



Republic of the Philippines
Department of Environment and Natural Resources
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NOTICE OF MEETING

FOR/TO : **All Regional Directors**

All Service Directors

All Bureau Directors

The Chief
Property and Supply Management Division and
Central Office Lead Auditor

**All Undersecretaries and Assistant Secretaries Senior
Representatives**

All Division Chiefs

All Internal Quality Audit Auditors

QMS Secretariat Members and Support Staff

FROM : **The Executive Director**
Task Force Tayo Ang Kalikasan
and QMS Lead Auditor

DATE & TIME : **January 10, 2023/ 10:00 am onwards**

VENUE : **Online Meeting via Zoom**
(Link to be provided separately)

AGENDA :

1. Internal Quality Audit Opening
2. Other matters

MEMO NO. 2023-18

MARIA MATILDA A. GADDI

Program of Activities
INTERNAL QUALITY AUDIT OPENING
 January 10, 2023

TIME	ACTIVITY	RESPONSIBLE PERSON/S
10:00 AM – 11:00 AM	Invocation and National Anthem	
	Acknowledgement of QMS Teams	Engr. Gilbert Mondroy
	Opening Message	USec. Ernesto Adobo, Jr. / ASec. Nonita Caguioa
11:00 AM – 12:00 NN	QMS Presentation on Conduct of Internal Quality Audit	Dir. Maria Matilda Gaddi
12:00 NN- 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	Other matters/ Open Forum <ul style="list-style-type: none"> • Regions subject for External Quality Audit 	Ms. Encarmila Panganiban