



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



QMS ADVISORY NO. 1

FOR/TO : **All Participants**
DENR Special Order No. 2024-628 dated 26 September 2024

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

DATE : **September 30, 2024**

In line with the conduct of Technical Guidance and Re-orientation for Internal Quality Auditors scheduled on 02-04 October 2024 (inclusive of travel time), all participants are advised of the following:

I. Venue and Date

The workshop will be held on 02-04 October 2024 at Hertz Hotels & Resorts, Tagaytay-Nasugbu Hi-way, Kaybagal South, Tagaytay City. All participants are expected to be at the venue not later than 12:00 NN on 02 October 2024.

II. Pre-registration

To facilitate the necessary arrangements, participants are requested to fill out completely the pre-registration form with the link https://bit.ly/iqa_oct2-4 not later than 12:00 Noon on 01 October 2024.

III. Program and Activities

The program will start on 02 October 2024 at 1:00 PM. The following items shall be brought in by the participants: laptop, extension cord, among others. Attached is the Program of Activities for your reference.

IV. Transportation

The shuttle bus will leave the DENR Central Office at exactly 8:00 AM on 02 October 2024. For those who opt to go personally to the venue, kindly coordinate with **Ms. Veronica N. Agasen** with mobile number **0927 8869 720**.

V. Room Accommodation and Meals

Food, drinks and other concerns requested in addition to the regular meals/accommodation will be charged to personal accounts.

For information and guidance.

MEMO NO. 2024 - 876


JOE-MAR S. PEREZ

Program of Activities
TECHNICAL GUIDANCE AND RE-ORIENTATION FOR INTERNAL AUDITORS
 Batch 1
 October 2-4, 2024
 Hertz Hotels & Resorts, Tagaytay-Nasugbu Hi-way, Kaybagal South, Tagaytay City

DATE	TIME	ACTIVITY	RESPONSIBLE PERSON/S
October 2, 2024	8:00AM-12:00NN	Arrival of Participants	
	12:00NN-1:00PM	LUNCH BREAK	
	1:00 PM–1:30PM	Invocation and National Anthem	Audio Visual QMS Secretariat
		Acknowledgement of Attendees	QMS Secretariat
		Welcome Remarks	PENR Office Cavite Januel R. Peras
		Opening Message	Assistant Secretary Darius Daniel Nicer
		Special Message	Undersecretary Atty. Ernesto D. Adobo Jr.
1:30–5:30PM	<ul style="list-style-type: none"> • Principles of Auditing • Internal Audit Structure, Planning and Preparation, Performance Audit Findings, Reporting, Corrective Actions, Follow-up, Close-out and Management Review 	Resource Speaker	
October 3, 2024	8:00AM–12:00NN	<ul style="list-style-type: none"> • Auditors competence and evaluation • Overview on Risk Management 	Resource Speaker
		<ul style="list-style-type: none"> • Risk identification during planning to managing audit programme • Auditing the requirements of ISO 9001:2015 Quality Management System 	Resource Speaker
		12:00NN–1:00PM	LUNCH BREAK
	1:00-4:00PM	<ul style="list-style-type: none"> • Filling up of Audit associated forms • Writing Non-conformity statement 	Resource Speaker
	4:00-5:30PM	<ul style="list-style-type: none"> • Planning for Audit simulation (workshop) 	All Participants
October 4, 2024	8:00-11:00AM	<ul style="list-style-type: none"> • Audit Simulation from Planning to Reporting 	All Participants
	11:00-11:30AM	<ul style="list-style-type: none"> • Post Test 	All Participants
	11:30AM-12:00NN	<ul style="list-style-type: none"> • Closing Program 	Director Maria Matilda A. Gaddi
	12:00NN–1:00PM	LUNCH BREAK	
	1:00 PM onwards	DEPARTURE	

Technical Guidance and Re-orientation for Internal Quality Auditors (Batch 1)

Pre-registration

*Indicates required question

1. Email *

2. Name (First Name, M.I., Last Name) *

3. Position/Designation (do not abbreviate): *

4. Gender *

Mark only one oval.

Female

Male

5. Contact No. *

6. Central Office/Bureau/Region **Mark only one oval.*

- Central Office
- BMB
- FMB
- ERDB
- LMB
- NCR
- Region 4A

7. Are you going to avail of shuttle bus from DENR Central Office to the venue on October 02, * 2024/ 8:00AM?*Mark only one oval.*

- Yes
- No

8. Food restrictions **Check all that apply.*

- Chicken
- Pork
- Beef
- Seafoods
- None
- Other: _____

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



SEP 26 2024

**SPECIAL ORDER
No. 2024 - 628**

SUBJECT: AUTHORIZING THE CONDUCT OF TECHNICAL GUIDANCE AND RE-ORIENTATION FOR INTERNAL QUALITY AUDITORS

In the interest of the service and in order to ensure continual improvement of DENR QMS, the conduct of hybrid re-orientation on Technical Guidance and Re-Orientation for Internal Quality Auditors shall be conducted in a venue to be announced and via Zoom teleconferencing application is hereby authorized.

