



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



**MEMORANDUM**

**FOR/TO :** The Director  
Environmental Management Bureau  
Ecosystems Research and Development Bureau  
Mines and Geosciences Bureau

Representative from the Office of the Undersecretary for Field Operations – Luzon, Visayas and Environment, and Supervising USEC of EMB  
Representative from the Office of the Undersecretary for Legal and Administration and Supervising USEC of MGB  
Representative from the Office of Policy and Planning Service – Planning and Programming Division

**ATTN :** OIC-Chief, Ma. Fatima R. Molina, EMB  
OIC-Chief, Sammy L. Aytona, EMB  
Section Chief, Carmelita Mojica, ERDB  
Rejaynil Valdez, ERDB  
Hector S. Andres, MGB  
Arbe. A. Ferreras, MGB  
Rommel G. Patingo, MGB  
Howell N. Mapoy, MGB

**FROM :** The OIC-Director  
Policy and Planning Service

**SUBJECT :** **REQUEST FOR INPUTS ON THE ACCREDITATION REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY – PHILIPPINE ACCREDITATION BUREAU (DTI-PAB)**

**DATE :** 04 JAN 2024

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This is with regard to the request of Department of Trade and Industry Undersecretary Rafaelita M. Aldaba during the 20<sup>th</sup> Meeting of the Philippine Accreditation Bureau Council last 04 October 2023.

Useac Aldaba requested the DENR to craft a timeline for its short and long-term plans in its compliance to the PAB accreditation requirements (ISO/IEC 17025 for the testing activities, ISO/IEC 17043 for the proficiency testing schemes) to be

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presented by Undersecretary Jonas R. Leones in the 21<sup>st</sup> Meeting of the Philippine Accreditation Bureau Council on the first quarter of Calendar Year 2024.

Last 11 December 2023, a meeting with Usec Leones was held regarding the information requested by Usec Aldaba. In the said meeting, the information needed for submission was discussed.

With the SENR's pursuit of scaling up our laboratory standards, we would like to request you or your representative to provide input on the finalization of the slides on the specifics of the bureaus' laboratory attainment of ISO/IEC 17025 requirements via Zoom meeting on 05 January 2024 2:00PM to 3:00PM, using ZOOM MEETING ID: **469 574 5952**, passcode: **psd2024**. The slides provided by EMB and MGB that were presented to the Undersecretary are attached herewith with the requested enhancements inserted in the notes.

For your consideration, please.

  
CHERYL LOISE T. LEAL

STATUS OF ISO/IEC 17025:2017  
ACCREDITATION OF  
EMB AND MGB LABORATORIES

## STEPS TO BE TAKEN FOR THE ATTAINMENT OF ACCREDITATION

### STEPS

1. Gap Analysis
2. Capacity Building
3. Addressing the gaps
4. Implementation of policies and procedures
5. Internal Audit
6. Addressing the findings from the internal audit
7. Implementation of corrective actions
8. Evaluation of effectiveness of actions
9. Submission of application to DTI-PAB
10. External Audit
11. Addressing the findings from the external audit
12. ISO/IEC 17025:2017 accreditation

STEPS	CO	R1	R2	R3	R4A	R4B	R5	R6	R7	R8	R9	R10	R11	R12	R13	NCR	CAR
1. Gap Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Capacity Building	✓		✓	✓		✓	✓				✓	✓	✓	✓	✓	-	-
3. Addressing the gaps	✓		✓	✓		✓	-				-	-	✓	-	-		
4. Implementation of policies and procedures	✓		✓	✓		✓							✓				
5. Internal Audit	✓			✓		✓							✓				
6. Addressing the findings from the internal audit	✓			✓		-							-				
7. Implementation of corrective actions	✓			-													
8. Evaluation of effectiveness of actions	-																
9. Submission of application to DTI-PAB																	
10. External Audit																	
11. Addressing the findings from the external audit																	
12. ISO/IEC 17025:2017 accreditation																	

Legend:  
 " ✓ " – done  
 " - " – on-going

## EMB CENTRAL OFFICE

- Quality Assurance Manual and Quality Procedures are in place and are implemented. Ready for submission to DTI-PAB

### 2.4 Our ISO/IEC 17025 Quality Policy Statement

We, at the Environmental Research and Laboratory Services Division (ERLSD), in support of the Department of Environment and Natural Resources' mandate to preserve and protect the environment, are committed to generating reliable, accurate, traceable data and results for our customers and interested parties.

With impartiality and good professional practices as our philosophy, we, therefore:

- ✓ conduct our activities in accordance with the requirements of ISO/IEC 17025:2017
- ✓ ensure compliance with all pertinent laws and regulations that apply to the operation of an environmental laboratory,
- ✓ provide good quality laboratory services, and
- ✓ continually improve the competence and effectiveness of our Management System.

  
GILBERT C. GONZALES, CESO III  
Director's name & signature

10 FEB 2023  
Date of Implementation *CONTINUED*

### TIMELINES OF EMB LABORATORIES

EMB Lab	2024	2025	2026	2027	2028
C0	█				
R1					█
R2			█		
R3		█			
R4A					█
R4B			█		
R5				█	
R6					█
R7					█
R8					█
R9			█		
R10			█		
R11		█			
R12				█	
R13				█	
NCR			█		
CAR					█

**Possible inclusion of MGB slide 7 on Proposed Budget per Activity**

## MGB Timeline for ISO 17025

Activity	Year 1	Year 2	Year 3	Year 4	Year 5
Initiation and Planning					
Technical Trainings					
Infrastructure					
Documentation, Establishment of systems, Internal Audits, and Management Review					
Upgrading of laboratory facilities and equipment					
Procurement of laboratory supplies					
Procurement of office/ICT equipment and supplies					
Participation in Proficiency Testing					
Accreditation Process and Application					

**Specify which year**



## MGB Proposed Budget Per Activity

Scope: 4 MGB Laboratories

(MeTD - CLSS & MPSAS, LGSD - Petrochem, MGB Regional Office CALABARZON)

Activity	Proposed Budget
Infrastructure	Php 80,000,000.00
Upgrading of laboratory facilities and equipment	PhP 105,000,000.00
Procurement of laboratory supplies	
Procurement of office/ICT equipment and supplies	
Technical Trainings and Consultancy	PhP 5,000,000.00
Documentation and Establishment of systems	PhP 1,000,000.00
Participation in Proficiency Testing	
Accreditation Process and Application	

**Total Proposed Budget: PhP 192,000,000.00**

NOTE: An annual continuing budget is needed for the maintenance of ISO 17025 and overall laboratory system

**Are these the only laboratories that need accreditation?**

**If not, please include like EMB Slide 3 on accreditation per region.**

Thank you