

Initial Report

Company Name : **Bases Conversion and Development Authority (BCDA)**

Address : **Head Office:** BCDA Corporate Center, 2/F, Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City, Philippines
Project Site: Airport-NCC Access Road Phase 2, Tarlac-Zambales Road, Capas, Tarlac

Auditee Representative : Ms. Aileen AnunCiacion Roa Zosa – Acting President and Chief Executive Officer
Mr. Patrick Roehl C. Francisco, VP-HRMD/DQMR

Lead Auditor/Auditor(s) : Rhene Rose Zara, Hilario Capili, John Francis Faustorilla

Expert(s)/Trainee(s) : Joel Torcuator, Jr. - TE, Orlan Tiongzon - Trainee

Standard(s) : ISO 9001:2015

Certificate No. : CN 01 100 1432569

Audit Type : Second Surveillance Audit

Audit Dates : 21 July 2022

Scope(s) of Certification : Provision of Conversion and Development Services, Real Estate Management and Engineering for Land and Assets under the Jurisdiction and Control of the Bases Conversion and Development Authority (BCDA)

Audit findings

All information gained during the audit will be treated with strict confidentiality by the audit team and the certification body. In view of the sampling approach applied to the audit, weaknesses and nonconformities may still exist which have not been identified during the audit.

Positive findings and opportunities for improvement

No.	Unit/Department Site	Positive findings
1	Project Site : Airport-NCC Access Road Phase 2	Documented information management is commendable where needed records can be accessed and retrieved efficiently.
2	Information Technology	The innovation projects towards automation and streamlining is commendable.
3	Corporate Planning	The use smartsheet for project management online collaboration and data analytics is noteworthy.
4	Internal Audit	The team was able to include other processes (14) outside the scope of certification as part of continual improvement in assessing the implementation status of their existing system/policy.

5	Land & Asset Development	Use of cloud base repository of documents for easy monitoring, update and collaboration within the team and with different department
6.	CSR	<p>Donation of Personal Protective Equipment (PPE) in cooperation with the AFP Office of the Chief Special Service for the benefit of the AFP Medical Frontliners in line with the 86th Founding Anniversary of the Armed Forces of the Philippines (AFP) dated 21 December 2021.</p> <p>Donation of Php 150, 000 worth of Relief Packages to the victims of Typhoon Odette in Cebu in cooperation with the Air Logistics Command (ALC), Philippine Air Force (PAF).</p> <p>Php 5-Million revolving fund for AFP soldiers injured in action.</p> <p>Tree-Planting Activities:</p> <ul style="list-style-type: none"> • BCDA and the Women Engineer’s Network of the Philippines Technological Council (PTC-WEN) partnered to plan trees along the newly built New Clark City (NCC) Bamban Intercnaghe. • Subic-Clark Railway Project (SCRP) team of BCDA participated in a tree-planting event on 19 June 2021 at Brgy. Sapangbato, Angeles City. This area or parts of it is eyed by the Angeles City LGU and BCDA as a possible watershed that would benefit the constituents and stakeholders of Metro Clark, Angeles City and its immediate environs. <p>Distributed food and health packs to NCDA officers, staff, utility personnel and drivers infected by the COVID-19 virus. In addition, they were able to establish the employee-driven COVID-19 CSR Help Fund in 2021 to provide food and medicines to BCDAS’s affected personnel and to help augment other COVID-19 related expenses.</p> <p>Facilitated vaccination of employees having 100% full vaccination last 31 December 2021.</p>
7.	Awards & Recognition	<p>BCDA Awards 2021:</p> <ul style="list-style-type: none"> • Quill Award of Merit – BCDA 2018 Annual Report (Clark: It Works. Like A Dream) for showcasing the story of Clark, how it was successfully rebuilt into a city under the Build Build Build Program of the National Government • Quill Award of Merit – Collective: We Heal as One BCDA’s External Newsletter • Quill Award of Merit – Countdown to the 30th South East Asian Games: A Media Campaign for Initiating events campaign to showcase the readiness of New Clark City with world-class sports facilities • Prix Versailles 2021 finalist, Clark International Airport New Passenger Terminal Building awarded last December 2021 • World Architecture Forum (WAF) nominee, Engineering Prize, New Clark City Athletics Stadium (Budji + Royal Architecture + Design and MTD Philippines Inc) awarded last December 2021 • World Architecture Forum (WAF) “Highly Recommended” recognition for the New Clark City Athletics Stadium (Budji + Royal Architecture + Design) <p>BCDA Awards 2022:</p> <ul style="list-style-type: none"> • Quill Award: Building the Philippines’ International Gateway: A Public Relations Campaign on the Clark International Airport • Quill Award: BCDA 2020 Annual Report: We Heal As One • Quill Award: COVIDCOMMS 2021 Sports Bubble: The New Normal for Professional Sports • ‘Top Most Green Companies’ – Asian Edition 9th Golden Globe Tiger Awards

