



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 27 2023

NOTICE OF MEETING

- FOR/TO :** All Regional Directors
All Service Directors
All Bureau Directors
All Undersecretaries and Assistant Secretaries
Senior Representatives
All Central Office Division Chiefs
The Central Office Lead Auditor
All Internal Quality Audit Auditors
QMS Secretariat Members and Support Staff
- FROM :** The Assistant Director
Strategic Communication and Initiatives Service and
Chief, Development Communication Division concurrent capacity,
and QMS Lead Auditor
- DATE & TIME :** March 31, 2023/ 9:00 am onwards
- VENUE :** OASECFISMC Conference Room and
Online Meeting via Zoom
(Link to be provided separately)
- SUBJECT :** Internal Quality Audit Closing Meeting
- AGENDA :**
1. Presentation of Audit Findings Report
 - a. Nonconformities
 - b. Opportunities for Improvement
 - c. Good Practices
 - d. Corrective Action
 2. Other matters

Your attendance is highly enjoined.


MARIA MATILDA A. GADDI

MEMO NO. 2023 - 258