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MC No. 89 s.2019

MEMORANDUM CIRCULAR

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
DEPARTMENT/REGIONAL MANAGERS, DIVISION MANAGERS AND ALL
ALL OTHERS CONCERNED**

**SUBJECT : THE ISO TRAINING AND EDUCATION TEAM FUNCTIONS IN RELATION TO
OTHER CORE TEAMS**

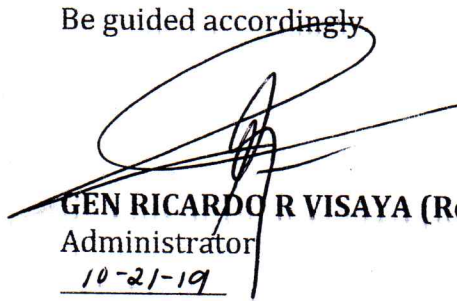
For the implementation of NIA's Quality Management System in alignment to ISO 9001:2015 version, the NIA-ISO Core Team have undergone some modifications to establish a systematic approach to Documented Information, Risk-based thinking and Organizational Knowledge (MC 31, s. 2018).

In structure, at the top most is the Administrator, the Senior Deputy Administrator as the Quality Management Representative (QMR) and two Deputy Administrators as Deputy QMR's. For the Central Office there is the Planning Team, Secretariat and six (6) Core Teams namely: Internal Quality Audit Team, Risk Management Team, Knowledge Management Team, Documented Information Team, Quality Workplace Team and Training and Education Team (TET), whose functions are embodied in the circular. Likewise, the structure at the Regional Office and Integrated Irrigation Office level have the Planning Team, the Secretariat and the six (6) Core Teams.

The Training and Education Team's (TET) roles are: 1) Prepare a communication and promotions program to promote awareness on the NIA QMS; 2) organize training, orientation, briefing, cascade sessions and other similar activities relevant to dissemination of important information and/or transfer of knowledge relating to NIA QMS; 3) coordinate with resource persons in providing the necessary collaterals, training and workshops needed to implement the QMS; and 4) scout for and evaluate possible quality training and/or memberships in quality organizations that will continuously upgrade and improve quality service by the organization.

The Central Office Core Teams aside from taking care of the ISO QMS implementation at the Central Office level is also overseeing the ISO QMS implementation at the Regional and Integrated Irrigation Offices. In order to effectively deliver each team's services, other ISO teams are directed to coordinate with the TET for future activities such as trainings, conferences, workshops, and the like, relating to NIA QMS.

Be guided accordingly


GEN RICARDO R VISAYA (Ret)
Administrator
10-21-19
Date