



November 17, 2017

CERTIFICATION

This is to certify that the **MANGALDAN WATER DISTRICT** conducted an Internal Quality Audit (IQA) on Wednesday, November 15, 2017 on all processes relevant to MAWAD's Quality Management System for the following areas:

1. Top Management
2. Administrative Division
3. Commercial Division
4. Finance Division
5. Engineering Division

Attached herewith is the approved Internal Quality Audit Program, Itinerary, Notice of Meeting for the QMS-IQA, and the Attendance Sheet on the conduct of the IQA.


ENGR. MARCELO M. PETONIO
General Manager *BN*

"Water is life..... Use it Wisely"



Mangaldan Water District
Mangaldan, Pangasinan

INTERNAL QUALITY AUDIT PROGRAM

FUNCTION / PROCESS / AREA	P / A	CALENDAR YEAR 2017		INTERNAL AUDITOR AUDIT TEAM	REMARKS
		NOV	TIME		
Opening Meeting	Plan	15	8:00 - 8:30	QMS Internal Audit Team	
	Actual	15	8:50 - 9:15	QMS Internal Audit Team	
Top Management	Plan	15	9:00 - 10:00	Violeta Garcia; Cecille Fabia; Lea Magalong	
	Actual	15	9:30 - 10:30	Violeta Garcia; Cecille Fabia; Lea Magalong	
Administrative Division	Plan	15	10:15 - 11:15	Violeta Gayaga; Anna Liza Ramos; Karen Tandingan	
	Actual	15	3:00 - 4:00	Violeta Gayaga; Anna Liza Ramos; Karen Tandingan	
Commercial Division	Plan	15	11:30 - 12:30	Marlyn de Guzman; Bernadeth Dizon; Terry Marticio	
	Actual	15	10:45 - 12:30	Marlyn de Guzman; Bernadeth Dizon; Terry Marticio	
Finance Division	Plan	15	1:30 - 2:30	Violeta Garcia; Bernadeth Dizon; Cecille Fabia	
	Actual	15	4:15 - 4:50	Violeta Garcia; Bernadeth Dizon; Cecille Fabia	
Engineering Division	Plan	15	2:45-3:45	Violeta Gayaga; Anna Liza Ramos; Terry Marticio	
	Actual	15	1:30 - 2:45	Violeta Gayaga; Anna Liza Ramos; Terry Marticio	
Debriefing / Consolidation	Plan	15	4:00 - 5:00	QMS Internal Audit Team	
	Actual	15	4:50 - 5:00	QMS Internal Audit Team	
Closing Meeting	Plan	15	5:00 - 5:30	QMS Internal Audit Team	
	Actual	15	5:00 - 5:10	QMS Internal Audit Team	

PREPARED BY:

[Signature]
DEMMEE G. CARBONEL
Document Control Officer

Date: 11/10/17

REVIEWED BY:

[Signature]
MARLYN C. DE GUZMAN
Quality Management Representative

Date: 11/10/17

APPROVED BY:

