



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

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

The Regional Executive Directors
Regions 1, 2, 3, 4-CALABARZON, MIMAROPA, 5, 6, 7, 8,
9, 10, 11, 12, 13, NCR and CAR

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

SUBJECT : **BUREAU/REGIONAL QUALITY MANAGEMENT SYSTEM
ORGANIZATION TEMPLATE**

DATE : August 15, 2023

In the interest of the service and to ensure continual improvement in the implementation of the DENR Quality Management System in the Staff Bureaus and Regional Offices including their respective PENR and CENR Offices, the DENR QMS Teams shall be reconstituted.

For your guidance, attached is the template for the Bureau/Regional Special Order of QMS Organization based on the agreements during the Strategic Planning Workshop on QMS Implementation and Continual Improvement in all Offices held in Cagayan De Oro City on July 26-28, 2028.

For strict compliance.


NONITA S. CAGUIOA



Special Order TEMPLATE

No. 2023 -

SUBJECT : RECONSTITUTION OF THE QUALITY MANAGEMENT REPRESENTATIVES AND TEAMS FOR THE IMPLEMENTATION OF THE DENR QUALITY MANAGEMENT SYSTEM IN THE STAFF BUREAUS

In the interest of the service and pursuant to Executive Order No. 605 s. 2007, DENR mandating the institutionalization of Quality Management System (QMS) in the government offices and to ensure the effective implementation of the DENR QMS ISO 9001:2015, the quality management representatives and reconstitution of the teams at Staff Bureaus are hereby reconstituted as follows:

a. Bureau Quality Management Representative

The Directors of the Biodiversity Management Bureau (BMB), Ecosystems Research and Development Bureau (ERDB), Forest Management Bureau (FMB) and the Land Management Bureau (LMB) are hereby designated as Bureau QMRs. They shall perform the following functions:

1. Oversee the effective implementation of the QMS in their respective bureau;
2. Review and integrate the results of internal quality audit and the identified opportunities for improvement and corrective actions;
3. Submit to the Central Office QMR the results of internal quality audit and the identified opportunities for improvement and corrective actions;
4. Report to the Over-all QMR, through the Central Office the performance of the quality management system and opportunities for improvement;
5. Ensure the integrity of the quality management system; and
6. Perform other functions as may be assigned by the Over-all QMR.

b. Bureau Deputy Quality Management Representative

The Bureau Assistant Directors are hereby designated as Bureau Deputy QMRs. They shall perform the following functions:

1. Support the Bureau QMR in the effective implementation, maintenance, and continual improvement of the established quality management system;
2. Assist the Bureau QMR in the performance of his/her assigned duties and responsibilities; and
3. Assume the responsibility of the Bureau QMR in his/her absence

c. Quality Management System Core Teams

The Quality Management System Core Team Staff Bureaus are hereby created to perform the following functions:

1. Implement the QMS processes identified at their respective levels;
2. Ensure the delivery of required outputs in accordance with the DENR's requirements and the ISO 9001:2015 standard;
3. Evaluate effectiveness and conformance of the processes to the standard and to the requirements of the mandate of the Department;
4. Prepare and recommend implementation plans and resource requirement for the effective implementation of the QMS;
5. Review and recommend revision of the processes and procedures based on the results of the internal and external quality audit;
6. Report to their respective QMR the performance of the quality management system and opportunities for improvement; and
7. Perform other functions as may be assigned by their respective QMR.

The composition of the QMS Core Teams are as follows:

Bureau QMS Core Team

QMR:	Director
Deputy QMR:	Assistant Director
Core Team:	All Division Chiefs

d. Lead Auditor and Internal Quality Audit Committee

The Chief for Planning Division is hereby designated as the Staff Bureau Lead Auditor. He/She shall perform the following:

1. Prepare the annual audit program;
2. Supervise the DENR Internal Quality Audit Team and assign the members to specific areas for the conduct of Internal Quality Audit; and
3. Ensure that the conducts of the audit have the requisite objectivity and impartiality of the audit process.

The Internal Quality Audit Committee shall be composed of all other Division Chiefs and perform the following functions:

1. Prepare the audit plans and criteria based on the DENR's established requirements and ISO 9001:2015 standard;
2. Conduct the internal quality audit based on the established audit plans and criteria;
3. Conduct of the internal quality audit;

4. Monitor the implementation of the corrective actions;
5. Verify and validate the effectiveness of the corrective actions for non-conformances raised during internal audits; and
6. Submit the results of the IQA to Lead Auditor;
7. Perform other functions as may be assigned by the QMR.

Internal Quality Audit Committee

Head: Division Chief, Planning Management Division

Audit Teams: As per Bureau/Regional Special Order

e. QMS Document Control Team

The QMS Document Control Team (DCT) shall be composed of all Records Officers of all Offices of the Bureaus and shall be headed by the Chief of Records Division and shall perform the following functions:

1. Maintain the documented information at their respective offices in accordance with the DENR's established procedure and requirements and ISO 9001:2015 standard;
2. Control the document code, control number, and revision number of all documents and records emanating from their respective offices and those documents required by QMS;
3. Retain documented information related to QMS as necessary to serve evidence of its implementation;
4. Maintain documented information necessary for the implementation of the QMS;
5. Maintain and update the document registry.

f. QMS Secretariat

The QMS Secretariat at the Staff Bureaus are hereby created to perform the following functions:

1. Provide overall support to the implementation of DENR QMS;
2. Coordinate all QMS activities such as training programs, workshops, quality audits and documentations;
3. Coordinate and communicate QMS related activities with to concerned offices;
4. Provide documentation for all QMS related activities in their jurisdiction and
5. Provide logistical support to ensure the effective implementation of the DENR QMS.

