



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552

www.pcsso.gov.ph



Management
System
ISO 9001:2015

www.tuv.com
ID 3105081549

December 14, 2020

Ms. MELODY MOKAMAD

Vice General Manager and Certification Manager,
Systems Department, TÜV Rheinland Group
Cologne, Germany

Subject: Request for Deferral of Surveillance Audit for Philippine Charity Sweepstakes Office's ISO 9001:2015 Maintenance Certification

Dear Ms. Mokamad,

This pertains to the Surveillance Audit for PCSO's ISO 9001:2015 Certification which is due on the 23rd of December. We have proposed for an audit date of PCSO which will be on the 22nd of December 2020. However, your company can no longer accommodate us since you have prior commitments and your calendar for December this year is already full.

We are committed in proceeding with the conduct of audit, however, due to our tight schedule and your fully booked calendar, we have no other recourse but to humbly request the deferment of our Surveillance Audit on January 12, 2021.

Thank you very much and we are looking forward to your favorable response on the matter.

May the Lord bless you a hundredfold!

Best regards,

ROYINA M. GARMA

Vice Chairperson and General Manager
and Quality Management Representative

Kind regards,

Mary Joyce Regis
Job Order - Admin Assistant

On Fri, 11 Dec 2020 at 10:20, [Mary Joyce Regis](#) wrote:

Dear Ms. Mary Joyce,

Good day!

In behalf of [PCSO](#), we acknowledge your email.

We will send the proposal once we received the approved audit man-days from our Technical Reviewer.

Also, we would like to request your good office to send us a deferment letter to conduct the audit next year as our calendar for the month of December 2020 is already full.

Please send us deferment letter (using their company's letterhead) to [Mr. Henry Alvarado](#) - Vice General Manager, Certification Manager, Systems Dept. Please indicate your reason/s of postponement and your preferred date of audit.

Hope to receive your letter asap so we can forward it to our Certification Board. Please take note that audit postponement is subject for evaluation and approval of our certification board in Germany, results will take at least 1 month from the date of your submission of letter.

Thank you!

Best regards,

[Henry Alvarado](#)
Senior Sales Coordinator
Sales Department

[Henry Alvarado](#)

Reminder for Follow-up Audit Due Date _PHILIPPINE CHARITY SWEEPSTAKES OFFICE (PCSO)

4 ✓



From: Mary Joyce Regis <regismaryjoyce@gmail.com>

Sent: Thursday, 17 December 2020 2:26 PM

To: Regis.MaryJoyce@pcso.gov.ph

Subject: Re: Reminder for Follow-up Audit Due Date _PHILIPPINE CHARITY SWEEPSTAKES OFFICE (PCSO)

Good Day Sir/Madam,

Respectfully sending you the attached letter signed by our General Manager and Quality Management Representative for the deferment request of our Second Surveillance Audit.

Please acknowledge receipt.

Thank you very much.

Kind regards,

Mary Joyce Regis
Job Order - Admin Assistant

best regards.

On Thu, 17 Dec 2020 at 14:51, [\[Redacted\]](#) wrote:

Dear Ms. Mary Joyce,

Good day!

Acknowledge your email. We will update you once we received the approved deferment from our Certification Board.

Thank you!

Dear Ms. Jim,

Good day!

Please see attached deferment letter for approval.

Thank you!

