

29 December 2020

ENGR. SYBIL C. PADEN

Director for Business Development
Certification International Philippines, Inc.
8th Floor, OMM-Citra Bldg., San Miguel Avenue,
Ortigas Center, Pasig City

Dear **Engr. Paden**,

Good day!

This is in reference to our contract for the Department of Trade and Industry's Quality Management System (QMS) certification to ISO 9001:2015.

This is to confirm that our contract will push through, however, due to COVID-19 both of our organizations had to adapt to the exigencies of the pandemic to improve our processes. We are aware that the Notice to Proceed was issued last 5 March 2020 for the abovementioned project to commence and be completed in three (3) years. Unfortunately, community quarantine and IATF-EID issuance protocols hindered the immediate start of the project.

With this, we would like to request to reschedule DTI's ISO 9001:2015 certification timeline to 2021-2023. Any changes this would incur that could affect our contract and other documents will be reviewed by our Legal Service in coordination with your office.

We appreciate that CIP will be using information and communication (ICT) as a means to conduct audit off-site. The Department of Trade and Industry also incorporated adjustments to shift our processes to digital platforms. Thus, we took the time to update our processes and we are excited to present the improvements undertaken by the Department.

We are looking forward to working with you next year. Your positive feedback on this matter would be greatly appreciated.

Sincerely,



ENGR. ROBERT ALVIN T. ARCEO

Director, Planning and Management Service (DTI-PMS)

Noted by:



January 4, 2021

Name and Signature

Certification International Philippines Representative

PLANNING AND MANAGEMENT SERVICE