



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



**QMS ADVISORY NO. 2**

**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 :** 03 OCT 2024

In line with the conduct of Technical Guidance and Re-orientation for Internal Quality Auditors - Batch 2 scheduled on 09 - 11 October 2024 (inclusive of travel time), all participants are advised of the following:

**I. Venue and Date**

The 2<sup>nd</sup> batch of the learning activity will be held at Hotel Dominique located along Aguinaldo Hi-way, Tagaytay City on October 9-11, 2024. All participants are expected to be at the venue not later than 12:00 noon of October 09, 2024.

**II. Pre-registration**

To facilitate the necessary arrangements, participants are requested to completely fill out the pre-registration form using this link [https://bit.ly/iqa\\_Oct9-11](https://bit.ly/iqa_Oct9-11), not later than 12:00 Noon of 08 October 2024.

**III. Program and Activities**

The program will start on 09 October 2024 at exactly 1:00pm. The following items shall be brought in by the participants: laptops, extension cord, among others. Attached is the Program of Activities for your reference.

**IV. Transportation**

Transportation shall be provided to and from the venue. The bus will leave the DENR Central office premises at exactly 8:00am on 09 October 2024.

For those who will opt to go personally to the venue, kindly coordinate with Mr. Allen Renz L. Rebadomia with mobile number 0956 055 0857.

**V. Room Accommodation and Meals**

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

For information and guidance.

  
JOE-MAR S. PEREZ

MEMO NO. 2024 - 889

**Program of Activities**  
**TECHNICAL GUIDANCE AND RE-ORIENTATION FOR INTERNAL AUDITORS**  
 Batch 2  
 October 9-11, 2024  
 Tagaytay, Cavite

<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON/S</b>
<b>October 2, 2024</b>	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"> <li>• Principles of Auditing</li> <li>• Internal Audit Structure, Planning and Preparation, Performance Audit Findings, Reporting, Corrective Actions, Follow-up, Close-out and Management Review</li> </ul>	Resource Speaker
<b>October 3, 2024</b>	8:00AM–12:00NN	<ul style="list-style-type: none"> <li>• Auditors competence and evaluation</li> <li>• Overview on Risk Management</li> </ul>	Resource Speaker
		<ul style="list-style-type: none"> <li>• Risk identification during planning to managing audit programme</li> <li>• Auditing the</li> </ul>	Resource Speaker

		requirements of ISO 9001:2015 Quality Management System	
	12:00NN–1:00PM	LUNCH BREAK	
	1:00-4:00PM	<ul style="list-style-type: none"> <li>• Filling up of Audit associated forms</li> <li>• Writing Non-conformity statement</li> </ul>	Resource Speaker
	4:00-5:30PM	<ul style="list-style-type: none"> <li>• Planning for Audit simulation (workshop)</li> </ul>	All Participants
<b>October 4, 2024</b>	8:00-11:00AM	<ul style="list-style-type: none"> <li>• Audit Simulation from Planning to Reporting</li> </ul>	All Participants
	11:00-11:30AM	<ul style="list-style-type: none"> <li>• Post Test</li> </ul>	All Participants
	11:30AM-12:00NN	<ul style="list-style-type: none"> <li>• Closing Program</li> </ul>	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 on October 9-11, 2024 (Batch 2)

Pre-registration

\*Indicates required question

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1. Email \*

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2. Email \*

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3. Name (First Name, M.I., Last Name) \*

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4. Nickname \*

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5. Position/Designation (do not abbreviate): \*

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6. Gender \*

*Mark only one oval.*

Female

Male

7. Region \*

Mark only one oval.

- Cordillera Administrative Region (CAR)
- Region 1
- Region 2
- MIMAROPA
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10
- Region 11
- Region 12
- Region 13

8. Are you going to avail of shuttle bus from DENR Central Office to the venue on October 09, 2024/ 8:00AM? \*

Mark only one oval.

- Yes
- No

9. Food restrictions \*

Mark only one oval.

- Chicken
- Pork
- Beef
- Seafoods
- None

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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.

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

Dexter Tindoc	Strategy Management and Organizational Transformation Office
<b>STAFF BUREAUS</b>	
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
<b>REGIONAL OFFICE</b>	
Atty. Alma Lanzo 2 NCR IQA Auditor	National Capital Region

<b>BATCH 2</b>	
<b>OCTOBER 09-11, 2024</b>	
<b>REGIONAL OFFICES</b>	
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 Llamado 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](http://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. DELA PEÑA**  
 Undersecretary for Organizational Transformation  
 and Human Resources