



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

SECRETARY WENDEL E. AVISADO

Department of Budget and Management
Chairperson, GQMC

Attn.: Director Maria Rosario A. Ablan
A.O. 25 Secretariat

Dear *Secretary Avisado*:

May we refer to the Government Quality Management Committee (GQMC) Advisory No. 2020-1 dated December 9, 2020 relative to Posting of Supporting Document to the Valid ISO Quality Management System (QMS) Requirements for the Grant of the Fiscal Year (FY) 2020 Performance-Based Bonus (PBB).

The DENR Quality Management System's Registration has a validity until March 27, 2022. The Surveillance Audit of the DENR QMS for 2020 was conducted by SOCOTEC Certification Philippines, Inc. (formerly AJA Registrars) as scheduled, on January 13 to 17, 2020 covering a system-wide implementation of DENR frontline and support services in the Central Office, four (4) staff bureaus and three (3) pilot regions, PENROs and CENROs (Region II, Region VII and Region XI). The said audit was conducted prior to CoVid 19 and was a regular assessment of DENR's conformity to ISO 9001:2015. Further, the 2nd Surveillance Audit has been conducted by SOCOTEC through remote/virtual audit last January 18 to 22, 2021, attesting to the validity of the DENR's QMS as of December 31, 2020 as required by IATF Memorandum Circular No. 2020-1.


To support documentary requirements, the following can be found at the DENR Transparency Seal and are also attached for reference:

1. Copy of the DENR Registration Certificates with validity until March 27, 2022 and indicating the schedule of surveillance and recertification audits;
2. 2020 Audit Notification
3. 2021 Audit Notification

We hope that these shall merit consideration of the GQMC in compliance to AO 25- IATF MC No. 2020-1.

With our best regards.

Very truly yours,


ENGR. NONITA S. CAGUIOA
Assistant Secretary for Finance, Information
Systems and Mining Concerns and
Deputy Quality Management Representative



**DEPARTMENT OF ENVIRONMENT AND
NATURAL RESOURCES**

ATTY. ERNESTO D. ADOBO JR, CESO I
Undersecretary for Administration, Finance, Human
Resources and Information Systems
DENR Compound, Visayas Avenue, Diliman
Quezon City 1100 Philippines

Re: 1st Surveillance
Audit Schedule

04 December 2019

Dear Atty. Adobo:

Good day!

I do hope that this letter finds you in good health and that your company is continually reaping the benefits of implementing the ISO Standard of your choice.

As per ISO 17021 – Conformity Assessment Requirements for Bodies Providing Audit and Certification of Management Systems, we are required to visit you at least once a year and within 12 months from the last day of your certification audit.

This means that Surveillance audits should not be delayed as the standard requires us to comply with a specific timeline. Should the date fall on a weekend or a holiday, then the surveillance audit must be conducted before, NOT after, the actual date. Otherwise, your certification status will be considered as temporarily suspended until such time that the surveillance audit is conducted.

Furthermore, prior to the conduct of the surveillance audit, as stipulated in clause 11 of the Codes of Practice (pertaining to modification): “the company shall inform AJA Registrars in writing and without delay of any intended changes relating to the following:

- the legal, commercial, organisational status or ownership organisation and management
- contact address and sites
- scope of operations under the certified management system
- major changes to the management system and processes”


In as much we would want to just proceed as if nothing transpired, we are mandated to gather information about any of the abovementioned items so as to be able to ensure that the activities to be audited are indeed reflected in the declared scope of registration. Any information that relate to the aforementioned items mentioned will be sufficient in helping SCP determine whether the notified changes require any additional audit activity. Observing this requirement will help avoid misrepresentation in any form and simultaneously, above all, maintain the integrity of the management system your organization subscribes to.

Please understand that we have no intentions of causing any inconvenience. Being a certification body, our compliance is imperative so as to be able to adhere to the requirements stipulated in ISO Guide 17021 and the Codes of Practice. From your end, to reiterate, conformance will ensure that your certification will remain in good standing.

Your Certification audit was conducted on 15th – 25th of January 2019; hence we scheduled your 1st Surveillance audit on 13th-17th of January 2020.

If the schedule is acceptable to you, please confirm by signing in the space provided.

