



March 10, 2022

MEMORANDUM

FOR : The OIC- Regional Executive Director

THRU : The Provincial Environment and Natural Resources Officer
The Community Environment and Natural Resources Officer

FROM : The Senior Ecosystems Management Specialist

SUBJECT : **INCOMPLETE SUBMISSION OF COURSE REQUIREMENTS
DURING THE CONDUCT OF ISO 9001-15 QUALITY
MANAGEMENT SYSTEM FOR INTERNAL AUDITORS HELD
ON FEBRUARY 8-9, 2022**

This refers to your Memorandum dated March 9, 2022 received by the undersigned on the following day regarding the conduct of ISO 9001-2015 Quality Management System Internal Audit Training on February 8-9, 2022.

One of the requirements of the said capacity building is to submit the post-test that I failed to submit hence this memorandum. I would like to inform your office that my act of not completing the post-test is not an act of defiance since I believe that defiance is the refusal to obey the order or resist to perform what is required. Thus, my action of not submitting the post-test is not act of disobeying the instruction for the reason enumerated as follows:

1. In this training, there is what called group chat via Messenger which is used in the dissemination of information for this particular capacity building. I was added to this group chat only on the last day of the training that is why I was not able to know the previous information posted on the chat box created for the purpose.
2. During the time of answering the post-test, I experienced some difficulties in using the computer due to the fact that in my age I am not well verse in using the equipment and I have no formal training for this matter.
3. I was not provided with manual for this particular training. I aired and informed ARD for Management Services Ms. Donna Mayor-Gordove for my situation but no manual was provided for me. Hence, I found difficulties in answering the post-test.



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

Community Environment and Natural Resources Office

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I am willing to complete the said post-test once I secure to have a copy of the said manual and if I will be given a chance to answer it again.

For information and consideration.


JOSE T. MONTECALVO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

MAR 09 2022

MEMORANDUM

TO : The CENRO Roxas, Oriental Mindoro

FROM : The OIC Regional Executive Director

SUBJECT : **INCOMPLETE SUBMISSION OF COURSE REQUIREMENTS DURING THE CONDUCT OF ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR INTERNAL AUDITORS HELD ON FEBRUARY 8-9, 2022**

This has reference with the Regional Special Order (RSO) No. 023 dated February 7, 2022, regarding the conduct of the ISO 9001:2015 Quality Management System Internal Auditor Training held on February 8-9, 2022. One of the requirements to be complied by the participants to this event is the submission of a post-test. Upon review of the consolidated submission of post-test, the training staff has confirmed and identified that Mr. Jose T. Montecalvo, Senior Ecosystems Management Specialist failed to submit post-test.

This Office is determined to provide the employees with learning interventions that will develop/improve participant's competencies, thereby enhancing productivity. Hence, incomplete submission of course requirements indicates defiance of order.

Relative to this and pursuant to Memorandum Circular No. 2019-02 adopting the Core Values of the DENR, you are hereby directed to instruct your staff to submit to this office within 72 hours from receipt of the Memorandum, his explanation relative to this matter.

For strict compliance


LORMELYN E. CLAUDIO, CESO IV



AND MINDORO

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