



Republika ng Pilipinas
National Irrigation Administration
(PAMBANSANG PANGASIWAAN NG PATUBIG)
Lungsod ng Quezon



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MC. No. 97, s.2019

MEMORANDUM CIRCULAR

TO : THE REGIONAL/ DEPARTMENT MANAGERS OF REGIONS 5, 11, 13 & MRIIS AND OTHER CONCERNED

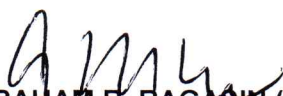
SUBJECT: DOCUMENTED INFORMATION TEAM COACHING THRU VIDEO CONFERENCE

In preparation for the upcoming ISO 9001:2015 Stage 2 Audit, You are directed to participate in the "Documented Information" team coaching thru video conference on the following schedules:

Responsibility centers	Participants	Schedule
MARIIS Head Office Division 3	Administrative & Finance Division Managers Documents/Records Controllers IMO Manager & Documents/Records Controllers	05 November 2019 8:30 AM ; Tuesday
REGION 5 Regional Office Camarines Sur IMO	Administrative & Finance Division Managers Documents/Records Controllers IMO Manager & Documents/Records Controllers	05 November 2019 1:30 PM ; Tuesday
REGION 11 Regional Office Davao Del Norte IMO	Administrative & Finance Division Managers Documents/Records Controllers IMO Manager & Documents/Records Controllers	06 November 2019 8:30 AM ; Wednesday
REGION 13 Regional Office Agusan-Surigao Dinagat Island IMO	Administrative & Finance Division Managers Documents/Records Controllers IMO Manager & Documents/Records Controllers	06 November 2019 1:30 PM ; Wednesday

This activity will be administered by the Secretariat of the Documented Information Team of Central Office. Should you have inquiries, please call Joeffrey C.Navoa at 02 89270916 of MID-Corplan or Enrico U. Buenaluz at 02 89289343 of Personnel Relations Documentation and Records Section Administrative Dept.

Be guided accordingly.


BGEN ABRAHAM B. BAGASH (RET)
Sr. Deputy Administrator/NIA-DQMR ISO 9001:2015