Date : December 20, 2017
Venue : TMO Conference Room
Attendees : (see attached sheet)
Agenda :

<table>
<thead>
<tr>
<th>Issues</th>
<th>Agreements/Resolutions</th>
</tr>
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<tbody>
<tr>
<td>1. Status of actions from previous management reviews</td>
<td>QMS has been revised based on the agreement in the Execom meeting regarding the need to revised the old QMS in order to be responsive with the ISO 9001:2015 requirements.</td>
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<tr>
<td>2. Changes of external and internal issues that are relevant to the quality management system</td>
<td>The issuance of the Data Privacy Act (DPA) necessitates the conduct of data privacy assessment as mandated by the said law to determine vulnerability of violations of the agency in data privacy.</td>
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<td>3. Information on the performance and effectiveness of quality management system, including trends in:</td>
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<tr>
<td>a. Client Stakeholder satisfaction and feedback from relevant interested parties;</td>
<td>No feedback report yet submitted by the process owners. However, the feedback from the stakeholders are included in the activity report that the process owners prepare after the culmination of their activity.</td>
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<tr>
<td>b. Reporting of attainment of quality and functional objectives;</td>
<td>The process owners prepare their Quality Objective Monitoring to determine whether they have achieve their target.</td>
</tr>
<tr>
<td>c. Process performance and conformity of product and services;</td>
<td>Was not discussed.</td>
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<tr>
<td>4. Non-conformities and correctives actions</td>
<td>Based on the IQA conducted, the IQA Auditors released the following Corrective Action Request Forms:</td>
</tr>
<tr>
<td></td>
<td>DCC – 3</td>
</tr>
<tr>
<td></td>
<td>1. The system for managing and controlling maintained and retained documented</td>
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</tbody>
</table>
information (Records) is not yet fully established. Clause 7.5
2. Coding of documents are not yet fully implemented. Clause 7.5
3. Document retention and disposition not yet determined. Clause 7.5

Action Plans:
1. The top management shall appoint document control custodian per division to manage the different division's respective document control and to assist the Overall Document Control Custodian (AD)


3. Supervise the implementation of the document control system

IMCD -3
1. Documented information is not centralized.
2. Some process flow is incomplete. Clause 7.5
3. Physical arrangement and infrastructure.

Action Plans.
No action plan submitted as of the date of the management review meeting.

HR- 1
1. Records filing system are not centralized.

Action Plans
No action plan submitted as of the date of the management review meeting.

NCR – 1
1. Records filing system is not centralized.
Action Plans
1. Hiring of Secretary for the Office of the Regional Director.
2. HR to act as record officer.
3. Preparation of Master-list for all documents.

BAC – 4
1. No Quality Objectives and Plans (QOP) or functions not defined and maintained.
2. No risk register made.
3. Manual of operations must be established.
4. No evaluation and monitoring tools.

Action Plans
1. To prepare the QOP, and Risk Register.
2. To prepare the procedures detailing the process flow. To accomplish this, the responsible officer will gather existing guidelines if any and to confirm and validate the process flow with the existing statutory mandate and requirement.
3. As to the findings on no evaluation and training tools, there is an existing evaluation and monitoring and evaluation tool provided by the Government Procurement Policy Board (GPPB) in the form of the Agency Procurement Compliance and Performance Indicator (APCPI) and the Procurement Monitoring Report (PMR) which aims to gauge the procurement performance of the agency. This is periodically accomplished by the BAC and BAC secretariat.

The BAC Secretariat also devised and uses a monitoring matrix to track the status of the transaction. Apart from this, there is also a matrix that was devised, aimed at tracking the status of the postings of the contract/activities awarded by the buyer to ensure that those procurement activities posted as bid opportunities by the buyers are closed out through the posting of the award.
### PADD – 1
1. Records filing system is not centralized.

**Action Plans**
No action plan submitted as of the date of the management review meeting.

### OED - 1
1. The communication process does not have a written or documented procedures.

**Action Plans**
Procedure will be finalized based on the template given.

<table>
<thead>
<tr>
<th>4. Monitoring and measurement results; audit results;</th>
<th>The Management Unit and the IQA Team is still in the process of developing a monitoring and measurement tool to for the audit results. There is a need to prioritize the development of the tools.</th>
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</thead>
<tbody>
<tr>
<td>5. Performance of external providers</td>
<td>There is a need to establish system for evaluating external products for procurement purposes.</td>
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<tr>
<td>6. Adequacy of the resources</td>
<td>Resources are adequate to cover the QMS and the corrective actions.</td>
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<tr>
<td>7. Effectiveness of action taken to address risks and opportunities</td>
<td>POPCOM to conduct data privacy assessment to address risks in violating data privacy as one of the risks within the agency. Measurement of effectiveness of actions taken to address risks needs further documentation. The Management Unit to develop the assessment tools.</td>
</tr>
<tr>
<td>8. Opportunities for improvement</td>
<td>Based on the IQA conducted on the different processes, the following were noted as opportunities for improvement:</td>
</tr>
<tr>
<td></td>
<td>1. Quality Objectives and Plans must be documented.</td>
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<td></td>
<td>2. Quality objective monitoring must be accomplished to monitor whether targets made are accomplished. Clause 9.1</td>
</tr>
<tr>
<td></td>
<td>3. To establish an effective and standard monitoring tools for every process or activities. Clause 9.1</td>
</tr>
</tbody>
</table>
4. To establish an effective methods/tools of evaluation for every process or activities. Clause 9.1
5. A Risk register must be accomplished and an action plan must be documented to be able to efficiently handle contingency and errors. Clause 6.1, 8.5.1, 8.2.1e
6. Workplace physical arrangement must be improved. Clause 8.5.1d
7. To maintain a summary list of documents maintained and retained. Clause 7.5

Prepared by:

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