

**ISO MEMORANDUM NO. 2024-20**

TO : ALL CONCERNED PERSONNEL

DATE : 11 July 2024

SUBJECT : **ISO PRE-SURVEILLANCE AUDIT**

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In view of the conduct of the TPB ISO 9001:2015 Re-Certification Audit on 08 August 2024, a Pre-Surveillance Audit shall be conducted by CRR (Cynthia & Romeo Ramirez) ISO Trainees/Consultants on **15-19 July 2024**.

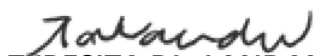
In view of the above, please see the attached audit plan for your reference, which was finalized through coordination with the MANCOM members.

In case there are still necessary adjustments to the audit plan, kindly relay the concern during the Opening Meeting on 15 July 2024 at 9:00 AM onwards. Further, the department requesting the schedule adjustment should coordinate directly with the affected auditees/departments for the desired date and time of audit to formalize the change in schedule.

Should you have any questions or concerns, please contact any of the ISO QMS Secretariat (sheryll\_karunungan@tpb.gov.ph, mariel\_dimaano@tpb.gov.ph, and millisa\_nuada@tpb.gov.ph).

For information and compliance, please.

Thank you.

  
**TERESITA DL. LANDAN**

TPB Quality Management Representative