



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - NCR**

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**MANAGEMENT REVIEW MINUTES**

Date of Meeting: **OCTOBER 30, 2020** Time Started: **9:15AM** Time Ended: **5:30PM**

Venue/ Time : **ZOOM Cloud Meeting, 9:00AM**

Meeting Agenda:

1. Status of actions from previous management reviews
2. Changes in external and internal issues that are relevant to the QEMS
3. Information on the performance and effectiveness of the quality environmental management system, including trends in:
  - a. Customer satisfaction and feedback from relevant interested parties
  - b. Extent to which quality environmental objectives have been met
  - c. Process performance and conformity of products and services
  - d. Nonconformities and corrective actions
  - e. Monitoring and measurement results
  - f. Audit results
  - g. Performance of external providers
  - h. Review of the policy and Context of the Organization
4. Adequacy of resources
5. Effectiveness of actions taken to address risks and opportunities
6. Opportunities for improvement

	<i><b>Name</b></i>	<i><b>Position</b></i>	<i><b>Signature</b></i>
<b>Attendees:</b>	Jacqueline A. Caancan	RED	Present
	Al O. Orolfo	ARD for MS	Present
	Ignacio A. Almira Jr.	ARD for TS	Present
	Eduardo C. Calzeta	QEMS MR & Chief PMD	Present
	Jan S. Bautista	Chief Administrative Division	Present
	Erlinda O. Daquigan	Chief, Finance Division	Present
	Orly T. Cariazo	Chief, Enforcement Division	Present
	Aida Esguerra	Chief, CDD	Present
	Alvin Constantino	Chief, LPDD	Present
	Lina Mirandilla	Chief, SMD	Present
	Alma Lanzo	Chief, Legal Division	Present
	Paula Dalanon	QEMS DocCon	Present
	Manilyn Goncero	QEMS Secretariat	Present
	Misael Aquino	QEMS Internal Lead Auditor	Present
	Albine Pineda	ADC, PMD	Present
	Elena Picana	ADC, AD	Present
	Alma Luz Contreras	ADC, FD	Present
	Christopher Villarín	Head, RPAO	Present
	David Reyes Jr	Chief, Procurement Section	Present
	Rowena Medalla	Chief, Personnel Section	Present
Leila Reyes	Chief, GSS	Present	



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<b>Attendees:</b>	Romulo V. Concha Jr.	OIC. HRDS	Present
	Melissa Bacani	Chief, Accounting Section	Present
	Marites Rodriguez	Chief, Budget Section	Present
	Margie Gianan	LPDD	Present
	Giselle Garcia	LPDD	Present
	Maricar Puno Sanchez	ED	Present
	Leah Orcilla	PMD	Present
	Diane Romero	LPDD	Present
	Ana Manga Valiente	SMD	Present
	Debbie Aromin	SMD	Present
	Nicolas Docena Jr.	ED	Present
	Abner Remolar	SMD	Present
	Veronica Remolar	SMD	Present
	Arturo Calderon	CDD	Present
	Jan Rey Florano	Focal Person	Present
	Ellaine Mendoza	Focal Person	Present
	Alaine Miranda	Focal Person	Present
	December De Guzman	Focal Person	Present
	Eliza Recto	Focal Person	Present
	Heracleo Lagrada Jr.	Focal Person	Present
	Christele Letrero	Focal Person	Present
	Janine Erika Tencio	Focal Person	Present
	Michelle Jularbal	Focal Person	Present
	Baby Ruth Acaban	Focal Person	Present
Xeres Castillo	Focal Person	Present	
Jessica Dionisio	Focal Person	Present	
Shelmark Acosta	Focal Person	Present	



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**I. CALL TO ORDER**

The meeting was called to order by the Regional Executive Director Jacqueline A. Caanacan, *CESO III* at 9:15AM by an opening message. Afterwards, the meeting was presided by the OIC Assistant Regional Director Al O. Orolfo by presenting the agenda of the meeting.

