

 <p>RECEIVED #3</p> <p>COSDD</p> <p>DEPT. OFFICE: NHA-QP-001-F01</p> <p>NAME AND SIGNATURE: <i>phca</i></p> <p>DATE: 9/17/21</p>	<p>RECORD/DOCUMENT TRACKING FORM (RDTF)</p>	<p>Effectivity Date: August 16, 2018</p> <p>Management Services Group (MSC)</p>
	<p>Form</p>	<p>Revision No. 02</p> <p>Name and Signature: <i>[Signature]</i></p> <p>Date and Time: 9-15-21 26</p>

Record/Document Control No. **COSDD-ISO-2021-001**

Record/Document Type: **MEMORANDUM, AUDIT PLAN, AUDIT ITINERARY, DRAFT OFFICE ORDER**

Originating Unit: **Office of the General Manager NCR-South Sector Office**

Subject: **CONDUCT OF INTERNAL QUALITY AUDIT**

RECEIVED

12. ISON

Office of the General Manager

DATE: **9/15/2021**

I further certify that all the documentary requirements have been subjected to the principle of "complete staff work" and have been evaluated with diligence and found in order in accordance with prescribed policies, guidelines and procedures.

DATE	For/To	From	REMARKS/INSTRUCTIONS
	Name/Position/Unit	Name/Position/Unit /Signature	
09/10/21	<p>VICTOR C. BALBA Officer-In-Charge</p> <p>Thru:</p> <p><i>[Signature]</i> AGNES R. AGAY Acting Group Manager, MSG and concurrent Department Manager, CPD QMR</p> <p><i>[Signature]</i> ISAAC NACILLA Department Manager COSDD DQMR</p> <p><i>Aem</i></p>	<p><i>[Signature]</i> LUIS S. BACAMANTE OIC, NCR South Sector Office IQA Team Head</p> <p><i>[Signature]</i> JOHN-CHRISTOPHER T. MANANOD Assistant General Manager Office of the General Manager</p>	<p>Respectfully submitting FOR CONSIDERATION the attached Memorandum for the conduct of Internal Quality Audit (IQA) under the NHA's Quality Management System.</p> <p>For the Officer-In-Charge's approval, please.</p> <p><i>for approval</i></p>

IMPORTANT : Pursuant to Section 8.B of RA 9485, response/action "shall not be longer than five (5) working days in the case of simple transactions, and ten (10) working days in the case of complex transactions from the date the request or application was received.

9/17

9/17

2021-00-002885

9/15/21

[Signature]
VICTOR C. BALBA
Assistant General Manager

[Signature]
ISAAC NACILLA
Manager, COSDD

[Signature]
AGNES R. AGAY

For appropriate action, please. Thank you.



September 9, 2021

OFFICE ORDER NO. 8585

SUBJECT: CONDUCT OF INTERNAL QUALITY AUDIT (IQA) FOR CY 2021

Consistent with the Authority's strategy and commitment to have an established Quality Management System (QMS) and to be certified to the ISO 9001:2015 Standard, an Internal Quality Audit (IQA) will be conducted for CY 2021.

The IQA is a critical activity in the development and maintenance of the NHA's QMS. Its conduct will assess the effectiveness of the established NHA's established QMS and overall performance, and check the compliance of the different offices of the NHA, in accordance with the requirements of the ISO 9001:2015 Standard.

In line with this, and to verify whether the NHA's management core and support processes conform to planned arrangements, requirements of the ISO 9001:2015, and is effectively implemented and maintained, the following QMS Internal Quality Auditors are hereby authorized to conduct the Internal Quality Audit for CY 2021, to wit:

Designation	Name	Department
IQA Team Head	Luis S. Bacamante	NCR South Sector
Assistant IQA Team Head	Nerissa A. Subido	Commercial and Industrial Estates Department
Team Heads	Nerissa A. Subido	Commercial and Industrial Estates Department
	Jeannette I. Baccay	Treasury Department
	Jovita G. Panopio	Housing Technology and Technical Research Development Department
	Lolita L. Mediavillo	Community Support Services Department
	Antonio O. Mercader	Corporate Planning Department
Auditors	Yolanda H. Balba	Estate Management Department
	Panfilo H. Casama	General Services Department
	Alita T. Padua	Financial Management Department
	Atty. Eleonor A. Balatbat	Legal Department

Designation	Name	Department
	Oscar B. Hanova	Project Operations Support Services Department
	Julieta San Gabriel	NCR East Sector Office
	Donhill V. Alcain	Resettlement and Development Services Department
	Antonio F. Palad	General Services Department
	John M. Montojo	Accounting Department
	Ulysses F. Dugso	Human Resource Management Dept.
Observers	Gloria C. Baider	Office of the Corporate Secretary
	Remedios M. Paulo	Estate Management Department
	Fernando S. Mojica	Community Support Services Dept.
	Elisa C. Baquiran	Financial Management Dept.
	Ma. Karissa U. Magarzo	Project Operations Support Services Department
	Raymond Emmanuel S. Abello	Corporate Planning Department
	Arriane Khay P. Mendoza	Accounting Department
	Geremie R. Berbecho	Commercial and Industrial Estates Department
	Marlo C. Plucena	Human Resource Management Department
	Marvin M. Villangca	Treasury Department
	Abigail Ann A. Cadores	Housing Technology and Technical Research Development Department
	Novita V. Baraoidan	Resettlement and Development Services Department
	Atty. Veronica Diaz	Legal Department

The above Auditors grouped into teams with identified team leaders as specified in the attached Audit Itinerary, shall conduct the IQA to cover Management, Core, and Support Processes on September 20 to October 04, 2021 via Zoom Video Conference Platform or any other modes as may be mutually agreed upon by the Auditor and the Auditees.

The Audit Team Head, Arch. Luis S. Bacamante, Officer-in-Charge, NCR South Sector Regional Office shall sit as auditor at any given time.

The above Auditors are therefore authorized to have an unrestricted access to all functions, records, reports, documents, property, and personnel involved in the implementation of the above-stated audit areas. Likewise, concerned NHA Departments

and Regional Offices are hereby instructed to cooperate and provide support to the Audit Teams in the conduct of the said audit.

All concerned shall be guided accordingly.


ENGR. VICTOR C. BALBA
Officer-in-Charge