



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



**NOTICE OF MEETING**

**FOR/ TO :** **The Central Office Lead Auditor**

**All DENR QMS Internal Quality Audit Team Members**  
Central Office  
Staff Bureaus  
Regional Offices  
Provincial Environment and Natural Resources Office  
Community Environment and Natural Resources Office

**The QMS Secretariat**

**FROM :** **The DENR QMS Lead Auditor**

**DATE & TIME :** **October 14, 2024 / 10:00 AM onwards**

**VENUE :** **6th Floor Conference Room, Office of the Undersecretary for Legal and Administration, and via Zoom (Meeting ID: 975-7892 3977; Password: DENRQMS)**

**SUBJECT :** **Internal Quality Audit Opening Meeting**

**AGENDA :**

1. Audit Programme
  - a. Audit Scope
  - b. Audit Schedule
2. Audit Forms
  - Audit Plan
  - Audit Chceklist
  - Audit Findings Report
  - Corrective Action Request
3. Status of Corrective Action Requests (CARs) issued by Internal Auditors
4. Other matters

Your attendance is highly enjoined.

  
**MARIA MATILDA A. GADDI**

MEMO NO. 2024 - 880

**Program of Activities**  
**OPENING OF DENR INTERNAL QUALITY AUDIT**

October 14, 2024

6<sup>th</sup> Floor Conference Room, Office of the Undersecretary for Legal and Administration  
and via Zoom Conference

<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON/S</b>
10:00 AM – 10:30 AM	Invocation	QMS Secretariat
	Acknowledgment of Attendees	Ms. Evelyn G. Nillosan
	Welcome Remarks	Director Joe-Mar S. Perez
10:30 AM – 11:40 AM	Opening of the DENR Internal Quality Audit a. Presentation of Audit Program b. Audit Forms	Director Maria Matilda A. Gaddi
11:40 AM – 11:50 AM	Status of Corrective Action Requests issued by Internal Auditors	Ms. Encarmila B. Panganiban
11:50 AM – 12:00 NN	Closing Remarks	Director Maria Matilda A. Gaddi



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Originator:

**QMS Lead Auditor**

Reviewed by:

Approved by:

**Overall QMR**

### 1. Introduction:

This Internal Quality Audit (IQA) Program is issued to fulfill the requirements of ISO 9001:2015. This document provides the objectives, guidelines, method, tools and other relevant information deemed necessary in the conduct of an Internal Audit. This Audit Program is also scheduled to assess the conformance of the DENR QMS as expanded covering all offices in preparation for the re-certification audit.

### 2. Objectives:

The Internal Quality Audit (IQA) Program aims to:

1. Obtain information for the continual improvement of the DENR QMS process;
2. Verify with applicable statutory and regulatory requirements as well as ISO 9001:2015 certification;
3. Assess conformity of DENR QMS with ISO 9001:2015 requirements;
4. Verify actions taken with regards to nonconformities.

### 3. Scope

The Internal Quality Management Audit shall be conducted at the DENR Central Office, BMB, ERDB, FMB, LMB, NCR, CAR, Region I, Region II, Region III, Region IV-CALABARZON, Region IV-MIMAROPA, Region V, Region VI, Region VII, Region VIII, Region IX, Region X, Region XI, Region XII, Region XIII and its PENROs and CENROs within their respective premises. A full audit of all offices shall be conducted in consideration of the related risks and opportunities.

The Audit shall cover the processes as well as the conformance with the requirements of the Standard.

QMS implementation from March 2024 to the day of scheduled IQA.

### 4. Date of Audit

The IQA shall be conducted from October to December 2024.



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Approved by:

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**5. References**

- a. ISO 9001:2015
- b. Relevant DENR QMS Documents
- c. Relevant statutory and regulatory requirements

**6. Methodology**

- Physical Audit
- Interview
- Document Review
- Office walk-through/Observation

**7. Language**

The IQA shall be conducted in English, Filipino and/or local language, whichever is applicable.

**8. Confidentiality**

All information shall be treated with confidentiality

**9. Risks**

All risks associated are to be considered with their appropriate controls. Risks associated with COVID-19 shall continue to be considered in the conduct of the audit.













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<i>Originator:</i> <b>QMS Lead Auditor</b>	<i>Reviewed by:</i>	<i>Approved by:</i> <b>Overall QMR</b>
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Process	Process Owner	Internal Quality Auditor	CY 2024											
			Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Records Management/ Documented Information	Central Office	ADMIN IQA Team												
	BMB	BMB IQA Team												
	ERDB	ERDB IQA Team												
	FMB	FMB IQA Team												
	LMB	LMB IQA Team												
	All Regions, PENROs and CENROs	All IQA Teams												
Legal Support	LAS	LAS IQA Team:												
	LMB	LMB IQA Team												
	All Regions	All IQA Teams												
Issue Management	LAS	LAS IQA Team:												
	SMCRD	SCIS IQA Team												
	All Regions	All IQA Teams												
Information, Education and Communication	Central Office	SCIS IQA Team												
	BMB	BMB IQA Team												
	ERDB	ERDB IQA Team												
	FMB	FMB IQA Team												
	LMB	LMB IQA Team												
	All Regions	All IQA Teams												

**Note:**

- (1) Audit shall cover all clauses relevant to the processes.
- (2) Additional auditors will be assigned, as necessary.



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*Originator:*

**QMS Lead Auditor**

*Reviewed by:*

*Approved by:*

**Overall QMR**

**10. Activities**

- a. Audit preparation
- b. Entry Meeting
- c. Internal Quality Audit
- d. Exit Meeting
- e. Audit Assessment and Monitoring

**Prepared by:**

  
**MARIA MATILDA A. GADDI**  
Overall Lead Auditor

**Approved by:**

  
**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Overall Quality Management Representative