**II. AGENDA/TOPICS**

1. Status of actions from previous management reviews
2. Changes in external and internal issues that are relevant to the QEMS
3. Information on the performance and effectiveness of the quality environmental management system, including trends in:
  - a. Customer satisfaction and feedback from relevant interested parties
  - b. Extent to which quality environmental objectives have been met
  - c. Process performance and conformity of products and services
  - d. Nonconformities and corrective actions
  - e. Monitoring and measurement results
  - f. Audit results
  - g. Performance of external providers
4. Adequacy of resources
5. Effectiveness of actions taken to address risks and opportunities
6. Opportunities for improvement
7. Other matters/ Wrap-up

**III. MINUTES OF THE REVIEW**

1. Status of actions from previous management reviews
  - Consider as part of the reporting of status of actions for the Management Review the update reports on QEMS Implementation during conduct of Expanded Execom meetings;
  - Although this is considered as the first conduct Management Review following the prescribe procedure, the QEMR and the QEMS Core Team has been conducting a series of several conduct of consultation meetings with the Process Owners for the review of their SWOT, Risk Assessment Matrix and OTP's
  
2. Changes in external and internal issues that are relevant to the QEMS

TOPIC	AGREEMENTS/RECOMMENDATION	RESPONSIBLE PERSON
Presentation of the changes in SWOT of Planning and Management Division	Include as new opportunity : - Hiring is already allowed based on the released DBM Memorandum - Creation of Data Privacy Group	DC Eduardo C. Calzeta
Presentation of the changes in SWOT of Legal Division	Include as new threat: - Client harassment through digital assault Include as new weakness: - No available space for ADR/Hearing room	DC Atty. Alma D. Lanzo
Presentation of the changes in SWOT of CDD	Be explicit on your threats, so we can properly strategize on how to address those threats	DC Aida E. Esguerra
Presentation of the changes in SWOT of ORED	Threats addressed should be included in the strength	Kirby Dacug, EnP
Presentation of the changes in SWOT of RPAO	Transfer lack of PhilGeps accredited suppliers in one of your threats	Head, Christopher C Villarin



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3. Information on the performance and effectiveness of the QEMS, including trends in:

a. Customer satisfaction and feedback from relevant interested parties

TOPIC	STATUS/AGREEMENTS	RESPONSIBLE PERSON
Conduct of Regional Client Satisfaction Survey	Data gathering, interviews, surveying of the internal and external clients is currently on going. Afterwards, the preliminary analysis of the results will be reported and provided to the Management	Regional CSS Team

b. Extent to which quality environmental objectives have been met

TOPIC	AGREEMENTS/RECOMMENDATION	RESPONSIBLE PERSON
Revision of OTP 3 of Legal Division	Revise OTP 3 for the non-availability of ADR/Hearing room	DC Atty. Alma D. Lanzo
Designation of custodian for survey instrument and equipment	Prepare a Special Order for Engr Gamit for his designation as the custodian for survey instrument and equipment  Use the enrolled forms of the GSS for the Equipment Masterlist (FM-GSS-09), Tool Borrower's Log (FM-GSS-02) and Equipment Preventive Maintenance Checklist (FM-GSS-10)	DC Engr. Lina Mirandilla
Create Quality OTP on record keeping and storage	Prepare an OTP on records keeping and storage to improve the quality management of your records	DC Aida E. Esguerra
Preparation of short video as an MOV of the implementation EMS OTP's	Prepare a short video to be presented to the auditor as an MOV in the implementation of EMS within your respective offices	All Process Owners

c. Process performance and conformity of products and services

TOPIC	STATUS/AGREEMENTS	RESPONSIBLE PERSON
Availability of MOV's	Ensure that MOVs are secured and readily available upon request of the for the Auditor	All Process Owners
Improvement of the performance management of fund utilization	Prepare a weekly memorandum addressed to the Divisions to remind them on their budget to be utilized and improve the quality management of fund utilization	DC Erlinda Daquigan

d. Nonconformities and corrective actions

TOPIC	STATUS/AGREEMENTS	RESPONSIBLE PERSON
Corrective Action Report regarding the findings on the Generator	Out of the three generators only one generator (used by the RICTU as back-up for the server) was able to acquire the permit to operate.  The other two generators under the General Services Sections has not acquired the permit to operate due to	DC Jan S. Bautista, SC Leila L. Reyes



