

To : All Concerned Department
From : IQA Team
RE : ISO Training
Date : June 10,2025
Reference : IQA-000-25-6-005

We are pleased to inform you that a two-day training session entitled ***Effective Internal Auditing to ISO 9001:2015 and QMS Based on ISO 19011:2018*** is scheduled on June 23–24, 2025, from 9:00 AM to 4:00 PM at the AVR. This training is designed for internal auditors and personnel involved in the monitoring and implementation of quality objectives. It aims to reinforce their role in maintaining compliance and contributing to continual improvement across the organization.

Training Objectives are :

- To enhance understanding of ISO 9001:2015 requirements and how they relate to internal audits.
- To strengthen skills in planning, conducting, and reporting audits based on ISO 19011:2018 guidelines.
- To clarify the responsibilities of auditors and quality objective owners in monitoring performance and addressing gaps.
- To promote effective use of audit tools, including the latest observation forms and checklists aligned with current standards.

This training is mandatory for the attendees listed below.

PARTICIPANT	DEPARTMENT
1. ALFREDO VECINO	ADM
2. JOEBERT REYES	ADM
3. REINER ABAQUITA	ENG'G
4. RENZO MANDOLADO	ENG'G
5. BRYAN ATIENZA	FG WHS
6. KRISTIAN KING AGUSTIN	FG WHS
7. ARLENE FABREAG	FIN
8. KENNETH VILLAFLOR	FIN
9. LEONARD AMODENTE	FIN
10. PRINCESS CALPE	FIN
11. CLARABEL PIANO	HRD
12. JOY ELAINE CHICHIOCO	HRD
13. KATE ALARCON	MKTG
14. ROGER MAVERICK BULAN	MKTG
15. RHENALYN MANZANO	OP
16. MARK CHRISTIAN SOLIS	PCO
17. JERIC MANAIG	PRO
18. CARLO CANICOLA	PWD
19. ABEGAIL CAPLIS	QC/QA
20. JOANA MARIE DULOG	SAL

21. MARIA MICHELLE PEREZ	SAL
22. ROWENA PAUSAL	SAL
23. JORGE RESLEY MAURICIO	SCV
24. MARNILLE NORTE	SCV

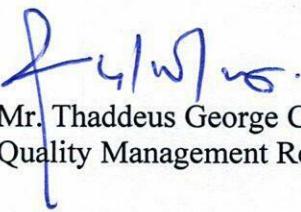
Active participation is expected to ensure uniform application of audit practices and effective monitoring of quality objectives throughout the company.

Training materials will be distributed in advance of the session. For any inquiries or further clarification, please contact the undersigned.

Prepared by :


Ms. Arlene V. Fabreag
IQA Chairman

Approved by :


Mr. Thaddeus George C. Roman
Quality Management Representative