

ISO MEMORANDUM NO. 2024-02

TO : ALL TPB PERSONNEL

DATE : 19 February 2024

SUBJECT : **SCHEDULE OF THE 2024 TPB ISO 9001:2015 ACTIVITIES**

Please be informed of the schedule of the 2024 ISO 9001:2015 Quality Management System Activities. All personnel are encouraged to mark the dates in their calendar.

ACTIVITY	SCHEDULE
A. MILESTONE ON ISO 9001:2015 QMS AWARENESS AND REFRESHER TRAINING	
ISO 9001:2015 QMS Awareness <i>(designed for new personnel and process owners)</i>	08 March 2024
B. MILESTONE ON RETOOLING ON DOCUMENT CONTROL	
Calibration of Document Controllers <i>(designed for Corporate Documented Information Control Officers and Deputy Document Controllers)</i>	12 March 2024
C. MILESTONE ON INTERNAL QUALITY AUDITING	
Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop <i>(designed for new IQAs and serves as a Refresher Course for existing IQAs)</i>	20 – 21 March 2024
Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit <i>(designed for new IQAs and serves as a Refresher Course for existing IQAs)</i>	01 – 02 April 2024
Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports <i>(designed for new and existing IQAs)</i>	25 - 26 April 2024
ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop <i>(designed for New Departmental Managers, Division Chiefs and Key Process Owners)</i>	02 – 03 May 2024

ACTIVITY	SCHEDULE
<p>ISO 9001:2015 Opportunity and Risk Identification, Evaluation and Control Training and Workshop <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	27 – 28 May 2024
D. FOCUS GROUP DISCUSSION AND CONSULTING	
<p>Focus Group Discussion on the Technical Conduct of Root Cause Analysis, Formulation of Corrections and Corrective Actions, and Appropriate Use of the Corrective Action Request Forms – <i>Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</i> <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	06 – 07 May 2024
<p>Focus Group Discussion on the Technical Review and Update of TPB’s System Procedures (SPMs), Forms, Allowed Permanent Process Changes and Opportunity/Risk Rating Schemes <i>(designed for concerned Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	15 - 16 May 2024
<p>Focus Group Discussion on the Technical Review and Update of Relevant Quality Operating Procedures (QOPs), Forms and Allowed Permanent Process Changes – <i>Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</i> <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	20, 21, 22, & 23 May 2024
<p>Focus Group Discussion on the Technical Determination, Evaluation and Control of Process-Level Opportunities and Risks Using the Prescribed Relevant Forms – <i>(IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</i> <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	30 May, 03 & 04 June 2024
<p>Focus Group Discussion on the Technical Review and Update of Functional Quality Objectives and Targets (FQOTs), Monitoring Log Sheets and Quality Objectives Monitoring and Evaluation Tools – <i>Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</i> <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	10, 11, & 13 June 2024
<p>Focus Group Discussion on the External Audit Findings <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i></p>	12 – 13 August 2024
E. MILESTONE ON PRE-SURVEILLANCE AUDIT	

ACTIVITY	SCHEDULE
Pre-Recertification Audit	15 – 19 July 2024
ISO 9001:2015 RE-CERTIFICATION AUDIT	06 – 08 August 2024

The ISO QMS Secretariat will release separate memoranda to confirm the participants of the activities, especially for the ISO training sessions. Should you have any queries or concerns, you may contact Ms. Sheryll R. Karunungan (sheryll_karunungan@tpb.gov.ph), Ms. Mariel A. Dimaano (mariel_dimaano@tpb.gov.ph), or Ms. Millisa M. Nuada (millisa_nuada@tpb.gov.ph).

Thank you for your usual cooperation.



ATTY. VENANCIO C. MANUEL III

Acting Head, CPBD Department

Noted by:



TERESITA DL. LANDAN

Quality Management Representative