



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : **The Bureau Directors**
Biodiversity Management Bureau
Ecosystems Research and Development Bureau
Forest Management Bureau and
Land Management Bureau

The Regional Executive Directors
CAR, NCR, I, II, III, CALABARZON, MIMAROPA, V, VI, VII,
VIII, IX, X, XI, XII and XIII

FROM : **The Assistant Secretary**
Finance, Information Systems and Mining Concerns and
Deputy Quality Management Representative

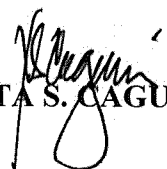
SUBJECT : **REITERATION OF MEMO NO. 2023-52 RE: SUBMISSION
OF YOUR OFFICE SPECIAL ORDER REGARDING THE
CONDUCT OF INTERNAL QUALITY AUDIT AND
COMPOSITION OF YOUR IQA TEAMS AND SUBMISSION
OF AUDIT PLANS**

DATE : 14 FEB 2023

This is to reiterate the submission of a Special Order in reference to Memorandum No. 2023-52 from the undersigned dated 08 January 2023 instructing Staff Bureau Directors and Regional Executive Directors to submit a Special Order on the composition of Internal Quality Audit Teams (Lead Auditors, IQA members, documenters, and observers). However as of this writing, the following offices (see attached matrix of submission) failed to submit required Special Orders and Audit Plans. Hence, another five (5) days is accorded to your respective offices upon receipt of this memorandum.

Please also be reminded that the consolidated results of the Internal Quality Audit and Audit Findings Report (AFR) should also be submitted on or before March 15, 2023.

For strict compliance.


NONITA S. CAGUIOA

MEMO NO. 2023-123

Office	Regional Special Order		Audit Plan	
	SO	Date Submitted	Audit Schedule	Date Submitted
Region 1	RSO No. 2023-19	February 6, 2023 hardcopy	February to March 2023	January 31, 2023
Region 2	RSO No. 540 s. 2022 RSO No. 37 s. 2023	January 19, 2023	February to March 2023	January 31, 2023
Region 3	RSO 2023-17 RSO 2023-21	January 27, 2023	January to February 2023	January 31, 2023
Region 4A CALABARZON	RSO 2022-040	January 2023	February to March 2023	January 31, 2023
MIMAROPA Region	Notice	January 31, 2023	February to March 2023	January 31, 2023
Region 5	RSO No. 2023-018 RSO No. 2023-028	February 1, 2023	January to March 2023	
Region 6		Acknowledged		
Region 7			January to February 2023	February 13, 2023
Region 8	RSO No. 2023-015 RSO No. 2023-016	January 27, 2023	February to March 2023	February 6, 2023 for revision
Region 9		Acknowledged		
Region 10	RSO No. 2022-12674	February 1, 2023	January to February 2023	January 31, 2023 February 1, 2023
Region 11	RSO No. 2023-20	January 27, 2023	February 2023	January 27, 2023
Region 12	RSO No. 2023-040	February 8, 2023	February 2023	February 8, 2023
Region 13				
NCR	SO No. 2023-025	January 26, 2023	March 2023	February 2, 2023
CAR	SO No. 386	February 8, 2023	<u>February to March 2023</u>	February 8, 2023
BMB	SO No. 46 s 2022	February 3, 2023	February to March 2023	February 3, 2023
ERDB	SO No. 10 s 2023	January 12. 2023	January 2023	January 12. 2023
FMB		Acknowledged, requesting for extension		
LMB	SO No. 2023-023 SO No. 2023-025	January 27, 2023	February	February 2, 2023