

29 December 2020

**OFFICE ORDER NO.** 2020135-1  
Series of 2020

**SUBJECT: DESIGNATION OF INTERNAL AUDIT SUPERVISOR FOR  
ISO 9001:2015 QUALITY MANAGEMENT SYSTEM RELATED DUTIES AND FUNCTIONS**

In the interest of the service, **Mr. Jaime Antonio S. Sandoval**, Chief Trade-Industry Development Specialist, is hereby designated to supervise Internal Audit Service for ISO 9001:2015 Quality Management System related processes and implementation, concurrent to his function as Division Chief of STREDO Division.

As such, Ms. Karla Grace Dinglasan shall report to Mr. Sandoval in the performance of ISO related duties and functions.

Mr. Sandoval is expected to fully assume his assignments and shall strictly observe the guidelines and mechanics stated in the alternative work arrangements under Office Order No. 2020078, series of 2020.

This Order shall take effect on 01 January to 30 June 2021 unless revoked/cancelled earlier.

All office order or parts thereof inconsistent with this Office Order are hereby revoked or modified accordingly.

For the guidance of all concerned.

  
**PAULINA SUACO-JUAN**  
Executive Director  

29 December 2020

OFFICE ORDER NO. 2020141-3  
Series of 2020

**SUBJECT : REASSIGNMENT OF PERSONNEL**

In the interest of the service, **Ms. Karla Grace D. Dinglasan**, Internal Auditor III, is hereby reassigned to the Operations Group 1 – Lifestyle and Creatives (Consumer Business Department) – Overseas Trade Fairs and Buyer Campaign Team concurrent to her function as Internal Auditor III with the following ISO related duties and functions:


1. Timely implementation of various audit activities related to ISO 9001-2015 in 2021;
2. Prepare report and, together with the Internal Audit Team, ensure conformances with established rules and procedures;
3. Monitor and participate in Audit engagement planning, reporting, execution and follow-ups; and
4. Perform other duties that may be assigned by her supervisor from time to time.

As such, she shall report to the Head of the Team for work assignments. As Internal Auditor III, she shall report to the designated Internal Audit Services Supervisor in the performance of ISO related duties and functions. Ms. Dinglasan is expected to fully assume her assignments and shall strictly observe the guidelines and mechanics stated in the alternative work arrangements under Office Order No. 2020078, series of 2020.

This Order shall take effect on 01 January to 31 December 2021 unless revoked/cancelled earlier.

All office order or parts thereof inconsistent with this Office Order are hereby revoked or modified accordingly.

For the guidance of all concerned.

  
**PAULINA SUACO-JUAN**  
Executive Director 