Please feel free to contact us should you have any further clarification. Rest assured you always have our best attention. We are looking forward to serving you better. We remain,


Clariz Anne T. Adufina
Team Lead – Key Account Specialist – Planning

Company Name: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Signed/Date: 

Name: NONITA S. CAGUIOA

Title: Assistant Secretary

Surveillance Audit Date: January 13-17, 2020

Please be reminded that once the audit date is already confirmed, any movement on the schedule will not be allowed. Otherwise, a penalty of not less than PhP 5,000 times the number of mandays allocated for that scheduled audit will be imposed.

NOTE: PLEASE INDICATE CURRENT MANPOWER AND ANY ADDITIONAL PROCESSES, PRODUCTS OR SERVICES SINCE THE LAST AUDIT.

Regular _____ Contractual _____ Total: _____

Details of organizational changes:

(Please provide attachment as necessary)

Please confirm and fax to (02) 850 2208 or contact us at (02) 8502040 or email us at Clariz.ADUFINA@socotec.com and Leobel.ESTELITA@socotec.com for any concerns or clarification.



**DEPARTMENT OF ENVIRONMENT AND
NATURAL RESOURCES**
ATTY. ERNESTO D. ADOBO, JR.
UNDERSECRETARY FOR LEGAL,
ADMINISTRATION, HUMAN RESOURCES and
LEGISLATIVE AFFAIRS
DENR Compound, Visayas Avenue, Diliman
Quezon City 1100 Philippines

Re: 2nd Surveillance
Audit Schedule

28 December 2020

Dear Atty. Adobo:

Good day!

I do hope that this letter finds you in good health and that your company is continually reaping the benefits of implementing the ISO Standard of your choice.

As per ISO 17021 – Conformity Assessment Requirements for Bodies Providing Audit and Certification of Management Systems, we are required to visit you at least once a year and within 12 months from the last day of your certification audit.

This means that Surveillance audits should not be delayed as the standard requires us to comply with a specific timeline. Should the date fall on a weekend or a holiday, then the surveillance audit must be conducted before, NOT after, the actual date. Otherwise, your certification status will be considered as temporarily suspended until such time that the surveillance audit is conducted.

Furthermore, prior to the conduct of the surveillance audit, as stipulated in clause 11 of the Codes of Practice (pertaining to modification): "the company shall inform SOCOTEC Certification Philippines Inc. in writing and without delay of any intended changes relating to the following:

- the legal, commercial, organisational status or ownership organisation and management
- contact address and sites
- scope of operations under the certified management system
- major changes to the management system and processes"

In as much we would want to just proceed as if nothing transpired, we are mandated to gather information about any of the abovementioned items so as to be able to ensure that the activities to be audited are indeed reflected in the declared scope of registration. Any information that relate to the aforementioned items mentioned will be sufficient in helping SCPI determine whether the notified changes require any additional audit activity. Observing this requirement will help avoid misrepresentation in any form and simultaneously, above all, maintain the integrity of the management system your organization subscribes to.

Please understand that we have no intentions of causing any inconvenience. Being a certification body, our compliance is imperative so as to be able to adhere to the requirements stipulated in ISO Guide 17021 and the Codes of Practice. From your end, to reiterate, conformance will ensure that your certification will remain in good standing.

Your 1st Surveillance audit was conducted on 13th-17th of January 2020; hence we scheduled your 2nd Surveillance audit on 18th-22nd of January 2021.

If the schedule is acceptable to you, please confirm by signing in the space provided.

Please feel free to contact us should you have any further clarification. Rest assured you always have our best attention. We are looking forward to serving you better. We remain,


Clariz Anne T. Adufina

Team Lead – Key Account Specialist – Planning

Company Name: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Signed/Date: _____

Name: ATTY. ERNESTO D. ADOBO, JR., CESO I

Undersecretary

Title: _____

Surveillance Audit Date: January 18-22, 2021

Please be reminded that once the audit date is already confirmed, any movement on the schedule will not be allowed. Otherwise, a penalty of not less than PHP 5,000 times the number of mandays allocated for that scheduled audit will be imposed.

NOTE: PLEASE INDICATE CURRENT MANPOWER AND ANY ADDITIONAL PROCESSES, PRODUCTS OR SERVICES SINCE THE LAST AUDIT.

Regular _____ **Contractual** _____ **Total:** _____

Details of organizational changes:

(Please provide attachment as necessary)

Please confirm and fax to (02) 850 2208 or contact us at (02) 8502040 or email us at Clariz.ADUFINA@socotec.com and Leobel.ESTELITA@socotec.com for any concerns or clarification.