

## INDIVIDUAL LEARNING REPORT

### Part 1 (To be prepared by the participant)

|                             |                                                                                                                                                                              |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Participant:</b> | Mark Rane M. Raguindin                                                                                                                                                       |
| <b>Office/Service:</b>      | CENRO San Jose, Occ. Mdo. /RPS                                                                                                                                               |
| <b>Training Title:</b>      | the conduct of the QMS monitoring and technical guidance learning activities for field QMS Teams in preparation for the annual internal quality audit and surveillance audit |
| <b>Learning Providers:</b>  | DENR Regional Office                                                                                                                                                         |
| <b>Inclusive Dates:</b>     | October 19 to 20, 2023                                                                                                                                                       |
| <b>Venue:</b>               | CENRO Socorro and PENRO Oriental Mindoro                                                                                                                                     |

### I. EVALUATION OF THE COURSE:

- **Technical Content:**

The preparation of this Office for the up-coming external audit for the certification of ISO for the year 2024. The DENR Oriental Mindoro is one of the offices designated to be the representative of the DENR for the ISO certification, therefore, representatives of other CENR Offices were gathered for the preparation of other Offices for another ISO audit for the next up-coming audit.

During the event, the situations relating to the result of last audit was presented and observed. The practices of the CENRO's were evaluated if it follows the legal basis and other basis of processes.

The clauses which is the basis of identifying non conformity were presented and explained clearly for the purpose of preparing for the DENR Offices to qualify for the ISO certification. Due to this any or some of the DENR Offices must be prepared for the ISO certification.

- **Impression/Comments:**

I had learned a lot in this event, it showed how to audit the processes of this Office based on citizen's charter and other legal basis. The personnel must be aware and knowledgeable of the processes of this Office. The compliance to the existing laws, rules and regulations must be observed and strict adherence to our national policies.

### II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION:

As a Land Management Officer II / part of the QMS, this event is really helpful because I can re-echo what I have learned to my co-workers and improve my ability to practice process audit. This serves as an exposure to this field and an opportunity improve the compliance to the existing laws, rules and regulations.

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|------------------------------------------------|-------------------|
|                                                |                   |
|                                                |                   |
| <b>IV. POST LEARNING ACTION PLAN/PROPOSAL:</b> |                   |
| <b>Proposed Plan/Activity/Output</b>           | <b>Time Frame</b> |
| Re-echoing Activity                            | October 23, 2023  |
|                                                |                   |

**Part 2 (To be prepared by the SUPERVISOR)**

How will you support the post Learning Action/Proposal?

- Require attendance of other RPS and CENRO Staff in the re-echoing activity.
- Check/Review the process workflow on Public Land Application to be submitted to LMB.

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training? Yes

Would you be willing to send him/her again to other training/seminar/conference?

Yes ☒ No ☐ Others ☐

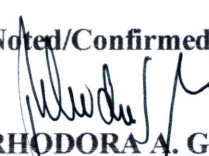
If yes, please specify courses.

- Training on Alternative Dispute Resolution
- Training on Land Records Management
- Training on other pertinent laws and regulations.

**Submitted by:**

  
**MARK RANEE M. RAGUINDIN**  
Attendee

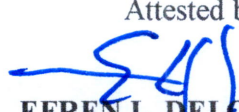
**Noted/Confirmed by:**

  
**RHODORA A. GARCIA**  
Immediate Supervisor

October 24, 2023

Date

Attested by:

  
**EFREN L. DELOS REYES**  
CENR Officer