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REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO DE ORO

QUALITY MANAGEMENT SYSTEM

CONTROL AND MONITORING OF EXTERNAL PROVIDERS TO CONDUCT OUTSOURCE INTERNAL AUDITS

Code : DdO-QP-09	Revision No. : 1	Effectivity: 6 July 2022	Page: 1 of 2
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1.0 PURPOSE

The organization identifies the need to apply outsourced process as a strategy in the conduct of its operations and Quality Management System (QMS). It will be carried out by external providers outside the managerial control of the provincial government.

2.0 SCOPE

This procedure shall apply to the PLGU-DdO-Quality Management System and covers the outsourcing of internal audit to processes that cannot be audited by the Internal Quality Audit due to lack of material time or on circumstances that would warrant external help in order to comply with the evaluation and monitoring of development of the performance of the various organizational processes.

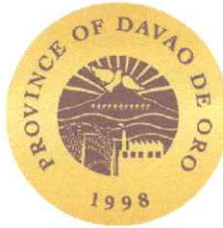
3.0 PROCEDURE DETAILS

- a. The Quality Management Representative will secure approval from the Local Chief Executive as to the need to engage with external providers for the purposes of capacity development of the QMS Core Team and the outsourcing of Internal Audit.
- b. The QMR identifies potential and qualified vendors who can provide the needed external requirements.
- c. The QMR, on behalf of the LCE signs a contract with the legitimate provider.

4.0 ADMINISTRATION, CONTROL, AND MONITORING

The PLGU demonstrates and exercises sufficient control to ensure that the performance of the external providers is in accordance with the relevant requirements of ISO 9001:2015 as well as that of the PLGU's QMS.

The Service Level Agreement should set the parameters that will be undertaken which would likewise stipulate the terms and conditions, scope and success indicators. Appropriate documented report shall also be provided to the PLGU at the end of the engagement.



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