



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



**JAN 15 2024**

**SPECIAL ORDER**

No. 2024 - 09

**SUBJECT: AUTHORIZING THE CONDUCT OF INTERNAL QUALITY AUDIT AT THE CENTRAL OFFICE, STAFF BUREAUS, REGIONS, PENROs AND CENROs FROM JANUARY-FEBRUARY 2024**

In the interest of the service and in order to ensure continual improvement of the DENR QMS in accordance with the requirements of ISO 9001:2015 Standard, the conduct of Internal Quality Audit (IQA) at the Central Office, Bureaus, Regions, PENROs and CENROs is hereby authorized to be conducted from January-February 2024.

The Bureau Directors and Regional Executive Directors are authorized to issue a Special Order to designate their respective Audit Teams to include Lead Auditor, audit team members, documenters and observers.

Internal Audit Teams shall provide the Audit Plan to the auditee seven (7) working days prior to the conduct of internal audit. Audit Findings Report (AFR), Corrective Action Request/s (CAR), if applicable, CAR Register shall be submitted to the Lead Auditor not later than seven (7) working days after the completion of the audit.


The DENR QMS Lead Auditor shall submit an analysis report of the IQA results to the Overall Quality Management Representative within ten (10) working days after the end of the IQA.

Monitoring and verification on the implementation of corrections and corrective actions for the nonconformities issued and updates on their status shall likewise be submitted to the Lead Auditor through the QMS Secretariat by updating the CAR Register.

The QMS Lead Auditor is authorized to assign auditors to other audit teams, as necessary, to augment the needs of the Audit Teams.

All expenses to be incurred related to the conduct of the IQA shall be charged against their respective offices' funds subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately.

  
**AUGUSTO D. DELA PEÑA**  
Undersecretary for Human Resources and  
Organizational Transformation