



Republic of the Philippines
Department of Health

COMMISSION ON POPULATION

Empowering Filipino Families


December 13, 2017

CERTIFICATION

This is to certify that the Commission on Population has conducted Internal Quality Audit (IQA) on November 3, 6 & 7, 2017 for the following core and support processes:

1. Program Planning, Monitoring and Evaluation and Resource Mobilization
2. Policy Development and Monitoring, Policy Research and Advocacy
3. Communication and Advocacy, and Data Information Management
4. Financial Management
5. Records Management
6. Information Technology and Support Services
7. Human Resource Management
8. Materials Management
9. Procurement & Bidding
10. OED Communication Process
11. Regional Population Office (RPO IV and NCR) Core and Support Processes

Attached is the approved POPCOM Audit Plan.


DR. JUAN ANTONIO A. PEREZ III, MPH
Executive Director





**INTERNAL QUALITY
AUDIT PLAN
ISO 9001-2015**

Document No.	
Revision No.	
Effective Date	
Page	1 of 3

Office	COMMISSION ON POPULATION	
Address	Mandaluyong City	
Scope of Audit	Core and Support Processes of PopCom	
Audit Objective	To determine conformance and effectiveness to the Quality Management System	
Date	November 3 and 6, 2017	
Reference Standard	ISO 9001:2015, existing documentation	
Audit Team Leader	Maria Theresa M. Rivera	
Asst. Team Leader	Joyce DP. Hilvano	
Audit Team Members		
	Regular	Alternate
	Maria Fatima P. Corpuz	Johnna Mee Ballesteros
	Ma. Helen A. Derotas	Mary Jane Casimiro
	Marylee Felisilda	Marlyn F. Ogaya
	Deogracias J. Hilvano	Vanessa Tria Marie L. Estigoy
	Lilibeth S. Jacinto	Liza F. Dognidon
	Lea J. Resultay	Gary Lord P. Corton
	Maricel M. Salvatera	Josephine L. Santos
	Arlene S. Soriano	
	Grace P. Dela Cruz	



**INTERNAL QUALITY
AUDIT PLAN
ISO 9001-2015**

Document No.	
Revision No.	
Effective Date	
Page	3 of 3

Date/Time November 6, 2017	Processes to be Audited	Auditee	Auditor/ Observers
10:00-11:30 AM	Human Resource Management	Division Chief All section heads/ Staff designated in the absence of the above	Maria Theresa M. Rivera Josepine L. Santos
10:00-12:00 AM	Popcom NCR (core and support)	Asst. Regional Director All section heads/ Staff designated in the absence of the above	Ma. Fatima P. Corpuz Lea J. Resultay
10:00-11:30 AM	Materials Management	section head/ Staff designated in the absence of the above	Joyce DP. Hilvano Ma. Helen Derotas
12:00 -1:00	Lunch		
1:30 - 2:30	OED (Communication Processes)	Staff designated	Ma. Fatima P. Corpuz Marylee B. Felisilda
1:30 - 2:30	Procurement & Bidding	BAC Chair BAC Secretariat Head	Lea J. Resultay Arlene S. Soriano
November 6, 2017 2:30- 3:30	Exit Meeting and brief but concise presentation of findings.	N/A	Auditors and Auditees

Prepared by:

Maria Theresa M. Rivera
Team Leader

Noted by:

Lolito R. Tacardon
Deputy Executive Director and
Quality Management Representative (QMR)

Approved by:

Dr. Juan Antonio Perez, III, MPH
Executive Director

Date/Time	Processes to be Audited	Auditee	Auditor/Observers
November 3, 2017			
9:30-11:00 AM	Program Planning, Monitoring and Evaluation and Resource Mobilization	Division Chief All section heads/ Staff designated in the absence of the above	Ma. Helen A. Derotas Josephine L. Santos
9:30-11:00 AM	Policy Development and Monitoring, Policy Research and Advocacy	Division Chief All section heads/ Staff designated in the absence of the above	Maria Theresa M. Rivera Maricel M. Salvatera
9:30-11:00 AM	Communication and Advocacy, and Data Information and Management	Division Chief All section heads/ Staff designated in the absence of the above	Arlene S. Soriano Lea J. Resultay
12:00-1:00 PM	LUNCH TIME	N/A	
1:00-2:30 PM	Financial Management	Division Chief All section heads/ Staff designated in the absence of the above	Ma. Helen A. Derotas Josephine L. Santos
1:00 – 2:30 PM	Records Management	Division Chief All section heads/ Staff designated in the absence of the above	Arlene S. Soriano Lea J. Resultay
1:00-2:30 PM	Information Technology and Support Services	Section head/ Staff designated in the absence of the above	Mary Jane Casimiro Maricel M. Salvatera
2:30-4:30 PM	Popcom Region IV (core and support)	Asst. Regional Director All section heads/ Staff designated in the absence of the above	Maria Theresa M. Rivera Ma. Helen A. Derotas