack Victor Nera
Maribel Garcia
Marilou Mendoza
Martina Constantino
Vilma Luisa Ferrer
Luigi Antonio Tungpalan
Roy Jake Castillo
Engr. Jeffrey Bancifra
Engr. Randy Tiin
Ar. Katrina Carla I. Catapang
Ma. Leanna M. Manubag

This audit team was arranged considering the auditors' designation/position and offices. Any changes in this audit team and the reason for the change shall be communicated, in writing, with the EMS Audit Chairperson.

To ensure compliance with audit standards, the Department shall ensure that the Internal Auditors shall have the necessary competence on the basis of appropriate education, training, or experience, through the conduct of an Auditors Training Course.

VI. AUDIT SCHEDULE

Before initiating the audit of each team, a preliminary document review shall be conducted by the Team Leader. The audit team/s shall inform the responsible office/s on the actual date/s of the audit. Actual dates of audit shall be reflected on the Audit Plan.

The Audit Plan shall be based on the following table:

Scope	Clause No.	Date of Audit
External and Internal Issues	4.1	Not later than 30 days before the Surveillance/Recertification on Audit
Needs and Expectations of Interested Parties	4.2	
Scope of the EMS	4.3	
Environmental Policy	5.2	
Environmental Aspects	6.1.2	
Compliance Obligations	6.1.3	
Planning Actions to Significant Environmental Aspects and Compliance Obligations	6.1.4	
Environmental Objectives	6.2.1	

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Planning Actions to Achieve Environmental Objectives	6.2.2	
Resources for EMS Implementation	7.1	
Competence of Person(s) Doing Work Under EMS	7.2	
Awareness	7.3	
Internal and External Communication	7.4	
Documented Information	7.5	
Operational Planning and Control	8.1	
Emergency Preparedness and Response	8.2	
Monitoring, Measurement, Analysis and Evaluation of Environmental Performance	9.1.1	
Evaluation of Compliance	9.1.2	
Internal Audit	9.2	
Management Review	9.3	
Nonconformity and Corrective Action	10.2	
Continual Improvement	10.3	

Verification of actions taken to close-out CARs, if any, shall be conducted within four (4) weeks after the audit. The Lead Auditor shall consolidate the audit findings report within four (4) weeks after the last day of the audit.

VII. AUDIT REPORTS

The Audit Summary Report shall be submitted and presented by the Lead Auditor to the:

- Chairperson, EMS Audit Team
- Chairperson, EMS Core Team

The Records Management Division (RMD) shall keep a copy of the Audit Summary Report for Control of Documents and shall disseminate the same to authorized Officials and Employees.

Prepared by:	Reviewed by:	Approved by:
 ENGR. GILBERT C. MONDROY EMS Lead Auditor	 ROLANDO R. CASTRO Director and Vice-Chairperson, EMS	 ATTY. ERNESTO D. ADOBO, JR. Undersecretary and Chairperson, EMS



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SPECIAL ORDER

No. 2022 - _____

**SUBJECT: AUTHORIZING THE CONDUCT OF ISO 14001:2015
INTERNAL AUDIT TRAINING COURSE 2022**

In the interest of the service and in order to continually improve the implementation of Environmental Management System (EMS) in the DENR Central Office in conformity with ISO 14001:2015, an Internal Audit Hybrid Training Course for CY 2022 is hereby authorized to be held on October 20-22, 2022 at Region IV-A.

The following officials and personnel are authorized to attend the activity:

EMS AUDIT TEAM

1. Rolando R. Castro – Audit Chairperson
2. Susan B. Villar – Auditor of Auditors
3. Engr. Gilbert C. Mondroy – Lead Auditor
4. Chief, SMCRD – SCIS
5. Chief, PMED – PPS
6. Chief, NIMD – KISS
7. Chief, CCITSD – CCS
8. Chief, RMD – AS
9. Chief, PID – SCIS
10. Chief, GSD – AS
11. Chief, CCD – LAS
12. Chief, IAD – LAS
13. Chief, CCMID – CCS
14. Chief, SAEPD – SCIS
15. Chief, PPD – FASPS
16. Chief, InAD – LAS
17. Chief, PSD – PPS
18. Chief, LPD – LAS
19. Chief, DCD – SCIS
20. Chief, LCPMD – LAS
21. Chief, TDD – HRDS
22. Chief, OAS – IAS
23. Chief, BD – FMS
24. Chief, PD – HRDS
25. Chief, MD – FMS
26. Chief, MAD – IAS

27. Chief, PSMD – AS
28. Chief, PMD – FASPS
29. Chief, AD – FMS
30. Chief, PMED – FASPS
31. Chief, ISD – KISS
32. Chief, PAMD – FASPS
33. Chief, PPD – PPS

SUPPORT AUDITORS

Auditors included in the Environmental Management System (EMS) Internal Audit Programme.

SUBJECT MATTER EXPERTS

1. Resource Person(s) from Auditing (External)

EMS/HRDS TECHNICAL AND ADMINISTRATIVE SUPPORT

1. Marilou Mendoza
2. Dra. Ethelvie Mataga
3. Francis L. Naldo
4. Nena A. Mendoza
5. Veronica D. Regalado
6. Maylyn A. Solis

OBSERVERS

1. DENR Region IV-A Representative/s

The Director, Administrative Service/Vice-Chairperson, EMS is hereby authorized to amend/change the schedule in case of conflict with other programs/activities of the Department.

Participants may attend the training course physically or via teleconference. The link will be provided on October 19, 2022.

All related expenses to be incurred shall be charged against the DENR-EMS funds subject to the usual accounting and auditing rules and regulations.

A report shall be submitted to the undersigned within fifteen (15) days after the activity.

This Order takes effect on the dates specified herein.

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