



102946

February 13, 2023

**MEMORANDUM**

**FOR : THE REGIONAL EXECUTIVE DIRECTOR**  
**FROM : THE AUDIT TEAM**  
**SUBJECT : NOTICE TO CONDUCT INTERNAL AUDIT**

In compliance with Regional Special Order No. 41 dated February 13, 2023, please be informed that the Internal Audit Team Engr. Cynthia U. Lozano and Engr. Paul Anthony L. Iringan will conduct an internal audit on February 20-24, 2023 at the Regional Office of DENR-MIMAROPA in line with the implementation of Quality Management System ISO 9001:2015.

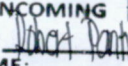
May we request the key personnel during the period and prepare all the necessary documents for the conduct of the internal audit.

For information and record

ENGR. CYNTHIA U. LOZANO

Noted:

  
**MAXIMO C. LANDRITO**  
OIC-ARDTS/QMS Lead Auditor

<b>DENR MIMAROPA RECORDS SECTION RECEIVED</b>	
<b>FEB 13 2023</b>	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: 	DATE NO. _____
TIME: _____	





REGIONAL SPECIAL ORDER  
No. 41  
Series of 2023

FEB 13 2023

SUBJECT : INTERNAL AUDITOR ASSIGNMENT FOR THE CONDUCT OF  
THE INTERNAL QUALITY AUDIT (IQA) OF ALL DENR-  
MIMAROPA OFFICES AS A CONFORMANCE TO THE ISO  
9001:2015 SURVEILLANCE AUDIT

In the interest of the service and as part of the QMS expanded certification process – surveillance audit of the DENR, the conduct of the Internal Quality Audit (IQA) of all DENR-MIMAROPA offices within February 20 to March 10, 2023 is hereby authorized.

The assignment of Internal Auditors and date of their audit are as follows:

Regional Office		Date of Audit
Lead Auditor Members	Cynthia A. Lozano Paul Anthony Iringan Arlyn Balibag	February 20-25, 2023
PENRO Marinduque		
Lead Auditor Member	ARD Maximo Landrito Karia S. Mangundayao Karen Dagumampam Joann Chuaquico	February 20-25, 2023
PENRO Romblon		
Lead Auditor Members	Josie Salazar Nazar Norman Cortuna Marilyn Antonio Kareen Tuazon	February 19-25, 2023
PENRO Occidental Mindoro		
Lead Auditor Member	<del>Alma Gibe</del> <del>Maria Alva Culla-Umali</del> <del>Jose Montecalvo</del>	<del>February 27-March 4, 2023</del>
CENRO Sablayan		
Lead Auditor Members	<del>Alma Gibe</del> <del>Maria Alva Umalis</del> <del>Jose Montecalvo</del>	<del>February 27-March 4, 2023</del>
CENRO San Jose		
Lead Auditor Member	<del>Alma Gibe</del> <del>Maria Alva Umalis</del> <del>Jose Montecalvo</del>	<del>February 27-March 4, 2023</del>
PENRO Oriental Mindoro		
Lead Auditor Member	<del>Donebelle Mesina</del> <del>Hector Aragones</del> <del>Jeremy Saracnlao</del>	<del>February 20-25, 2023</del>





**SUBJECT:**

**CONDUCT OF DENR INTERNAL AUDIT  
RELATIVE TO ISO 9001:2015 QUALITY  
MANAGEMENT SYSTEM**

**NOTICE**

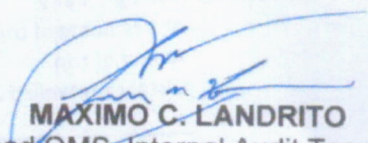
**FOR:**

1. The Regional Executive Director
2. The PENR Officers
3. The CENR Officers

**GREETINGS!**

**NOTICE** is hereby given for the conduct of internal audit in line with the implementation of Quality Management System ISO 9001:2015 for all DENR MIMAROPA Offices (Regional Offices, PENRO Offices and CENR Offices) on February 20, 2023 to March 10, 2023. Kindly make yourself available together with the other key personnel during this period and prepare all the necessary documents for the conduct of the internal audit relative to top management, support and core processes.

Issued this 31<sup>st</sup> day of January 2023 in the City of Manila, Philippines.

  
**MAXIMO C. LANDRITO**  
Head QMS Internal Audit Team

FN: LPDD/PDS/KST

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DENR VOIP (02) 8248-3367/ 8249-3367 loc. 2701  
Website: <http://mimaropa.denr.gov.ph>  
Email: [mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)



	Name	Role	Office Audited
1	Hector Aragones	Team Leader	PENRO Oriental Mindoro
2	Jeremy Saracanlao	Member	
3	Donebelle Mesina	Member	
4	Hector Aragones	Team Leader	CENRO Roxas
5	Jeremy Saracanlao	Member	
6	Donebelle Mesina	Member	
7	Hector Aragones	Team Leader	CENRO Socorro
8	Jeremy Saracanlao	Member	
9	Donebelle Mesina	Member	
10	ARD Miko Landrito	Team Leader	PENRO Marinduque
11	Karen Dagumampan	Member	
12	Karla Mangundayao	Member	
13	Joann Chuaquico	Member	
14	Josie Salazar	Team Leader	PENRO Romblon
15	Nazar Norman Cortuna	Member	
16	Marilyn Antonio	Member	
17	Kareen Tuazon	Member	
18	Alma Gibe	Team Leader	PENRO Occidental
19	Maria Alva Umali	Member	
20	Jose Montecalvo	Member	
21	Alma Gibe	Team Leader	CENRO Sablayan
22	Maria Alva Umali	Member	
23	Jose Montecalvo	Member	
24	Alma Gibe	Team Leader	CENRO San Jose
25	Maria Alva Umali	Member	
26	Jose Montecalvo	Member	
27	Ferdinand Gatchalian	Team Leader	PENRO Palawan & CENRO PPC
28	Ronnie Lilang	Member	
29	Angelica Verian	Member	CENRO Brooke's Point & Quezon
30	Mildred Suza	Team Leader	
31	Rosalyn Jasmin	Team Leader	CENRO Taytay & Roxas
32	Marivic Quitain	Member	
33	Ma. Vivian Soriano	Team Leader	CENRO Coron
34	Cynthia Lozano	Team Leader	Regional Office
35	Paul Anthony Iringan	Member	
36	Arlyn Balibag	Member	