The following recommendations and opportunities for improvement provided by the audit team are intended to contribute to the continuous improvement of the management system. They also serve to eliminate any weaknesses still existing in the organization, ensure management system effectiveness and prevent nonconformities.

	Unit/Department Site	Observations and opportunities for improvement
1	Information Technology	<p>Review the risk registers to be categorized in a more appropriate context with the organization (e.g., cybersecurity threats into appropriate categorized risks, threats, and vulnerabilities).</p> <p>The ICTD Asset Management version 2 is projected to be completed by Dec 2022. The progress of this project will be checked during the next audit.</p> <p>Review to keep track of the actual preventive maintenance activity notes to ensure keeping track of the asset lifecycle and all associated observations or corrective activities done.</p>
2	Business Development	<p>Review including in the risk assessment emerging health, political, and economic issues in the region for its impact on business development processes, as applicable.</p> <p>Review existing checklist used to include steps in 7.1 of the Quality Procedure: Business Development BCDA-QP-002.</p> <p>Ensure review recordings to be properly managed and prevent losing important data, as applicable. (e.g. zoom recordings).</p>
3.	Corporate Planning	<p>The status of the GCG acceptance to the justification for the 2021 Performance scorecard on the budget utilization efficiency is still ongoing validation. The results of this item will be checked during the next audit.</p> <p>The new strategic plans are still pending to be formulated as a result of the appointments of the board and this item will be checked during the audit.</p>
4.	Records Control of Negotiable Instruments and Land Titles	<p>Review discussions and setting the suitable room conditions (e.g., temperature, humidity, etc.) in the vault.</p>
5.	Management Review	<p>Consider having a matrix table as reference for the different MANCOM meetings each Management Review Inputs and outputs requirement were discussed. Likewise, consider having a trend summary presentation (e.g. Customer Satisfaction, Performance Scorecard result, etc.) for performances result.</p>
6.	Control of Documented Information	<p>Review for update of BCDA Records Disposition Schedule is on-going, and is expected to be completed by end of 2022, progress will be checked next visit.</p>
7.	Internal Audit	<p>Consider to continually update the existing risk registry reflecting potential risk associated to some issue/s encountered (e.g. delayed issuance of CAR to process owner) and assess existing control measure/s if sufficient in controlling the identified risk.</p>
8.	Procurement	<p>Ensure timely update of Risk Treatment Plan for those risk identified under high.</p>
9.	Use of TUVR Logo	<p>Ensure to reflect the ID number and/or QR code when using TUVR logo on forms or other documentation.</p>

Nonconformity/ies

No.	Reference	Nonconformity
		Minor (0) Major (0)

Audit Result

The organization has established and maintains an effective system to ensure compliance with its policy and objectives. The audit team confirms in line with the audit targets that the organization's management system complies with, adequately maintains and implements the requirements of the standard(s).

The audit team therefore recommends:

Maintenance of existing certificates.

Due Date for the next audit 2023-06-27

Agreed date for the next audit 2023-05 (-3mos/+0)

Statement of Non-Conflict of Interest

The auditor / audit team declares that I / they have neither performed any internal audits for the organization nor provided any consulting services for the development and implementation of the organization's management system within the last two (2) years. I / We also confirm that there are no other conflicts of interests with regards to the performance of this audit.

21 July 2022

Rhene Rose Zara, John Francis Faustorilla, Hilario Capili, Joel Torcuator, Jr. -
TE, Orlan Tiongzon – Auditor Trainee

Date

Audit Leader / Auditor(s)

*Note: This **Initial Report** serves as the proof of completion of this cycle of audit activities and will be superseded upon issuance of the official **Audit Report**.*

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