The Staff Bureau QMS Secretariat shall directly report to the Staff Bureau Deputy QMR and shall be composed of the following:

Chair:

Co-chair:

Members:

All expenses to be incurred in the performance of their duties shall be charged against DENR QMS Funds.

This Order shall take effect immediately and supersedes all orders inconsistent herewith.

BUREAU DIRECTOR



Special Order TEMPLATE

No. 2023 -

SUBJECT : RECONSTITUTION OF THE QUALITY MANAGEMENT REPRESENTATIVES AND TEAMS FOR THE IMPLEMENTATION OF THE DENR QUALITY MANAGEMENT SYSTEM IN THE REGIONAL, PENR AND CENR OFFICES

In the interest of the service and pursuant to Executive Order No. 605 s. 2007, DENR mandating the institutionalization of Quality Management System (QMS) in the government offices and to ensure the effective implementation of the DENR QMS ISO 9001:2015, the quality management representatives and reconstitution of the teams at the Regional Offices are hereby reconstituted as follows:

a. Regional Office Quality Management Representative

The Regional Executive Directors are hereby designated as Regional QMRs. They shall perform the following functions:

1. Oversee the effective implementation of the QMS in their respective region;
2. Review and integrate the results of internal quality audit and the identified opportunities for improvement and corrective actions;
3. Submit to the Central Office QMR and over-all coordinator the results of internal quality audit and the identified opportunities for improvement and corrective actions;
4. Report to the Over-all QMR, through the Central Office QMR, the performance of the quality management system and opportunities for improvement;
5. Ensure the integrity of the quality management system; and
6. Perform other functions as may be assigned by the Over-all QMR.

b. Regional Deputy Quality Management Representative

The Assistant Regional Directors for (1) Management, (2) Technical Services and (3) Special Concerns are hereby designated as Regional Deputy QMRs. They shall perform the following functions.

1. Support the Regional Office QMR in the effective implementation, maintenance, and continual improvement of the established quality management system;
2. Assist the Regional Office QMR in the performance of his/her assigned duties and responsibilities; and
3. Assume the responsibility of the Regional Office QMR in his/her absence

c. Quality Management System Core Teams

The Quality Management System Core Team Regions are hereby created to perform the following functions:

1. Implement the QMS processes identified at their respective levels;
2. Ensure the delivery of required outputs in accordance with the DENR's requirements and the ISO 9001:2015 standard;
3. Evaluate effectiveness and conformance of the processes to the standard and to the requirements of the mandate of the Department;
4. Prepare and recommend implementation plans and resource requirement for the effective implementation of the QMS;
5. Review and recommend revision of the processes and procedures based on the results of the internal and external quality audit;
6. Report to their respective QMR the performance of the quality management system and opportunities for improvement; and
7. Perform other functions as may be assigned by their respective QMR.

The composition of the QMS Core Teams are as follows:

Regional QMS Core Team

QMR:	Regional Executive Director
Deputy QMR:	Assistant Regional Directors
Core Team:	All Division Chiefs PENROs CENROs

d. Lead Auditor and Internal Quality Audit Teams

The Division Chief for Legal Division is hereby designated as the Region Lead Auditor. He/She shall perform the following:

1. Prepare the annual audit program;
2. Supervise the DENR Internal Quality Audit Team and assign the members to specific areas for the conduct of Internal Quality Audit; and
3. Ensure that the conducts of the audit have the requisite objectivity and impartiality of the audit process.

The Internal Quality Audit Teams shall perform the following functions:

1. Prepare the audit plans and criteria based on the DENR's established requirements and ISO 9001:2015 standard;

2. Conduct the internal quality audit based on the established audit plans and criteria;
3. Conduct of the internal quality audit;
4. Monitor the implementation of the corrective actions;
5. Verify and validate the effectiveness of the corrective actions for non-conformances raised during internal audits; and
6. Submit the results of the IQA to Lead Auditor;
7. Perform other functions as may be assigned by the QMR.

Internal Quality Audit Committee

Head:	Division Chief, Planning Management Division
Lead Auditor:	Division Chief, Legal Division
Audit Teams:	As per Bureau/Regional Special Order

e. QMS Document Control Team

The QMS Document Control Team (DCT) shall perform the following functions:

1. Maintain the documented information at their respective offices in accordance with the DENR's established procedure and requirements and ISO 9001:2015 standard;
2. Control the document code, control number, and revision number of all documents and records emanating from their respective offices and those documents required by QMS;
3. Retain documented information related to QMS as necessary to serve evidence of its implementation;
4. Maintain documented information necessary for the implementation of the QMS;
5. Maintain and update the document registry

f. QMS Secretariat

The QMS Secretariat at the Regions are hereby created to perform the following functions:

1. Provide overall support to the implementation of DENR QMS;
2. Coordinate all QMS activities such as training programs, workshops, quality audits and documentations;
3. Coordinate and communicate QMS related activities with to concerned offices;
4. Provide documentation for all QMS related activities in their jurisdiction and

5. Provide logistical support to ensure the effective implementation of the DENR QMS.

The Regional QMS Secretariat shall directly report to the Regional Deputy QMR and shall be composed of the following:

Chair:

Co-chair:

Members:

All expenses to be incurred in the performance of their duties shall be charged against DENR QMS Funds.

This Order shall take effect immediately and supersedes all orders inconsistent herewith.

REGIONAL EXECUTIVE DIRECTOR