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	<p>the unavailability of the information and record of the documents.</p> <p>Coordinate with the PCO and provide necessary documents to facilitate the application of the permit to operate for the two generators. To be accomplished by November 6, 2020 (Friday).</p>	DC Jan S. Bautista, SC Leila L. Reyes, PCO Leah C. Orcilla
Issuance of corrective action report to SMD regarding the non-availability of storage room	Issue a CAR to SMD regarding the non-availability of storage room for the surveying instruments and equipment	Internal Lead Auditor Misael Aquino

e. Monitoring and measurement results

TOPIC	AGREEMENTS/RECOMMENDATION	RESPONSIBLE PERSON
Results monitoring of the EMS implementation	Device a standard forms in the monitoring of EMS implementation and register to the Document Controller for document coding	QEMS Enforcement Team, RPAO, DC Jan S Bautista

f. Audit results

- Audit results of the conducted Internal Audit last Sept 29 – Oct 1, 2020 was presented by the Internal Lead Auditor Misael R. Aquino to the Expanded Executive Committee during the Expanded Execom Meeting held last October 20, 2020

g. Performance of external providers

TOPIC	STATUS	RESPONSIBLE PERSON
Report on the status of external providers	Out of the 199 registered external services providers, four (4) were rated failed due to partial/incomplete delivery and non-delivery and three (3) were rated conditional due to the delay in delivery	SC Dave Reyes Jr

4. Adequacy of resources

TOPIC	STATUS	RESPONSIBLE PERSON
Manpower	In terms of number there is an inadequate manpower for the Region due to the fact that we are still hiring Contract of Services personnel to compliment the Regions functions and targets	Personnel Section
Workforce capability and competency	There is an ongoing enhancement of capability, coaching mentoring is yet to be institutionalized as part of HRDS interventions	HRDS
Property, Plants and Equipment	This is adequate since we have been accomplishing our targets	GSS
Financial Utilization/ Status	Updates on the financial status/utilization is presented during full time delivery unit for the information of the body	Finance Division



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5. Review of Risk Register and effectiveness of actions taken to address risks and opportunities

TOPIC	AGREEMENTS/RECOMMENDATION	RESPONSIBLE PERSON
Presentation of RAM of Legal Division	Activity : Lost or misplace of case folders  Target : Have a measureable weekly target of scanned/uploaded case folders in your database	DC Atty. Alma D. Lanzo
Presentation of RAM of Administrative Division	Improve your Risk Assessment Matrix activities by including quality management of the quality of the vehicle and quality of driver through complete vehicle maintenance checking and training of drivers to ensure safety of personnel	DC Jan S Bautista

6. Opportunities for improvement

TOPIC	AGREEMENTS/RECOMMENDATION	RESPONSIBLE PERSON
Hiring of network administrator	To hire a network administrator by 2021	DC Eduardo Calzeta and DC Jan Bautista
Upgrading of server	Prepare proposal for request of upgrading of network server to the Central Office	DC Eduardo Calzeta and SC Leah Orcilla
Upgrading of the bandwidth of internet connectivity	PR already prepared for the upgrading of the bandwidth of internet connectivity for processing	SC David Reyes Jr
Inventory of ICT equipment particularly web camera and headset with microphones	Conduct inventory of ICT equipment to identify the number of web camera and headset with microphones to be procured.  Coordinate with Finance to check available budget for funding the procurement of web camera and headset with microphones	SC Leah Orcilla and SC Marites Rodriguez
Procurement of cabling services (LAN) for the new building	PR already prepared for processing of Procurement Section coordinate with Finance for available funds  For urgent action, in preparation for the transfer to the new building	SC David Reyes Jr and DC Erlinda Daquigan
Provision of scanner for the case documents of Legal Division	Coordinate with Finance for the available funding to procure scanner with the required specifications needed by the Legal Division  In the meantime, prepare PR for the procurement of scanning services (outsource)	DC Eduardo C. Calzeta and DC Erlinda Daquigan  DC Atty. Alma Lanzo
LECSIS	Prepare Memorandum of the Process Flow of how to use the LECSIS  Coordinate with Mr. Sam Mamuric of RICTU to add another feature wherein other Divisions can view the content of the database	DC Atty. Alma Lanzo



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Repair of landline connection at the DENR-NCR Nursery	Follow up request for landline connection to PLDT and provide updates to ARD-MS by November 4, 2020	DC Jan S Bautista, SC Leila Reyes
Procurement of Service Vehicle of Enforcement Division	Prepare PR and the specifications for the procurement of service vehicle to be included in the processing of early procurement	DC Orly T. Cariazo, SC Dave Reyes Jr
Finalization of standard office signage	Standard office signage to be presented to the Execom body for approval on November 6 2020	DC Jan S Bautista, and Head Christopher C. Villarin
QEMS Corner	Present the layout of the QEMS Corner to the Execom for approval of the body on November 6 2020	DC Jan S Bautista, and Head Christopher C. Villarin

7. Other matters/ Wrap up

TOPIC	AGREEMENTS/RECOMMENDATION	RESPONSIBLE PERSON	TIMELINE
Conservation Guidelines with generated forms	On-going preparation of all monitoring forms needed for the implementation of the EMS Guidelines to be enrolled to the Document Controller	Administrative Division	Nov 5 2020
Conduct of Management Review for the QEMS Core Team	Schedule a Management Review for the QEMS Core Team, prepare update report on the timeline and action plan for each QEMS Core Team based on their accountabilities and responsibilities stated in the Special Order	QEMS Core Team	Nov 6 2020
Revisit the EMS Guidelines	Revisit the EMS guidelines and check if there is a need to prepare a supporting/specific guideline to be implemented for the general guidelines stated	QMR Eduardo Calzeta, Team Head Enforcement Team Elena Picaña, DC Jan Bautista, All QEMS Focals	Nov 6 2020
Equipment needed in the proper segregation of Hazardous Waste	Procure needed equipment stated in the guidelines to be used in proper Hazardous Waste Segregation. Prepare PR  Check available funds we can use for the procurement of the equipment	SC Dave Reyes Jr  ADC Alma Luz Contreras	Nov 5 2020
Revisit QEMS Policy	Ensure that is QEMS Policy is reflected in all aspect of QEMS Processes, SWOT, Risk Assessment and OTP's	All Process Owners	Nov 3 2020
Procurement of Scanner of the Legal Division	PR prepared and market study conducted	RICTU	Oct 30 2020
Specific OTP's for QMS	Classify it is recommended to have OTP's even for low and medium risk	All Process Owners	Nov 4 2020
EMS Implementation	Standardize EMS implementation and policies, establish keeping all MOV's, schedule meeting for all Enercon Officers with GSS Chief and Team Head Enforcement Team  Monitoring for Electricity, Water, Gasoline are Region wide	Head of Enforcement Team Elena Picaña, SC Leila Reyes, and Enercon Officers	Nov 4 2020



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	<p>Maintenance of utility centralized to Admin Division</p> <p>Prepare standard EMS forms, and signage</p> <p>Prepare action plan for the monitoring of compliance of QEMS implementation</p>	<p>Admin Division and RPAO</p> <p>Head of Enforcement Team Elena Picaña</p>	
Audio-visual presentation	Prepare a standard audio-visual presentation for the EMS implementation as part of the promotional activity and wayforward of the RPAO	Christopher C. Villarin	Nov 6 2020
5S implementation	Incorporate 5S implementation Division wide guided by the issued policy of the Management	All Process Owners	Nov 3 2020
Hazardous Waste Area Storage	Identify area for the storage of hazardous waste	Administrative Division	Nov 5 2020
Submission of revised QEMS documentary requirements	All revisions based on the inputs during the Management Review must be submitted to the QEMR for review and approval of the RED	All Process Owners	Nov 5 2020

Prepared by:

Approved by:

  
  
**PAULA JOY G. DALANON/MANILYN C. GONCERO**  
 Document Controller/Secretariat

  
**EDUARDO C. GALZETA, PHD**  
 QE Management Representative





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Date of Meeting: **November 18, 2020** Time Started: **1:00PM** Time Ended: **PM**

Venue/ Time : **ZOOM Cloud Meeting, 1:00 PM**

Meeting Agenda:

- I. Status of compliance from previous Management Reviews and revisions of documents (Process Owners)
- II. Completeness of the MOVs in preparation for the external audit (DocCon)
- III. Status of Legal Requirements (PCO)
- IV. Other Matters

	<i>Name</i>	<i>Position</i>	<i>Signature</i>
<b>Attendees:</b>	Jacqueline A. Caancan	RED	Present
	Al O. Orolfo	ARD for MS	Present
	Ignacio A. Almira Jr.	ARD for TS	Present
	Eduardo C. Calzeta	QEMS MR & Chief PMD	Present
	Jan S. Bautista	Chief Administrative Division	Present
	Erlinda O. Daquigan	Chief, Finance Division	Present
	Orly T. Cariazo	Chief, Enforcement Division	Present
	Aida Esguerra	Chief, CDD	Present
	Alvin Constantino	Chief, LPDD	Present
	Lina Mirandilla	Chief, SMD	Present
	Alma Lanzo	Chief, Legal Division	Present
	Paula Dalanon	QEMS DocCon	Present
	Manilyn Goncero	QEMS Secretariat	Present
	Misael Aquino	QEMS Internal Lead Auditor	Present
	Albine Pineda	ADC, PMD	Present
	Elena Picana	ADC, AD	Present
	Alma Luz Contreras	ADC, FD	Present
	Christopher Villarin	Head, RPAO	Present
	David Reyes Jr	Chief, Procurement Section	Present
	Rowena Medalla	Chief, Personnel Section	Present
Leila Reyes	Chief, GSS	Present	
<b>Attendees:</b>	Romulo V. Concha Jr.	OIC. HRDS	Present
	Melissa Bacani	Chief, Accounting Section	Present
	Marites Rodriguez	Chief, Budget Section	Present
	Margie Gianan	LPDD	Present
	Giselle Garcia	LPDD	Present
	Maricar Puno Sanchez	ED	Present



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	Leah Orcilla	PMD	Present
	Diane Romero	LPDD	Present
	Ana Manga Valiente	SMD	Present
	Debbie Aromin	SMD	Present
	Nicolas Docena Jr.	ED	Present
	Abner Remolar	SMD	Present
	Veronica Remolar	SMD	Present
	Arturo Calderon	CDD	Present
	Jan Rey Florano	Focal Person	Present
	Ellaine Mendoza	Focal Person	Present
	Alaine Miranda	Focal Person	Present
	December De Guzman	Focal Person	Present
	Eliza Recto	Focal Person	Present
	Heracleo Lagrada Jr.	Focal Person	Present
	Christele Letrero	Focal Person	Present
	Janine Erika Tencio	Focal Person	Present
	Michelle Jularbal	Focal Person	Present
	Baby Ruth Acaban	Focal Person	Present
	Xeres Castillo	Focal Person	Present
	Jessica Dionisio	Focal Person	Present
	Shelmark Acosta	Focal Person	Present

**I. CALL TO ORDER**

The meeting was called to order by the OIC Assistant Regional Director Al O. Orolfo for Management Services at 1:00 PM by requesting the Secretariat to do a roll call, followed by the reading of the Minutes of the previous Management Review Meeting held last October November 9, 2020, and lastly the presentation of the agenda of the meeting.

**II. AGENDA/TOPICS**

- I. Status of compliance from previous Management Reviews and revisions of documents (Process Owners)
- II. Completeness of the MOVs in preparation for the external audit (DocCon)
- III. Status of Legal Requirements (PCO)
- IV. Other Matters

**III. MINUTES OF THE REVIEW**

TOPIC	ISSUE RAISED	RESOLUTION/INSTRUCTION	RESPONSIBLE PERSON	TIMELINE	STATUS
<b>Status of the Compliance from Previous Management Review</b>					



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Presentation of the Regional Aspect Assessment Matrix	Compliance to the indicated laws at the Legal Register of our Regional Aspect Assessment Matrix	Ensure our compliance with the laws stated in the legal register of our Regional Aspect Assessment Matrix  Enhance awareness of the indicated laws by conducting a series of cascading activities on environmental laws indicated in the legal register of our Regional Aspect Assessment Matrix	DC Jan S Bautista  OIC Atty Romulo Concha Jr	-	Complied  2021
	Conduct of meetings/ trainings/ workshops	Indicate if the conduct of meetings/ trainings/ and workshop will be internal and external Include climate change act, green procurement act	DC Jan S Bautista	-	Complied
	Legal Register	Provide list laws to be complied by the Region using the legal register form	DC Atty Alma Lanzo		All Focal Person submit to the legal division the legal register matrix
	Revision of the Regional Aspect Assessment Matrix	Set a meeting to review and revise the Regional Aspect Assessment Matrix based on the comments and suggestions accordingly	DC Jan S Bautista ADC Elena M Picaña ADC Albina Pineda SC Leila Reyes	November 11 2020	Revised. For signature of the MR and for registration to the DocCon

**Presentation of the Revised Regional Aspect Assessment Matrix**

Presentation of the revised Regional Aspect Assessment Matrix	Comments and suggestions on the presentation of the revised matrix	Minor revision just to add ARD Al's comment:  - Air Pollution	SC Leila Reyes, ADC Albine Pineda	November 18, 2020	Revised. For signature of the MR and for registration to the DocCon
	Conduct of waste analysis and characterization	Schedule conduct of waste analysis and characterization to identify baseline for waste segregation for NEC and North Avenue Offices	SC Leila Reyes	-	Included in the OTP target to be conducted January 2021

**Presentation of the Regional EMS OTP – DC Jan S. Bautista**

Presentation of the Revised Aspect Assessment Matrix per Conservation Guidelines	Paper Conservation	Add the use of electronic copies in the existing control	SC Leila Reyes	-	Included in the revised Regional Aspect Assessment Matrix
	Fuel Conservation	- Add the lubricants in the input  - Add water pollution in the impact  - existing control carpooling  - outsourcing of motor pool as additional control	SC Leila Reyes	-	Included in the revised Regional Aspect Assessment Matrix
	Electricity Conservation	Draft Special Order for the Designation of ENERCON Officers	SC Leila Reyes		Included in the revised Regional Aspect Assessment Matrix



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	Water Conservation	CDD to document schedule of water nourishment and provide checklist	CDD		Included in the revised Regional Aspect Assessment Matrix
	Pollution Conservation	All vehicles undergo to the annual air emission test  Compliant to green procurement act  No smoking policy / Anti-Smoking Act			Included in the revised Regional Aspect Assessment Matrix
	Waste Segregation and Waste Disposal	EMB to improve the MRF  For the meantime use the existing MRF as hazardous waste area	SC Leila Reyes		Included in the revised Regional Aspect Assessment Matrix
Presentation of the revised EMS OTP's	OTP for Electricity Conservation	Prepare funds for the replacement of fluorescent to led by 2021	SC Leila Reyes QEMS		For APP preparation
	OTP for Fuel Conservation	Indicator – 100% of vehicle use efficient and environment friendly fuel  Target - 100% of vehicle used efficient and environment friendly fuel  Include Solid waste management signage in all vehicles  all the outsource vehicle should have same QEMS signages	SC Leila Reyes		
	OTP for Paper Conservation	PMD to issue guidelines on the use of E-Copies (in addition to the OTP activities)	ADC Albine Pineda		
	OTP for Waste Segregation Storage and Disposal	Remove in the results monitoring the Conduct of WACS			
<b>Presentation of the Regional SWOT ANALYSIS</b>					
Regional SWOT Analysis	STRENGTHS	Change the 'strong' to 'dynamic' leadership  Used jargon words put asterisk and definition on the last page  Client Satisfaction Survey to the performance of all drivers – use QR Code	ADC Albine Pineda  RICTU		Included to the revised Regional SWOT
	WEAKNESSES	Change 'lack' to 'limited' manpower  Remove the unequal distribution of workload  Insufficient training based on their designation and actual work with the migration of workloads to digital format			Included to the revised Regional SWOT



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		Remove high turnover of lawyers due to low salary			
		Remove prescribed capital outlay			
		Remove lack of intelligence fund			
	OPPORTUNITIES	Another third-party internet provider	ADC Albine Pineda		Included to the revised Regional SWOT
	THREATS	Unstable internet connection – external provider	ADC Albine Pineda		Included to the revised Regional SWOT
<b>STATUS OF DOCUMENTARY REQUIREMENTS NEEDED BY THE EXTERNAL AUDITOR</b>					
QE MANUAL		Review the QEMS Manual to revise few parts	<b>DocCon</b>		
Internal Audit	Annual Audit Plan and Audit Report	To be submitted by the Lead Auditor	<b>Lead Auditor Misael Aquino</b>	<b>By the end of November</b>	
<b>Presentation of Legal Compliance Monitoring Form</b>					
North Field Office	Generator from ERDB	Relocate GENSET and document the status with ERDB	<b>ED</b>		
		Collection of the Segregated Policy	<b>PCO</b>		
<b>Other matters</b>					
Presentation of the revised signages		Check comfort rooms signages if compliant to GAD and have it certified	RPAO GAD		
Third Party Audit		Third Party Auditor will arrive by 1 <sup>st</sup> week of December  Coordinate with the Third-Party Auditor	QEMS Core Team		
Mock Audit		Conduct of Mock Audit by the Lead Auditor and Internal Auditors	Lead Auditor	Last week of November	
All QEMS Documents		Management Representative to confirm that all indicated in the forms complied to the standard	QE MR		

Prepared by:

Approved by:

  
  
**PAULA JOY G. DALANON/MANILYN C. GONCERO**  
 Document Controller/Secretariat

  
**ALBINA L. PINEDA**  
 Deputy QE Management Representative