



SPECIAL ORDER

No. 27

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	
Members	Name	Office
	Atty. Maria Karen A. Pahayahay	Legal Service
	Alex M. Castillo	Human Resource Development Division
	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 and Administrative Division
Jemflor Anne V. Imperial-Santiago	Field Programs Operational Planning Division
Jose Maria Ariel Q. Laxa	Procurement Division
Maria Teresita S. Lesaca	National Organic Agriculture Program - National Program Coordinating Office
Princess Jayne P. Raz	Field Programs Coordination and Monitoring Division
Reina Joy L. Rome	Project Identification and Evaluation Division
Davielyne B. Torres	Research and Regulations Division
Lindsey Randy S. Ubas	Office of the Secretary

Secretariat	Anthony R. Villanueva	Records Division
	Maria Anelie A. Laurente	Accounting Division
	Maria Jonalie Eunice A. Asuncion	Accounting Division

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 9th day of January 2024.


FRANCISCO TIU LAUREL, JR.
 Secretary 