

**Bureau of the Treasury
Mr. William A. Beluso Jr.
Director III, Legal Service
Bureau of the Treasury Central Office,
Ayuntamiento Building, Cabildo Street corner A.
Soriano Avenue, Intramuros, Manila**

Re: 1st Surveillance
Audit Schedule

30 November 2020

Dear Mr. Beluso:

Good day!

I do hope that this letter finds you in good health and that your company is continually reaping the benefits of implementing the ISO Standard of your choice.

As per ISO 17021 – Conformity Assessment Requirements for Bodies Providing Audit and Certification of Management Systems, we are required to visit you at least once a year and within 12 months from the last day of your certification audit.

This means that Surveillance audits should not be delayed as the standard requires us to comply with a specific timeline. Should the date fall on a weekend or a holiday, then the surveillance audit must be conducted before, NOT after, the actual date. Otherwise, your certification status will be considered as temporarily suspended until such time that the surveillance audit is conducted.

Furthermore, prior to the conduct of the surveillance audit, as stipulated in clause 11 of the Codes of Practice (pertaining to modification): “the company shall inform SOCOTEC Certification Philippines Inc. in writing and without delay of any intended changes relating to the following:

- the legal, commercial, organisational status or ownership organisation and management
- contact address and sites
- scope of operations under the certified management system
- major changes to the management system and processes”

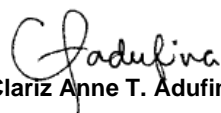
In as much we would want to just proceed as if nothing transpired, we are mandated to gather information about any of the abovementioned items so as to be able to ensure that the activities to be audited are indeed reflected in the declared scope of registration. Any information that relate to the aforementioned items mentioned will be sufficient in helping SCPI determine whether the notified changes require any additional audit activity. Observing this requirement will help avoid misrepresentation in any form and simultaneously, above all, maintain the integrity of the management system your organization subscribes to.

Please understand that we have no intentions of causing any inconvenience. Being a certification body, our compliance is imperative so as to be able to adhere to the requirements stipulated in ISO Guide 17021 and the Codes of Practice. From your end, to reiterate, conformance will ensure that your certification will remain in good standing.

Your Re-Certification audit was conducted on 13th-17th of January 2020; hence we scheduled your 1st Surveillance audit on 13th-14th of January 2021.

If the schedule is acceptable to you, please confirm by signing in the space provided.

Please feel free to contact us should you have any further clarification. Rest assured you always have our best attention. We are looking forward to serving you better. We remain,


Clariz Anne T. Adufina
Team Lead – Key Account Specialist – Planning

Company Name: Bureau of the Treasury

Signed/Date: _____

Name: _____

Title: _____

Surveillance Audit Date: January 13-14, 2021

Please be reminded that once the audit date is already confirmed, any movement on the schedule will not be allowed. Otherwise, a penalty of not less than Php 5,000 times the number of mandays allocated for that scheduled audit will be imposed.

NOTE: PLEASE INDICATE CURRENT MANPOWER AND ANY ADDITIONAL PROCESSES, PRODUCTS OR SERVICES SINCE THE LAST AUDIT.

Regular _____ **Contractual** _____ **Total:** _____

Details of organizational changes:

(Please provide attachment as necessary)

Please confirm and fax to (02) 850 2208 or contact us at (02) 8502040 or email us at Clariz.ADUFINA@socotec.com and Leobel.ESTELITA@socotec.com for any concerns or clarification.