[Signature]
ENGR. MARCELO M. PETONIO
Overall Team Leader

Date: 11/10/17



INTERNAL QUALITY AUDIT ITINERARY

TYPE of AUDIT <input type="radio"/> REGULAR <input type="radio"/> SPECIAL <input checked="" type="radio"/> Others DATE 15-Nov-17			AUDIT CRITERIA ISO 9001:2015; Statutory and Regulatory Requirements; MAWAD policies and procedures			
AUDIT OBJECTIVE/S - To determine whether the QMS of the agency conforms with: a) ISO Standard; b) Regulatory Requirements and Company Policies and Procedures - To ascertain effectiveness of the QMS			SCOPE All processes relevant to Mangaldan Water District's QMS			
	STARTING DAY		AREA/PROCESS/FUNCTION	AUDIT FOCUS	AUDITEE	AUDITOR
	[TIME]	[DATE]				
A M	8:00 - 8:30	15-Nov-17	OPENING MEETING	QMS Internal Audit Team		
	9:00 - 10:00	15-Nov-17	Top Management	4.1; 4.2; 4.3; 4.4; 5.1; 5.1.2; 5.2.1; 5.2.2; 5.3; 6.1; 6.2; 6.3; 7.4; 7.5; 8.2.4; 8.5.6; 8.6; 9.1.3; 9.2	General Manager; Quality Management Representative; Document Control Officer	Violeta Garcia; Cecille Fabia; Lea Magalong
	10:15 - 11:15	15-Nov-17	Administrative Division	4.1; 4.2; 4.4; 5.1.2; 5.2.2; 5.3; 6.1; 6.3; 7.1; 7.1.2; 7.1.3; 7.1.4; 7.1.5; 7.1.5.2; 7.1.6; 7.2; 7.3; 7.4; 7.5; 7.5.2; 7.5.3; 8.1; 8.2.1; 8.2.2; 8.2.3; 8.2.4; 8.4; 8.4.2; 8.4.3; 8.5.3; 8.5.4; 8.5.6; 8.6; 9.1; 9.1.3; 9.2	Division Manager & Personnel	Violeta Gayaga; Anna Liza Ramos; Karen Tandingan
	11:30 - 12:30	15-Nov-17	Commercial Division	4.4; 5.1.2; 5.2.2; 5.3; 6.1; 7.1; 7.1.4; 7.1.5; 7.1.5.2; 7.1.6; 7.3; 8.1; 8.2.1; 8.2.2; 8.2.3; 8.2.4; 8.5.1; 8.5.2; 9.1; 9.1.2; 9.1.3; 9.2	Division Manager & Personnel	Marlyn de Guzman; Bernadeth Dizon; Terry Marticio
P M	1:30 - 2:30	15-Nov-17	Finance Division	4.4; 5.1.2; 5.2.2; 5.3; 6.1; 7.1; 7.1.3; 7.1.4; 7.1.5; 7.1.5.2; 7.1.6; 7.3; 8.1; 8.2.2; 8.2.3; 8.4; 8.4.2; 8.5.5; 9.1; 9.1.3; 9.2	Division Manager & Personnel	Violeta Garcia; Bernadeth Dizon; Cecille Fabia
	2:45-3:45	15-Nov-17	Engineering Division	4.4; 5.1.2; 5.2.2; 5.3; 6.1; 7.1; 7.1.3; 7.1.4; 7.1.5; 7.1.5.2; 7.1.6; 7.3; 8.1; 8.2.1; 8.5.1; 8.5.2; 8.5.3; 8.5.4; 9.1; 9.1.3; 9.2	Foreman & Personnel	Violeta Gayaga; Anna Liza Ramos; Terry Marticio
	4:00 - 5:00	15-Nov-17	Debriefing / Consolidation	QMS Internal Audit Team		
	5:00 - 5:30	15-Nov-17	Closing	QMS Internal Audit Team		



NOTICE OF MEETING

November 10, 2017

TO: ALL MEMBERS OF THE QUALITY MANAGEMENT SYSTEM INTERNAL AUDIT TEAM
and AUDITEE

FROM: MARLYN C. DE GUZMAN
Quality Management Representative

SUBJECT: QUALITY MANAGEMENT SYSTEM - INTERNAL QUALITY AUDIT

Please be informed that we will be having an Internal Quality Audit on Wednesday, November 15, 2017. The meeting will start at exactly 8:00 A.M. at the 3rd floor MAWAD Building. Attached herewith is the Program and Itinerary of the Auditors and Auditee schedule.

Your 100% attendance is hereby enjoined.

MARLYN C. DE GUZMAN

Quality Management Representative

Noted by:

ENGR. MARCELO M. PETONIO

Over-all Team Leader, Quality Management System

Violeta O. Garcia
Violeta B. Gayaga
Bernadeth D. Dizon
Juan B. Bauzon
Arnold M. Cariño
Terry S. Marticio
Cecille A. Fabia

Anna Liza G. Ramos
Lea V. Magalong
Karen S. Tandingan
Demmee G. Carbonel
Donald M. Relve
Arabela R. Aquino
Leonardo M. de Vera

“Water is life..... Use it Wisely”



MANGALDAN WATER DISTRICT
MANGALDAN, PANGASINAN

ATTENDANCE SHEET

DEPARTMENT / PROJECT	INTERNAL QUALITY AUDIT	DATE	November 15, 2017
VENUE / LOCATION	3 rd Floor MAWAD Building, Serafica St., Poblacion, Mangaldan, Pangasinan	TIME	8:00 AM
SUBJECT OF MEETING	To determine whether the QMS of the agency conforms with the a) ISO Standard; b) Regulatory Requirements; and c) Company Policies and Procedures		

