



Republic of the Philippines  
National Book Development Board

December 22, 2017

### **Certification of Conduct of Internal Quality Audit**

This is to certify that the National Book Development Board (NBDB) has conducted Internal Quality Audit (IQA) on December 22, 2017 focusing on the process "Registration of Authors and Enterprises".

Attached are (1) the Memo on the Conduct of QMS IQA, (2) the QMS Audit Program, and (3) QMS Audit Schedule.




**JERRY G. TIZON**  
*Executive Director III*



Republic of the Philippines  
National Book Development Board

**OED-M-2017- 051**

To : **ALL Concerned NBDB Officers and Staff**

From :   
**JERRY G. TIZON**  
*Executive Director III*

Subject : **Conduct of Quality Management System (QMS)  
Internal Quality Audit (IQA) and Management Review  
on December 22, 2017**

Date : **21 December 2017**

The National Book Development Board will have the **Quality Management System (QMS) Internal Quality Audit (IQA) and Management Review on December 22, 2017**, 8:30 am to 5:30 pm at the NBDB Office. These activities aim to determine whether the QMS conforms to the standards of (1) NBDB-QMS and (2) ISO 9001:2015 and to determine whether the QMS is effectively implemented and maintained.

The following are hereby tasked to conduct the IQA and produce the necessary audit report:

	Names	Responsibilities
1	Jason G. Tabinas	Audit Team Leader
2	Juan Martin D. Guasch	Assistant Audit Team Leader
3	Ihna Marie F. Embalzado	Audit Team Member
4	Ma. Niña A. Lanciola	Audit Team Member
5	Godwin Austen O. Mijares	Audit Team Member
6	Rhonnell C. Dacio	Audit Team Member

The staff of Accreditation and Incentives Division (AID) are hereby ordered to be available for the IQA.

The Management Committee shall conduct the Management Review right after the IQA.

For your perusal is the attached "Annex A: NBDB QMS Audit Program".

Please be guided accordingly.

Annex A  
**NBDB QMS Audit Program**


1. Frequency
  - 1.1 2017: December
  - 1.2 2018: April and October
2. Methods  
Desktop review and interaction audit

3. Responsibilities:


	Names	Responsibilities
1	Jason G. Tabinas	Audit Team Leader
2	Juan Martin D. Guasch	Assistant Audit Team Leader
3	Ihna Marie F. Embalzado	Audit Team Member
4	Ma. Niña A. Lanciola	Audit Team Member
5	Godwin Austen O. Mijares	Audit Team Member
6	Rhonnell C. Dacio	Audit Team Member

4. Results of previous audits  
Not applicable (first time to conduct IQA)
5. Audit Criteria
  - 5.1 NBDB QMS
  - 5.2 ISO 9001:2015
6. Audit Scope
  - 6.1 Process – Registration of authors and enterprises
  - 6.2 Functional unit – Accreditation and Incentives Division (AID)
  - 6.3 Location – Pasig City
  - 6.4 Site branches – Not applicable
  - 6.5 Duration – 1 day
7. Audit program objectives
  - 7.1 To determine whether the QMS conforms to the standards of (1) NBDB QMS and (2) ISO 9001:2015.
  - 7.2 To determine whether the QMS is effectively implemented and maintained.

Prepared by:

  
Jason G. Tabinas  
Acting Planning Officer III

Reviewed and Approved by:

  
Jerry G. Tizon  
Executive Director III



**NBDB QMS Audit Schedule**  
Document Date: December 21, 2017


1. Audit date: December 22, 2017
2. Type of audit: Internal Quality Audit (IQA)
3. References: (1) NBDB QMS, (2) ISO 9001:2015
4. Audit objectives
  - 4.1 To determine whether the NBDB QMS conforms to the standards of (1) NBDB QMS and (2) ISO 9001:2015.
  - 4.2 To determine whether the QMS is effectively implemented and maintained.
5. Audit Scope
  - 5.1 Process – Registration of authors and enterprises
  - 5.2 Functional unit – Accreditation and Incentives Division (AID)
  - 5.3 Location – Pasig City
  - 5.4 Site branches – Not applicable
6. Audit methods
  - 6.1 Document review
  - 6.2 Interaction audit (all in plenary)
7. Audit team

	Names	Responsibilities
1	Jason G. Tabinas	Audit Team Leader
2	Juan Martin D. Guasch	Assistant Audit Team Leader
3	Ihna Marie F. Embalzado	Audit Team Member
4	Ma. Niña A. Lanciola	Audit Team Member
5	Godwin Austen O. Mijares	Audit Team Member
6	Rhonnell C. Dacio	Audit Team Member

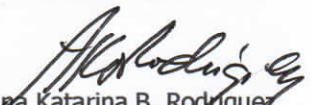
8. Audit schedule

Time	Activity/Clause	Auditors
8:30 AM	Opening meeting	
8:35 AM	Clause 4: Context of the organization	Jason Tabinas
	Clause 5: Leadership	Ihna Embalzado
	Clause 6: Planning for the QMS	Martin Guasch
	Clause 7: Support (7.1)	Jason Tabinas
	Clause 7: Support (7.2 to 7.5)	Martin Guasch
	Clause 8: Operation (8.1 to 8.4)	Godwin Mijares
	Clause 8: Operation (8.5 to 8.7)	Martin Guasch
	Clause 9: Performance Evaluation	Niña Lanciola
	Clause 10: Improvement	Rhonnell Dacio
12:00 PM	Lunch break	
1:00 PM	Report preparation	Audit team
2:30 PM	Closing meeting	Auditors and Auditees

Prepared by:

  
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Reviewed and Approved by:

  
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Quality Management Representative