



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel. Nos. 929-6626 to 29, 929-6633 to 35  
929-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph>; E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

## MEMORANDUM

**TO :** **The Bureau Directors**  
Biodiversity Management Bureau  
Ecosystems Research and Development Bureau  
Forest Management Bureau and  
Land Management Bureau

**The Regional Executive Directors**  
CAR, NCR, I, II, III, CALABARZON, MIMAROPA, V, VI, VII,  
VIII, IX, X, XI, XII and XIII

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

**SUBJECT :** **REITERATION OF MEMO NO. 2023-52 RE: SUBMISSION  
OF YOUR OFFICE SPECIAL ORDER REGARDING THE  
CONDUCT OF INTERNAL QUALITY AUDIT AND  
COMPOSITION OF YOUR IQA TEAMS AND SUBMISSION  
OF AUDIT PLANS**

**DATE :** 14 FEB 2023

This is to reiterate the submission of a Special Order in reference to Memorandum No. 2023-52 from the undersigned dated 08 January 2023 instructing Staff Bureau Directors and Regional Executive Directors to submit a Special Order on the composition of Internal Quality Audit Teams (Lead Auditors, IQA members, documenters, and observers). However as of this writing, the following offices (see attached matrix of submission) failed to submit required Special Orders and Audit Plans. Hence, another five (5) days is accorded to your respective offices upon receipt of this memorandum.

Please also be reminded that the consolidated results of the Internal Quality Audit and Audit Findings Report (AFR) should also be submitted on or before March 15, 2023.

For strict compliance.

  
NONITA S. CAGUIOA

MEMO NO. 2023-123

| Office                  | Regional Special Order                    |   | Audit Plan               |                                      |
|-------------------------|---|---|--------------------------|--------------------------------------|
|                         | SO  | Date Submitted                            | Audit Schedule           | Date Submitted                       |
| Region 1                | RSO No. 2023-19                           | February 6, 2023<br>hardcopy              | February to March 2023   | January 31, 2023                     |
| Region 2                | RSO No. 540 s. 2022<br>RSO No. 37 s. 2023 | January 19, 2023                          | February to March 2023   | January 31, 2023                     |
| Region 3                | RSO 2023-17<br>RSO 2023-21                | January 27, 2023                          | January to February 2023 | January 31, 2023                     |
| Region 4A<br>CALABARZON | RSO 2022-040                              | January 2023                              | February to March 2023   | January 31, 2023                     |
| MIMAROPA Region         | Notice                                    | January 31, 2023                          | February to March 2023   | January 31, 2023                     |
| Region 5                | RSO No. 2023-018<br>RSO No. 2023-028      | February 1, 2023                          | January to March 2023    |                                      |
| Region 6                |   | Acknowledged                              |                          |                                      |
| Region 7                |   |   | January to February 2023 | February 13, 2023                    |
| Region 8                | RSO No. 2023-015<br>RSO No. 2023-016      | January 27, 2023                          | February to March 2023   | February 6, 2023<br>for revision     |
| Region 9                |   | Acknowledged                              |                          |                                      |
| Region 10               | RSO No. 2022-12674                        | February 1, 2023                          | January to February 2023 | January 31, 2023<br>February 1, 2023 |
| Region 11               | RSO No. 2023-20                           | January 27, 2023                          | February 2023            | January 27, 2023                     |
| Region 12               | RSO No. 2023-040                          | February 8, 2023                          | February 2023            | February 8, 2023                     |
| Region 13               |   |   |                          |                                      |
| NCR                     | SO No. 2023-025                           | January 26, 2023                          | March 2023               | February 2, 2023                     |
| CAR                     | SO No. 386                                | February 8, 2023                          | February to March 2023   | February 8, 2023                     |
| BMB                     | SO No. 46 s 2022                          | February 3, 2023                          | February to March 2023   | February 3, 2023                     |
| ERDB                    | SO No. 10 s 2023                          | January 12. 2023                          | January 2023             | January 12. 2023                     |
| FMB                     |   | Acknowledged,<br>requesting for extension |                          |                                      |
| LMB                     | SO No. 2023-023<br>SO No. 2023-025        | January 27, 2023                          | February                 | February 2, 2023                     |