



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

DEC 19 2023

**TO/FOR :** All Regional Executive Directors  
All PENROs and CENROs  
All Bureau Directors

**ATTENTION :** Regional/Bureau QMS Secretariat

**FROM :** The Director  
Document Management and Operations Support and  
Chair, QMS Secretariat

**SUBJECT :** SUBMISSION OF INDIVIDUAL PROFILES (INTERNAL  
AUDITORS AND RECORDS OFFICER / DOCUMENT  
CONTROLLER)

In line with the implementation and continual improvement of the Department's Quality Management System (QMS), the DENR Central Office QMS Team is updating the master list of Internal Auditors and Records Officers / Document Controllers.

The data profiling will create an accurate and up-to-date list for the continuity of roles and responsibilities, and the efficient delivery of their functions.

In this regard, your respective Internal Auditors and Records Officers / Document Controllers are hereby requested to fill out the links below on or before **January 8, 2024**:

DENR Document Controllers Profile 2023  
<https://bit.ly/denr-document-controllers-2023>

DENR Internal Auditor's Profile 2023  
<https://bit.ly/denr-auditors-profile-2023>

Said updated list will be used to draft a new Special Order for the updated QMS Team.

Should you have any questions and clarifications, please do not hesitate to contact Ms. Joana Constantino at 0935.429.8271 or email at [gmssecretariat@denr.gov.ph](mailto:gmssecretariat@denr.gov.ph).

For compliance please.

JOE-MAR S. PEREZ