The following officials and employees are authorized to participate in this activity on specified dates.

BATCH 1	
OCTOBER 02-04, 2024	
CENTRAL OFFICE	
Director Joe-Mar Perez	Office of the Secretary
Ivy Nicole Angeles	
Director Maria Matilda Gaddi	Office of the Undersecretary for Field Operations - Luzon, Visayas and Environment
	Office of the Undersecretary for Legal and Administration
Encarmila Panganiban	
Krystyne Gayle Ong	Administrative Service
Donna Gordove	
Engr. Gilbert Mondroy	
Revihilda Cendaña	Field Operations Group
Engr. Guillermo Estipona Jr.	Financial and Management Service
Jocelyn de Layola	
Ernestina Jose	Foreign Assisted and Special Projects Service
Evelyn Nillosan	
Mario Bernabe Contreras Jr.	Knowledge and Information Systems Service
Conrado Bravante Jr.	
Maybell Mangubos	
Roja Guia Bati-on	Legal Affairs Service
Arvin Reginio	
Nizethal Aducal-Matias	Policy and Planning Service
Enielbert Estefanio	
Atty. Anthony Raymond Velicaria	
Mark Vincent Yngente	Strategic Communication and Initiatives Service
Llarina Mojica	
Cherry Winsom Holgado	
Kenneth Bornias	
Dexter Villa	

Dexter Tindoc	Strategy Management and Organizational Transformation Office
STAFF BUREAUS	
Nancy Corpuz 2 BMB Internal Quality Audit (IQA) Auditor Kenneth Tabliga 2 FMB IQA Auditor Marie Abbie Gail Dela Cueva 2 ERDB IQA Auditor Engr. Bienvenido Cruz 2 LMB IQA Auditor	Biodiversity Management Bureau Forest Management Bureau Ecosystems Research and Development Bureau Land Management Bureau
REGIONAL OFFICE	
Atty. Alma Lanzo 2 NCR IQA Auditor	National Capital Region

BATCH 2	
OCTOBER 09-11, 2024	
REGIONAL OFFICES	
Atty. Rainier Laita 2 CAR IQA Auditor Marilyn Racoma 2 Region 1 IQA Auditor Engr. Nenita Naranja 2 Region 2 Auditor Kenneth David 2 Region 3 IQA Auditor Atty. Dominic Bermudez 2 CALABARZON IQA Auditor Atty. Gandhi Flores 2 MIMAROPA IQA Auditor Atty. Maria Lovella Diaz-Castro 2 Region 5 IQA Auditor Atty. Connie Palmes 2 Region 6 Auditor ARD Eddie Llamedo 2 Region 7 IQA Auditor Maita Reina Sugang 2 Region 8 IQA Auditor Engr. Pilar Sheila Tubilan 2 Region 9 IQA Auditor Atty. Ban Mikhael Pacuribot 2 Region 10 IQA Auditor ARD Victor Billones 2 Region 11 IQA Auditor	Cordillera Administrative Region Region 1 Region 2 Region 3 CALABARZON Region MIMAROPA Region Region 5 Region 6 Region 7 Region 8 Region 9 Region 10 Region 11

Atty. Mae Fretzel Deadio 2 Region 12 IQA Auditor Elsalyn Evangelio 2 Region 13 IQA Auditor	Region 12 Region 13
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Marc Genesis Bauzon 1 representative KISS NIMD Antonette Laman Joana Mae Constantino Veronica Agasen Alyanna Melisse Vergara Allen Renz Rebadomia Roxannie Gabitan	Technical Support QMS Secretariat Support Staff
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All expenses to be incurred in the said activity shall be charged against the DENR QMS funds, subject to the usual accounting and auditing rules and regulations.

The General Service Division, DENR Central Office shall provide/assist the QMS Secretariat with the transportation of the Resource Speaker and participants of the activity.

The Undersecretary for Legal and Administration and Chair of the QMS Secretariat, through a memorandum, shall be authorized to reschedule the activity in case of conflict with the other activities of the Department.

A report shall be submitted online (bit.ly/LNDportal) to the undersigned through the Human Resource Development Service-Training and Development Division fifteen (15) days after the completion of the activity.

This Order shall take effect on the date specified herein.


AUGUSTO D. DE LA PEÑA
 Undersecretary for Organizational Transformation
 and Human Resources