



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**MEMORANDUM**

**For** : **OIC-Director IV RYAN C. THOMAS**

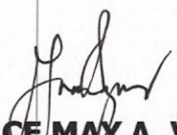
**Subject** : **Request for Posting of the Schedule of Quality Management System (QMS) Activities in the DOJ Website**

**Date** : **14 September 2018**

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In view of the Department's preparation for the upcoming Certification Audit scheduled on 15 October 2018, may we request that the herein attached Quality Management System (QMS) – Related Schedule of Activities be posted at the DOJ Website for a period of one (1) month or from September 17, 2018 up to October 16, 2018.

Thank you.

  
**GRACE MAY A. VERGARA**  
*Chief Administrative Officer*  
*Management Division*

**APPROVED/DISAPPROVED:**

  
**RYAN C. THOMAS**  
*OIC-Director IV*  
*Planning and Management Service*

**Quality Management System Activities  
for September and October 2018**

Internal Quality Audit (IQA)	September 19-25, 2018
- IQA Opening Meeting	September 19, 2018, 9:00AM
- IQA Closing Meeting	September 25, 2018, 9:00AM
Management Review	October 1, 2018, 10:00AM
Briefing/Orientation of External Providers (1 <sup>st</sup> Batch)	October 10, 2018, 9:00AM
Briefing/Orientation of External Providers (2 <sup>nd</sup> Batch)	October 10, 2018, 1:00PM
Stage 1 Certification Audit (TUV Rheinland)	October 15, 2018
Stage 2 Certification Audit (TUV Rheinland)	Last week of Oct or Nov