

TO : All Concern Department
FROM : IQA Team
RE : ISO Orientation
Date : February 07,2025
REF.NO. : IQA-000-25-2-002

Please be informed that an ISO orientation will be held on Feb 18 & 21 (2 batch) @ Head Office (AVR) ; Feb 19 Virtual for Service Center and Feb 20 at Cavite Plant @ 8:30 AM. This orientation is essential for all employees to understand the requirements and principles of the International Organization for Standardization (ISO) and its significance for our organization.

The orientation will be conducted by our Quality Management Representative (QMR), Mr. Thaddeus George Roman. He has extensive knowledge and experience in ISO standards and will provide valuable insights during the orientation.

During the orientation, he will cover the following topics :

Introduction to ISO : Understanding the purpose and benefits of ISO certification for our organization.

ISO Standards : An overview of the specific ISO standards that apply to our company and their requirements.

Roles and Responsibilities : Clarifying the roles and responsibilities of employees in maintaining ISO compliance and continuous improvement.

Documentation and Processes : Understanding the importance of documentation and process control in achieving ISO compliance.

Audits and Inspections : Explaining the internal and external audit process and their significance in maintaining ISO certification.

Continuous Improvement : Emphasizing the importance of ongoing improvement efforts and PDCA cycle.

Please find attached list of participants for this orientation session. Attendance is mandatory, as it is crucial for everyone to be aware of our organization's commitment to ISO standards and its impact on our daily work processes.

Please make necessary arrangements to ensure your presence at the orientation. Your active participation and engagement in the session will contribute to our organization successful ISO compliance journey.

Thank you for your cooperation and commitment to maintaining ISO standards within our organization.

Prepared by :


Ms. Arlene V. Fabreag
IQA Chairman

Approved by:


Mr. Oliver M. Filoteo
Chief Executive Officer

Noted by:


Mr. Thaddeus George C. Roman
Quality Management Representative

HEAD OFFICE ATTENDEES**February 18,2025**

NO.	NAME	DEPARTMENT
1	Guevarra, Jerome Abantao	ADMIN
2	Besmano, Eugenio Jr. Barroza	AUDIT
3	Manlugon, Christian Andrew Calleja	AUDIT
4	Espiritu, Jisca Ann Garcia	FINANCE
5	Frayres, Giselle Nolasco	FINANCE
6	Mercado, Cristine Costeniano	FINANCE
7	Raya, Mary Rose	FINANCE
8	Salceda, Danielle Ferrer	FINANCE
9	Dayo, Regine Mae Rojo	HR
10	Dela Rosa, Donnabel Baon	KMI
11	Cayanan, Julie Anne Joson	MARKETING
12	Almario, Andrei Nicole Umali	OP
13	Aquino, Chlea Consul	SALES
14	Acosta, John Lloyd Ventura	SERVICE
15	Amora, Gecilie Auxtero	SERVICE
16	Barcelona, Jelyn Vargas	SERVICE
17	Capangpangan, Jesus Anthon Laoren	SERVICE

HEAD OFFICE ATTENDEES**February 21,2025**

NO.	NAME	DEPARTMENT
1	Reduta, Jerry Javines	ADMIN
2	Salonga, John Patrick Papiona	AUDIT
3	Abiertas, Ramyliza Mangmang	FINANCE
4	Angeles, Alyanna Vianca Dedala	FINANCE
5	Cabias, Danica Blanz Eusebio	FINANCE
6	Corales Jr., Rodel Samsaman	FINANCE
7	Marco, Darlyn Bon	FINANCE
8	Red, Joana Trisha Angela Malaluan	HR
9	Lim, Janellen Sapian	KMI
10	Dapiton, Anthony Jei Corpuz	MARKETING
11	Oquindo, Dave Inventor	OP
12	Ramirez, Kenneth Lucero	SALES
13	Tejano, Yvianne Mae Balicao	SALES
14	De Ocampo, Vince Patrick Ignacio	SERVICE
15	Jacobe, Julie Ann Cauilan	SERVICE
16	Lu, Paolo Jose	SERVICE
17	Reyes, Xyhra Mae Abella	SERVICE
18	Rivero, Joel Petesa	SERVICE

SERVICE CENTER**February 19, 2025**

NO.	NAME
1	Antona, Kent Louise Tajanlangit
2	Briones, Jumar Vega
3	Briosos, Romnuel Plaga
4	Cordova, Jobert Tiano
5	Dayondon, Joseph Gerald Almeria
6	Fabia, Jomhia Kyen Velasco
7	Pedroso, Rhonalyn Balababa
8	Retita, Christopher
9	Salon, Michael Ryan Macabodbod
10	Tavera, Justin Padernilla
11	Torrejos, Rodelio

SERVICE CENTER

CAVITE PLANT**February 20,2025**

NO.	NAME	DEPARTMENT
1	Arante, John Michael Macuha	CAVITE - PLANT
2	Cagata, Apple Alcanse	
3	Castro, Niñoel Villarosa	
4	Dayon, Johndille Tulib	
5	Dela Cruz, Elmer John Obena	
6	Langam Jr., Genaro Adto-on	
7	Macarilao, Jay Andrei Corpuz	
8	Macarilao, Jay Andrie C.	
9	Manaig, Jerico Marcelo	
10	Nabong, Shaira Nicole Tumbaga	
11	Raya, Mary Rose	
12	Sotto, Zyra Cologan	