



February 10, 2023

MEMORANDUM

FOR : The QMS Lead Auditor
DENR Central Office
Visayas Ave, Diliman, Quezon City, Manila

THRU : The Regional Executive Director
MIMAROPA, Regional Office
1515 DENR by the Bay Bldg., Roxas Boulevard, Manila

FROM : OIC-PENRO
Calapan City, Oriental Mindoro

SUBJECT : **SUBMISSION OF AUDIT PLAN OF IQA TEAMS FOR THE
CONDUCT OF INTERNAL QUALITY AUDIT AT THE STAFF
BUREAUS AND ALL FIELD OFFICES**

This is in compliance with the memorandum dated January 10, 2023 pertaining to the above-mentioned subject for the submission of Audit Plan in connection with the scheduled External Surveillance Audit on April 2023.

Attached is the Audit Plan of PENRO, Oriental Mindoro indicating the audit itinerary for the month of March 2023.

For information and record.


ALAN L. VALLE



DENR

Level Bureau

x Region MIMAROPA Region, PENRO Oriental Mindoro

1. Introduction:

In pursuit of DENR's goal of service excellence and IQA on identified audit areas is conducted if the process conforms to their own requirements and to those of ISO 9001-2015. It is also conducted to determine if the processes are effectively implemented and maintained.

2. Objectives:

The internal audit activity intends to:

- Review of the effectiveness and /or efficiency of the established procedures;
- Assess the extent of achievement of the set performances targets;
- Assess compliance obligations;
- Check the adequacy of needed resources;
- Assess conformance with subscribed standards.

3. Scope		
Processes to be Covered	Location/s to be Visited:	Period to be Covered
QMS Management, Core and Support Processes	PENRO Calapan City, Oriental Mindoro Brgy. Suqui, Calapan City, Oriental Mindoro	January-December 2022

4. Audit Methodologies:

- Document Review
- Collection of information through interviews and/or observation
- Partial Remote off-site
- Personnel interview face to face and /or via Zoom application

5. Audit Teams:	Members:
QMS Internal Auditors	Team Leader: Member:



Audit Plan

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6. Audit Itinerary for the Month of: March Year of : 2023

Process Area	Key Activities	Audit Criteria	Process Owner	Audit Team	Date Time
Performance Review and Evaluation	Performance Management	Risk Management, OPCR Compliance to: -Civil Service Memo Circular No.6 S 2012 -DENR Special Order 2019-392 (June 19, 2019)Reconstructing the DENR Performance Management Teams (PMT) ISO 9001:2015 Clauses: 4.1, 4.2, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 9.1, 9.2, 9.3	PENRO Oriental Mindoro		March 14-18, 2023 8am -5pm
Property and Supply Management	Procurement Management	Procedure, OPCR/DPCR/IPCR of relevant office/individual;IRR of R.A. 9184; ISO 9001:2015 Clauses 4.4.1,6.1.2,6.2.2, 7.1.2, 7.1.3, 7.3, 7.5.1, 8.5.1, 9.1.2	PENRO Oriental Mindoro		March 14-18, 2023 8am -5pm
Financial Management	Accounting	Procedure, Citizen's Charter, DPCR/IPCR, COA Circular 2012-001 dated June 14, 2012, COA Circular no. 2015-007 dated 22 October 2015, R.A. 9184, Laws and Rules on Government Expenditures, Manual of Authority (DAO 2014-02 (Financial), DAO 2014-03 (Human Resources), DBM Circular Letter no. 2013-16 dated 23 December 2013, amended by DBM Circular Letters no. 2013-A and 211 3B dated Feb. 6, 2014 and Feb. 25, 2014 respectively; ISO 9001: 2015 Clauses 6.1, 7.1.2, 7.1.3, 7.1.5, 7.2, 7.3 7.4, 7.5.1, 8.1, 8.2, 8.5, 8.6	PENRO Oriental Mindoro		March 14-18, 2023 8am -5pm



Audit Plan

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Core Process	Approval of Free Patent (Residential)	Procedure, Citizen's Charter, OPCR, DAO 2021-38, DPCR, IPCR, RA 10023, CA 141, ISO 9001:2015 Clauses: 6.1, 6.2, 7.1.2, 7.1.3, 7.2.3b, 8.1, 8.2.1, 8.5, 8.6, 9.1.1	PENRO Oriental Mindoro
	Approval of Free Patent (Agricultural)	Procedure, Citizen's Charter, OPCR, DAO 2021-38, DPCR, IPCR, RA 11231 and RA 11573, CA 141, ISO 9001:2015 Clauses: 6.1, 6.2, 7.1.2, 7.1.3, 7.23, b, 8.1, 8.2.1, 8.5.8.6, 9.1.1	PENRO Oriental Mindoro
	Foreshore Lease Agreement	CA 141, DAO 1998-20 amended by DAO2010-16, DAO 2004-24, MC2013-10 and its amendments; OPCR/DPCR/IPCR, ISO 9001:2015 Clauses:6.1, 6.2, 7.1.2, 7.1.3, 7.2, 7.4, 7.1.5, 8.1, 8.2, 8.5,8.6, 8.7, 9.1	PENRO Oriental Mindoro
			March 14-18, 2023 8am -5pm
			March 14-18, 2023 8am -5pm

Prepared by:


ALMA E. GIBE
DMO V / Chief TSD

Date: February 09, 2023

Reviewed by:


ALAN VALLE
OIC-PENR Officer

Date: February 09, 2023

Approved by:

Date: