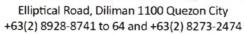


Republic of the Philippines

OFFICE OF THE SECRETARY





SPECIAL ORDER

No.<u>27</u> Series of 2024

SUBJECT

COMPOSITION OF THE INTERNAL QUALITY AUDIT TEAM OF THE DA- CENTRAL OFFICE COMMITTEE ON INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) CERTIFICATION INITIATIVES AND PROGRAMS

Cognizant of its crucial role in ensuring the effective implementation of initiatives within the Department of Agriculture-Central Office (DA-CO) and the Food Development Center (FDC), particularly on the certification of the Quality Management System (QMS) to meet the International Organization for Standardization (ISO) 9001 Standards, the Internal Quality Audit (IQA) Team shall be composed of the following:

Lead	Director, Legal Service				
Assistant Lead	Director, Financial Management Service				
	Name	Office			
	Atty. Maria Karen A. Pahayahay	Legal Service			
	Alex M. Castillo	Human Resource Development Division			
Members	Juliet R. Manguerra	Information and Communications Technology Service			
	Elvin Ray C. Sabularse	Accounting Division			
	Cristopher Columbo B. Enaje I	Information and Communications Technology Service			
	Annabelle T. Edang	Management Division			
	Bernabe L. Taluban	Records Division			
	Teresita M. Cruz	Information and Communications Technology Service			
	Elmer R. Esplana	Agribusiness and Marketing Assistance Service			
	Charmine E. Bongalos	Field Operations Service			
	Clotilde Paz S. Mamon	Human Resource Development Division			
	Ronald Jayson I. Piring	Human Resource Development Division			
	Anthony Fidel D.A. Andres	Management Division			
	Jhonalyn R. Moya	Records Division			
	Annwin L. Alban	Personnel Division			
	Jan Pauline B. Albat	Special Projects Coordination and Management Assistance Division			
	Abigail E. Altoveros	Agriculture and Fisheries Information Division - Library			

	Section		
Camilo A. Andi, Jr.	Information and Communication		
	Technology Service		
Clarida P. Antonio	General Services Division		
Allan L. Aquino	Office of the Secretary		
Sheena Mae A. Bagayao	Food, Agriculture and Fisheries		
	Policy Division-Policy Research		
	Service		
Immanuel Samuel D. Bautista	Information and Communication		
	Technology Service		
Imelda B. Breganza	Information and Communication		
	Technology Service		
Paula Mae S. Buyayo	General Services Division		
Maricho C. Cabacang	General Services Division		
Raymond L. Canoza	Office of the Secretary		
Aubrey T. Caoile-Layao	Field Programs Operational		
	Planning Division		
Kimberly P. Castillo	Project Packaging and Resource		
	Mobilization Division		
Rowel B. Del Rosario	Project Identification and		
	Evaluation Division		
Susan L. Del Rosario	Records Division		
Marco Gerardo H. De Vera	Office of the DA Inspectorate and		
	Enforcement		
Vivian N. Doroja	Agribusiness and Marketing		
	Assistance Service- Market		
*	Development Division		
Jocelyn M. Gabriel	Food Development Center		
	-Technology Development		
	Division		
Jaicel V. Garcia	Records Division		
Maria Luisa A. Geron	Food Development Center-Finance		
I C A	and Administrative Division		
Jemflor Anne V. Imperial-	Field Programs Operational		
Santiago	Planning Division		
Jose Maria Ariel Q. Laxa	Procurement Division		
Maria Teresita S. Lesaca	National Organic Agriculture		
	Program - National Program		
Dwin goog Loving D. Dog	Coordinating Office		
Princess Jayne P. Raz	Field Programs Coordination and		
Daine Levi L Dama	Monitoring Division		
Reina Joy L. Rome	Project Identification and		
Decidence D. Treese	Evaluation Division		
Davielyne B. Torres	Research and Regulations Division		
Lindsey Randy S. Ubas	Office of the Secretary		

	Anthony R. Villanueva				Records Division
Secretariat	Maria A	Maria Anelie A. Laurente			Accounting Division
	Maria	Jonalie	Eunice	A.	Accounting Division
	Asuncio	n		,	

The IQA Team shall perform the following functions:

- 1. Developing a schedule and strategy for conducting internal quality audits across various offices or processes within the DA-CO and FDC;
- 2. Execute the planned internal quality audits based on the Internal QMS Audit Procedure of the DA by evaluating processes, systems, and procedures against established standards, regulations, or policies.
- 3. Identify deviations, discrepancies, or instances of non-compliance during audits and documenting these findings.
- 4. Maintain comprehensive records of audit findings, corrective actions, and improvement recommendations which shall be reflected in a detailed report to be submitted for Management Review.
- 5. Collaborate with different offices within the DA-CO and FDC or other QMS teams to gather information, share best practices, and ensure a consistent approach to quality management.
- 6. Track and monitor the implementation of corrective actions recommended after audits to ensure their effectiveness and sustainability.
- 7. Undergo necessary ISO trainings on auditing management systems.

This Order shall take effect immediately and shall remain in force unless revoked, amended, or modified in writing.

Special Order No. 1165, s. 2022 and all other orders and memoranda inconsistent herewith are deemed revoked.

Done this _4th ___ day of January 2024.

FRANCISCO TIU LAUREL, JR.

Secretary