

FOR : DEPARTMENT HEADS AND EMPLOYEES  
FROM : IQA / QMR  
SUBJECT : INTERNAL QUALITY AUDIT PLAN  
REFERENCE: IQA-000-25-6-06  
DATE : 13 Jun 2025  
CC : DC, File

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In preparation for the Sixth Surveillance Audit by CIP on September under ISO 9001:2015 standard, the SECOND INTERNAL QUALITY AUDIT for this year will be on July 11 to 31, 2025. The objective of this audit is to assess the level of maintenance, effectiveness of our Quality Management System and raised opportunities for improvement in accordance with the requirements of ISO 9001:2015.

Please expect the IQA Auditor(s) to visit your respective department on the scheduled date below:

Department / Area	Date	Time	Auditor
QC/QA	Jul 11	8:00 am – 4:00 pm	Leonard Amodente
Engineering		8:00 am – 4:00 pm	Carlo Canicola
Production	Jul 14	8:00 am – 4:00 pm	Bryan Atienza
Parts Whse		8:00 am – 4:00 pm	Engr. Reiner Abaquita
FG Whse	Jul 15	8:00 am – 4:00 pm	Engr. Renzo Mandolado / Abegail Caplis
Admin		8:00 am – 4:00 pm	Rowena Pausal
OP/PCO		8:00 pm – 4:00 pm	Arlene Fabreag
Sales	Jul 16	8:00 am – 4:00 pm	Princess Calpe / Joy Elaine Chichioco
Service		8:00 am – 4:00 pm	Rhenalyn Manzano
Marketing	Jul 18	8:00 am – 4:00 pm	Arlene Fabreag
MIS		8:00 am – 4:00 pm	Michelle Perez
Finance	Jul 21	8:00 am – 4:00 pm	Alfredo Vecino / Joy Elaine Chichioco
DCO		2:00 pm – 4:00 pm	Rowena Pausal
Human Resource	Jul 23	8:00 am – 4:00 pm	Jorge Resley Mauricio / Marnille Norte
Audit		8:00 am – 4:00 pm	Princess Calpe
Internal Quality Audit	Jul 31	2:00 pm – 4:00 pm	QMR

Auditor(s) will review the processes, conducts random records sampling, interview process owner, review data performances and other activities that could help the assessment. Your cooperation to these activities is highly appreciated.

Guidelines for this audit are as follows:

1. Prior to audit schedule, everyone are advise to prepare their records, reports and other documented information that would support the audit findings and conformity to the standard.
2. Regular audits will be conducted within the work area. Please expect the auditor to visit your workstation.
3. Auditor will furnish a written report to the department within three (3) working days after the audit schedule.
4. The audit team will provide meal for auditors and heads during the audit schedule.

For your information.

Prepared by:

  
MS. ARLENE V. FABREAG  
IQA Chairman

Noted by:

  
MR. THADDEUS GEORGE ROMAN  
QMR