



June 8, 2022

OFFICE ORDER NO. 9861

SUBJECT : CONDUCT OF THE INTERNAL QUALITY AUDIT FOR CY 2022

Consistent with the Authority's commitment to maintain and continually improve its Quality Management System (QMS), an Internal Quality Audit (IQA) will be conducted for CY 2022.

The IQA is a critical activity to maintain the NHA's certification to the ISO 9001:2015 Standard. Its conduct will assess the effectiveness of the NHA's established QMS and overall performance, and check the compliance of the different offices to the NHA QMS and the ISO 9001:2015 Standard.

In this regard, to verify whether the NHA's management, core, and support processes conform to planned arrangements and requirements of the ISO 9001 2015, and is effectively implemented and maintained, the IQA Team for CY 2022, composed of the following, is hereby authorized to conduct the Internal Quality Audit for CY 2022:

Designation	Name	Department
IQA Team Head	Atty. Eleonor A. Balatbat	Legal
Assistant Team Head	Atty. Veronica B. Diaz	Legal
Team Leaders	Albert Paolo A. Dayao	OAGM
	Raymond Emmanuel S. Abello	CPD
	Atty. Gillian J. Capoquian	FSG-AMD
	Rojen A. Padasas	OGM-PPMD
	Marvin M. Villangca	Treasury
Auditors		
<i>Team 1</i>	Donhill V. Alcain	RDSD
	Krsnadasi C. De Leon	CPD
	Maria Carla H. Lijauco	HTTRD
	Joan F. Orillo	RDSD
<i>Team 2</i>	Ara Veronika M. De Vera	COSDD
	Joy C. Monge	FMD
	Ronald Isaac A. Osial	HTTRD
	Rochelle P. Sangco	CSSD
<i>Team 3</i>	Mary Janine L. Baban	CSSD
	Geramie R. Barbecho	CIED

9861

Designation	Name	Department
	Maria Gianina S. Dulay	FMD
	Karen T. Sew	CPD
Team 4	Cashmere M. Javier	OGM-PPMD
	Nicholina C. Lacap	QCDO
	Ma. Benelda T. Obogne	EMD
	Ma. Karissa M. Tumolva	POSSD
Team 5	Dwight Jenna L. De Mesa	CIED
	Gharlie P. Gayanillo	Treasury
	Gilbert Voltaire A. Lozada	CPD
	Dave Bryan M. Lumbres	Accounting

The above Auditors grouped into teams with identified team leaders shall conduct the IQA for CY 2022 in June to July 2022. The Audit Plan is attached for your information and reference. The Audit Itinerary specifying the details of the IQA, including the scope, date, time, audit areas, auditees, and auditors, will subsequently be disseminated through a Memorandum.

The Audit Team Head and Assistant Team Head shall sit as Observer in any of the Teams at any given time.

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



MARCELINO P. ESCALADA, JR.
General Manager



AUDIT PLAN

Revision No.:

00

NHA-QP-003-F01

Form

Effectivity:

July 16, 2021


PROCESS	PROCESS OWNER	PROCESS TYPE	RELEVANT ISO 5001 CLAUSE	TIME FRAME														
				JUNE					JULY				A	S	O			
				J	F	M	A	M	WEEK									
Strategic Planning	GM AGM MSG FSG HSSG	MP	Clauses 5 6, 9 & 10															
Performance Management	GM MSG CPD HRMD	MP	Clauses 5 6, 9 & 10															
Risk Management	GM AGM MSG CPD	MP	Clauses 5 6, 9 & 10															
Public Relations Management	OGM INFO DIV	MP	Clauses 5 6, 9 & 10															
Organizational Development	GM AGM MSG HRMD	MP	Clauses 5 6, 9 & 10															
HOUSING DEVELOPMENT																		
Targets Priorities and Funding	MSG CPD FSG FMD RO	CP	Clause 6, 8, 9 & 10															
Landbanking and Assembly	EMD RO	CP	Clause 8, 9 & 10															
Planning and Design	HSSG HTTRD RO	CP	Clause 6, 8, 9 & 10															
Contracts Management	RO POSSD	CP	Clause 8, 9 & 10															
Physical Construction	RO	CP	Clause 8, 9 & 10															
RELOCATION AND RESETTLEMENT COMMUNITY BUILDING AND DEV'T																		
Pre-relocation	RO HSSG RDSD	CP	Clause 6, 8, 9 & 10															
Social Preparation	RO HSSG RDSD	CP	Clause 6, 8, 9 & 10															
Relocation and Resettlement	RO HSSG RDSD	CP	Clause 6, 8, 9 & 10															
Community Development	RO HSSG CSSF	CP	Clause 6, 8, 9 & 10															
Community Management	RO HSSG CSSD	CP	Clause 6, 8, 9 & 10															
ASSET MANAGEMENT																		
Award Documentation and Tiling	MSG EMD RO	CP	Clause 8, 9 & 10															
Asset Dev't & Management	MSG CHED RO	CP	Clause 7, 8, 9 & 10															
Project Disengagement/Turnover	RO MSG EMD	CP	Clause 8, 9 & 10															
												CLOSING AUDIT BY THE TEAMS PER GROUP/ REGION & SUBMISSION OF AUDIT REPORTS AND REFA PREPARATION						

SUPPORT PROCESSES											
Human Resource Management:	MSG	CP	Clause 7.9 & 10								AMPM
ICT Management:	HRMD										AMPM
	MSG	CP	Clause 7.9 & 10								AMPM
	COSSD										AMPM
Housing Technology Management	HSSG	CP	Clause 7.9 & 10								AMPM
	HTTRD										AMPM
Financial Management:	FSG AD	CP	Clause 7.9 & 10								AMPM
	TD										AMPM
Work Environment Management	GSD	CP	Clause 7.9 & 10								AMPM
	GSD										AMPM
Materials and Logistics Management	GSD	CP	Clause 7.9 & 10								AMPM
	GSD										AMPM
Bldgs And Property Management	GSD	CP	Clause 7.9 & 10								AMPM
	GSD										AMPM
Legal Management	LD	CP	Clause 7.9 & 10								AMPM
	LD										AMPM
Internal Audit	IOA TEAM	MP	Clause 7.9 & 10								AMPM

Prepared by:

Reviewed by:

Approved by:


 ATTY. ELEONOR A. BALATBAT
 IQA Team Head


 AGNES R. AGAY
 Quality Management Representative


 MR. MARCELINO P. ESCALADA, JR.
 General Manager

6/10/22
 Date

 Date

 Date