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REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO DE ORO

QUALITY MANAGEMENT SYSTEM

MANAGEMENT REVIEW PROCEDURE

Code : DdO-QP-05

Revision No. : 2

Effectivity: 18 March 2022

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1.0 PURPOSE

This procedure defines the Management Review Process, its objectives, responsibilities and authorities. The Management Review process requires that the Quality Management System (QMS) is reviewed on an annual basis or as deemed necessary to ensure continued system effectiveness and alignment with quality policy and objectives.

2.0 OBJECTIVES

Ensure that the QMS planning and review is carried out to access opportunities for changes and/or continual improvement for continuing suitability, adequacy and effectiveness.

3.0 SCOPE

This procedure applies to the members of the Management Review Team and describes the review procedure the team conducts on an annual basis or as deemed necessary.

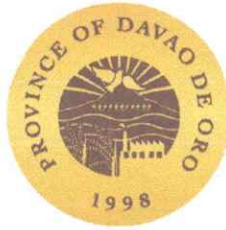
4.0 RESPONSIBILITIES AND AUTHORITIES

- 4.1 Top Management – consists of the Governor, Vice-Governor and Provincial Administrator
- 4.2 Provincial Government Department Heads
- 4.3 Quality Management Representative (QMR)
- 4.4 Deputy Quality Management Representative (DQMR)
- 4.5 QMS Core Team Members
- 4.6 Lead Process Owners

5.0 PROCESS

5.1 General

- a) The Quality Management Representative (QMR) is responsible for the effective implementation of the QMS and for conducting management review meeting on an annual basis or as deemed necessary. The QMR shall assess opportunities for changes/improvement of the QMS to ensure its continuing



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suitability, adequacy and effectiveness.

5.2 Management Review Planning

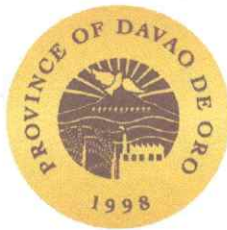
- a) The QMR facilitates planning for the conduct of management review meeting which shall be reflected in the yearly timetable of QMS activities which is subject for approval by the Top Management.
- b) The QMR ensures that records of relevant management review inputs are made available and properly disseminated.

5.3 Management Review Proper

a) The QMR facilitates reporting of the QMS performance to the Top Management during management review meeting and shall discuss the following management review inputs:

- The status of actions from previous management reviews;
- Changes in external and internal issues that are relevant to the QMS;
- Information on the performance and effectiveness of the QMS, including trends in:
 - 1) Customer Satisfaction and feedback from relevant interested parties;
 - 2) The extent to which quality objectives have been met;
 - 3) Process performance and conformity of products and services;
 - 4) Nonconformities and corrective actions;
 - 5) Monitoring and measurement results;
 - 6) Audit Results;
 - 7) The effectiveness of actions taken to address risks and opportunities;
 - 8) Performance of External Providers
 - 9) Adequacy of Resources
 - 10) Suitability of the Quality Policy
 - 11) Changes Affecting the QMS
 - 12) Opportunities for improvement.

b) The Top Management shall arrive at a decision considering the



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following:

- Improvement of the effectiveness of the QMS and its processes
- Improvement of the quality of products and services based on the specific requirements
- Resources needed

c) The QMR shall ensure that the Minutes of the Management Review Meeting is made available.

6.0 DOCUMENTED INFORMATION

- 6.1 Meeting Minutes
- 6.2 Statistical Analysis

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Approved:


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