



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**

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May 25, 2022

**Memorandum**

ENVIRONMENTAL MANAGEMENT BUREAU 3  
RELEASED  
DATE: 5/26/2022  
TIME: 1:16 PM

**TO : All Division Chiefs, Section Chiefs, and All Employees  
EMB Region 8**

**FROM : The Regional Director**

**SUBJECT : Documents to Prepare for the First Party Audit on May 30, 2022.**

Hereunder are the documents to be prepared by the different Divisions and Sections before the Internal Audit. These documents are already in your files, all you need to do is update them based on requirements, as follows:

1. Quality and Environmental Manual (Documenter and process owners);
2. Updated SWOT and Risk Register (all Divisions, Sections);
3. All documented procedures (all process owners/ Divisions, Sections);
4. Master list of Documents and Records (Records Section-FAD);
5. Customer Satisfaction Survey (3-5 actual surveys to latest May 2022); Human Resource-FAD
6. Quality Objectives or OPCR and Environmental Objectives /OTP (Sept 2021 – 2022);
7. Purchasing - (Admin-Supply Unit) record of Purchase Orders – latest purchased material related to operations ( Sept 2021 to present);
8. Human Resource-Admin Section – 1 record of latest/newly appointed personnel; list of completed training (in-house and outside training) from September 2021 to present, with names of employees who attended;
9. Operations per Division /section summary of work output for the year 2021 September to present with client's name; latest 3 certificates, permits, or licenses issued to clients (per section);
10. PCO -list of legal requirements and status; latest emergency drill report.

The compliance of the abovementioned documents is the benchmark of EMB Region 8's compliance with ISO standards and our office's standards on our ISO Re-Certification. Your usual cooperation and support for the success of this undertaking are highly appreciated.

For compliance.

**REYNALDO B. BARRA, PME**