



**MEMORANDUM**

**MASTER COPY**

**TO :** ALL COLLECTIONS DISTRICTS AND SUBPORTS

**FROM :** *Kriden F. Balmomera*  
**ATTY. KRIDEN F. BALGOMERA**  
*Officer-in-Charge*  
 Interim Internal Quality Management System Office

**SUBJECT :** LIST OF PERSONNEL NOMINATED FOR ORIENTATION OF QMS AND PREPERATION OF ISO DOCUMENTS

**DATE :** March 29, 2023

1. Relative to the orientation for preparation of ISO documents and maintenance of the quality manual system, all ports and subports are encouraged to submit names of participants to be included in the pool of personnel recommended for QMS Documentation Course and ISO Awareness to be facilitated by ITDD.

Designation:	Name:	Position:	Required training:
e.g. top management, QMR, Process Owner, Document Controller	Juan dela cruz	e.g. SVCOO, AO1, COO 1,	(Check as required) ISO Awareness <input type="checkbox"/> initial training; or <input type="checkbox"/> refresher  QMS Documentation <input type="checkbox"/> initial training; or <input type="checkbox"/> refresher

2. Kindly submit the relevant information on or before April 04, 2023.
3. For further coordination, kindly contact the office of the above signed via email: [iiqmso@customs.gov.ph](mailto:iiqmso@customs.gov.ph).
4. Thank you.