NO.	NAME	POSITION	DEPARTMENT (FOR EMPLOYEE) COMPANY (FOR NON-EMPLOYEE)	CONTACT NUMBER & E-MAIL ADDRESS (FOR NON-EMPLOYEE)	SIGNATURE
1	ENGR. MARCELO M. PETONIO	GENERAL MANAGER	OFFICE OF THE GM		
2	MARALYN C. DE GUZMAN	DIVISION MANAGER	ADMINISTRATIVE	(075) 523-5884	
3	TERRY S. MARTICLO	Exec. Assf. B	Office of the CM		
4	DEMMEE G. CARBONER	Utilities / Customer Service Asst. D	Commercial		
5	BERNADETH D. DIZON	ADM. SERVICE ASST. A	ADMIN.		
6	Violeta B. Gayage	P.M.B. Finance	Finance		
7	Anna Liza G. Ramos	Senior Acctg. Proc A	Finance		
8	LEONARDO DEVERA	WRFO 'B'	ENG'N.		
9	WVA V. MAGAWONG	C.S.A. X	Comm'l.		
10	KAREN S. TANDINGAN	Acctg. PROCESSOR B	Finance		
11	Carla A. Tubon	WCSA - A	Comm'l		
12	ARNOLD M. CARINO	CASHIER - A	FINANCE		



MANGALDAN WATER DISTRICT
MANGALDAN, PANGASINAN

ATTENDANCE SHEET

NO.	NAME	POSITION	DEPARTMENT (FOR EMPLOYEE) COMPANY (FOR NON-EMPLOYEE)	CONTACT NUMBER & E-MAIL ADDRESS (FOR NON-EMPLOYEE)	SIGNATURE
13	DONALDO M. RELIVE	STONEKEEPER	ADMI		
14	PJ BONTAKA	Consultant	BLESS		
15	Jedilyn Poron	Consultant-non.	BLESS		
16	JANILYN S. BACAY	"	BLESS		
17	JAKE PULIDO	CONSULTANT	BLESS		
18	JUAN B. BAURON	w/S M F	ENGINEERING		
19	WILBERT O. CONCEPCION	Div. Mng.	Comm. ml		
20					



MANGALDAN WATER DISTRICT
MANGALDAN, PANGASINAN

ATTENDANCE SHEET

DEPARTMENT / PROJECT	INTERNAL QUALITY AUDIT	DATE	November 15, 2017
VENUE / LOCATION	3 rd Floor MAWAD Building, Serafica St., Poblacion, Mangaldan, Pangasinan	TIME	1:30 PM
SUBJECT OF MEETING	To determine whether the QMS of the agency conforms with the a) ISO Standard; b) Regulatory Requirements; and c) Company Policies and Procedures		

NO.	NAME	POSITION	DEPARTMENT (FOR EMPLOYEE) COMPANY (FOR NON-EMPLOYEE)	CONTACT NUMBER & E-MAIL ADDRESS (FOR NON-EMPLOYEE)	SIGNATURE
1	ENGR. MARCELO M. PETONIO	GENERAL MANAGER	OFFICE OF THE GM		
2	MARLYN C. DE GUZMAN	Division Manager B	Administrative	(0975) 523-5888	
3	DOLOTA O. AMORIN	Div Manager B	Comm'l		
4	Anna Liza G. Ramos	Senior Acctg. Proc A	Finance		
5	Violante B. Gayoga	DM B - Finance	Finance		
6	ARNOLD M. CARIÑO	CASHIER A	FINANCE		
7	Cecille A. Fabia	WLCSA - A	Commercial		
8	VERA V. MAGAUNG	WLCSA - A	Comm'l.		
9	LEONARDO M. DAVILA	WLCSA - B	ENGR.		
10	LAREN S. TANDINGAN	ACCTG. PROCESSOR B	FINANCE		
11	BERNADETH D. DIZON	ADMIN. SERVICES ASST. A	ADMIN		
12	DONALD M. RELLEVE	STOREKEEPER B	ADMIN		



MANGALDAN WATER DISTRICT
MANGALDAN, PANGASINAN

ATTENDANCE SHEET

NO.	NAME	POSITION	DEPARTMENT (FOR EMPLOYEE) COMPANY (FOR NON-EMPLOYEE)	CONTACT NUMBER & E-MAIL ADDRESS (FOR NON-EMPLOYEE)	SIGNATURE
13	P. J. BOMBETA	Consultant	BLESS		
14	Jedelyn Piron	Consultant-member	BLESS		
15	JOILYN S. BACAY	"	BLESS		
16	JAKE PULIDO	"	BLUES		
17	DEMMEE G. CARONEL	W/CSA - D	Commercial		
18	JUAN B. BAUON	W/S.M.F.	ENGINEERING		
19	TERRY S. MARTICIO	Exec. Asst. B	office of The Cdr		
20					