



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION

NTC Bldg., BIR Road, East Triangle, Diliman, Quezon City
Email Address: ntc@ntc.gov.ph * Website: <http://www.ntc.gov.ph>



Office Order
No. 02-01-2014

Subject: Creation of Internal Quality Audit Team

In compliance to the National Quality Standards System (NQSS), NTC Quality Standards System (QSS) and NTC Office Order No. 87-09-2013, an Internal Quality Audit Team (IQAT) shall be created composed of personnel from a pool of duly certificated auditors and qualified under the NQSS and NTC QSS.

A. Qualifications of Auditors / Observers

QUALIFICATION	LEAD AUDITOR	AUDITOR	SUPPORT STAFF / OBSERVER
Education	College Graduate	Tertiary Level	
Auditor training	Certificated in Lead Auditors Course	<ul style="list-style-type: none">• Certificated in ISO 9001:2008• Certificated in Internal Quality Audit	
Audit experience	At least four complete audits within the last five (5) years	At least three complete audits as observer within the last five years	N/A
Knowledge	<ul style="list-style-type: none">▪ Applicable STCW Regulations▪ Basic knowledge of the NQSS/QSS		

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B. Pool of Auditors /Observers:

Auditors for Internal Quality Audit	Office
Engr. Jovita V. Chongco	Safety Radio Services & STCW Compliance Division
Engr. Glenn Anthony C. Mercado	Industry Planning & Research Div.
Engr. Ma. Victoria G. Valenzuela	Management Division
Engr. Jesusa B. Lee	Equipment Standards Division
Engr. Rolando DS San Luis	Safety Radio Services & STCW Compliance Division / Industry Planning & Research Div.
Engr. Leah S. Vengua	Safety Radio Services & STCW Compliance Division
Ms. Marivic P. Alcantara	Safety Radio Services & STCW Compliance Division
Ms. Antonette C. de Castro	Safety Radio Services & STCW Compliance Division
Engr. Lyzel M. Carinugan	NTC-NCR
Engr. Renald O. Medel	NTC-NCR
Ms. Rosemarie M. Arceo	Industry Planning & Research Div.
Engr. Ryan J. Dela Cruz	NTC Regional Office No. V

C. The Quality Assurance Representative, upon recommendation of the Chief – Management Division, shall consider and decide the composition of the audit team and the Lead Auditor. The QAR shall convene the IQAT ten (10) working days prior to the scheduled date of audit to discuss the conduct of audit in accordance to NTC QSS QPR-07 – Internal Quality Audit and NTC Office Order No. 129-10-2013.

All orders and other issuances inconsistent herewith are hereby deemed amended, repealed or modified accordingly.

Done this January 6, 2014 Quezon City, Philippines.


GAMALIEL A. CORDOBA
Commissioner