



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



**SEP 26 2024**

**SPECIAL ORDER**

No. 2024 - 630

**SUBJECT: AUTHORIZING THE CONDUCT OF INTERNAL QUALITY AUDIT AT THE CENTRAL OFFICE, STAFF BUREAUS, REGIONS, PENROs AND CENROs FROM OCTOBER TO DECEMBER 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 Internal Quality Audit (IQA) at the Central Office, Bureaus, Regions, PENROs, and CENROs is hereby authorized to be conducted from October to December 2024. The audit shall be conducted according to the following schedule.

<b>Audit Dates</b>	<b>Offices to be Audited</b>	<b>Auditors</b>
October 14-November 15, 2024	PENROs and CENROs	IQA Auditors within the Region
	Regions 3, 5, 6, 7, 8, 9, 10, 11, 12, 13 (Caraga)	
November 16-December 15, 2024	Regional Offices possible subject for external audit: CAR, NCR, Regions 1, 2, CALABARZON, and MIMAROPA	Selected Central Office IQA Auditors
	Staff Bureaus	
	Central Office	Central Office IQA Auditors

The DENR QMS Lead Auditor is authorized to assign auditors to other audit teams, as necessary, to augment the needs of the Audit Teams. Furthermore, Regional Executive Directors are authorized to issue a Special Order to designate their respective Audit Teams to include Team Lead Auditor, Audit Team Members, documenters, and observers.

Internal Audit Teams shall ensure that the auditee is aware of the scope, objectives, processes and criteria for the audit. Likewise, the Internal Audit Team shall submit the Audit Plan to the IQA Secretariat seven (7) working days prior to the scheduled audit.


Audit Findings Report (AFR), Corrective Action Request/s (CAR), if applicable, and CAR Register shall be submitted to the DENR QMS Lead Auditor through the IQA Secretariat not later than seven (7) working days after the completion of the audit.

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

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.

All expenses to be incurred related to the conduct of the IQA shall be charged against the respective office 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