



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



BAGONG PILIPINAS

AUG 15 2024

**SPECIAL ORDER**  
No. 2024 - 505

**SUBJECT: AUTHORIZING THE CONDUCT OF DENR CENTRAL OFFICE ENVIRONMENTAL MANAGEMENT SYSTEM INTERNAL AUDIT 2024 IN CONFORMANCE WITH ISO 14001:2015**

In the interest of the service and in conformance with ISO 14001:2015 requirements for continual improvement, the DENR Central Office Environmental Management System (EMS) Internal Audit is hereby authorized on August 19-30, 2024. The Internal Audit shall be conducted by the EMS Internal Audit Team as follows:

Chairperson: Rolando R. Castro Director, Administrative Service  
Lead Auditor: Engr. Gilbert C. Mondroy Administrative Service  
Audit Auditor: Encarmila B. Panganiban Office of the Undersecretary for Legal and Administration

Audit Teams:

Teams	Offices/Areas to Audit	Members	Office Designation
Team 1	Main Building 6th Floor (including Server Room)	Revihilda V. Cendaña - TL	Administrative Service
		Veronica Regalado	Administrative Service
Team 2	Main Building 5th Floor	Wilson E. Henson - TL	Human Resource and Development Service
		Cherry Winsom F. Holgado	Policy and Planning Service
		Jeffrey Bancifra	Administrative Service
Team 3	Main Building 4th Floor	Rolando R. Castro	Administrative Service
		Gilbert C. Mondroy	Administrative Service
Team 4	Main Building 3rd Floor	Dexter M. Tindoc - TL	Strategy Management and Organizational Transformation

		Susan Castilla	Foreign Assisted and Special Projects Service
		Mervin Murillo	Foreign Assisted and Special Projects Service
Team 5	Main Building 2nd Floor	Jocelyn B. De Layola - TL	Administrative Service
		Edna Asuncion	Administrative Service
		Maribel Garcia	Administrative Service
Team 6	Main Building Ground Floor	Guillermo V. Estipona, Jr. - TL	Administrative Service
		Marie Kristinne M. Mamaradlo	Administrative Service
Team 7	Main Building Basement (including control of documented information and procedure)	Anthony Raymond M. Velicaria - TL	Legal Affairs Service
		Mark Vincent C. Yngente	Legal Affairs Service
Team 8	Secal Building 1st - 3rd Floors	Evelyn G. Nillosan - TL	Financial and Management Service
		Vilma Luisa R. Ferrer	Administrative Service
Team 9	Employees Welfare Building	Mario Bernabe R. Contreras, Jr. - TL	Financial and Management Service
		Eugene De Guzman	Knowledge and Information Systems Service
		Antonio S. Bautista, Jr.	Knowledge and Information Systems Service
Team 10	Hostel Building	Jack Victor M. Nera - TL	Administrative Service
		Jay B. Alconis	Administrative Service
Team 11	Two-Storey Building	Jamille Vanessa E. Saplagio - TL	Administrative Service

		Priscilla Obnial	Strategic Communication and Initiatives Service
		Jeffrey Santos	Climate Change Service
Team 12	Smart House Multi-Purpose Building	Diña Nillosan - TL	Financial and Management Service
		Randy L. Tiin	Administrative Service
Team 13	EMS Core Team GSD PCO	Gilbert C. Mondroy - TL All Team Leaders	

The Team shall:

1. Prepare Audit Plan for the conduct of Internal Audit;
2. Conduct Internal Audit in conformance with ISO 14001:2015;
3. Prepare and Submit Audit Findings Report to the Lead Auditor;
4. Monitor and document corrective actions; and
5. Prepare a report of internal audit and recommendations for continual improvement for consideration during the management review.


The Audit Teams may identify and include an understudy during the conduct of their audit.

The Director, Administrative Service and Vice-Chairperson, EMS is hereby authorized to amend the schedule in case of conflict with other activities of the Department.

All related expenses to be incurred shall be charged against the DENR-EMS funds subject to the usual accounting and auditing rules and regulations.

A report shall be submitted to the undersigned within fifteen (15) days after the activity.

This Order shall take effect on the dates specified herein.

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