



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



**MEMORANDUM**

**FOR/TO :** All Central Office Service Directors  
All Staff Bureau Directors  
All Regional Executive Directors

**FROM :** The Director  
Document Management and Operations Support and  
Chair, QMS Secretariat

**SUBJECT :** SUBMISSION OF EVALUATED RISKS / OPPORTUNITIES  
ANALYSIS AND ACTIONS PLANNING (ROAAP)

**DATE :** 18 APR 2024

This refers to the 1<sup>st</sup> Surveillance Audit conducted by SOCOTEC Certification Philippines, Inc. on April 17 to May 3, 2023 resulting to the nonconformity (ISO 9001 on Clause 6.1.2b which states "(1) integrate and implement the actions into its quality management system processes; and (2) evaluate the effectiveness of these actions.")

In this regard and in order to ensure that all actions to address the risks are implemented, you are hereby requested to submit your evaluated Risks/ Opportunities, Analysis and Actions Planning (ROAAP) of ALL processes in the Google drive:

**<https://bit.ly/ROAAP2024>**

All ROAAPs shall be collated by one (1) Regional/Office/Bureau Focal Person<sup>1</sup> into one (1) file/folder and submitted on or before **30 April 2024 (Tuesday)** following the prescribed file name format:

e.g. Region/Bureau/Office\_ROAAPs\_April 2024

- > R1\_ROAAP\_April2024
- > CO\_FASPS\_ROAAP\_April2024
- > CO\_AS\_ROAAP\_April2024
- > BMB\_ROAAP\_April2024

For further inquiries and clarifications, please do not hesitate to contact the QMS Secretariat thru Ms. Antonette Laman at VOIP 1046 or mobile number 0920.834.4713.

For information and compliance please.

  
**JOE-MAR S. PEREZ**

<sup>1</sup> Only one focal person per Region/Office/Bureau will be given access to the drive