

QMS Management Review Team Meeting
Conference Hall
March 3, 2021

Call to Order

The meeting was called to order by Deputy Administrator and Quality Management Representative Rodrigo F. Pascua Jr. at 2:20 p.m.

Attendees

Director Rosalia Susana B. Catapang (FIMO)	Director Maria Regina Angela G. Galias (RAD)
Director Edelyn A. Dungan-Claustro (AFMO)	Ma. Cynthia DM. Erum (RMD)
Director Ronald A. Mina (GAS)	Joyce Dalisay (PPDO)
Director Herminigildo D. Mendoza (FMS)	Carmelita T. Raquiza (IAD)
Director Ma. Consolacion C. Marquez (OOCs)	Mohammad I. Victor (RWO-NCR)
Director Benny I. Reyes (ROCS)	Joyce Anne D. Lorenzo (RWO-NCR)

Agenda

1. QMS 2020 Performance Assessment
2. Queries from the Department of Budget and Management
3. 2021 Plan of Action and Approved Budget
4. Other Concerns

Highlights of the Meeting

1. Renewal of ISO 9001:2015 Certification was not met on 27 April 2020 due to the reassignment of employees to repatriation related activities and work-from-home (WFH) arrangement due to COVID-19, and consequent adherence to health protocols
 - Reassessment scheduled supposedly for January 20, 2020 with the Certification Philippines Inc., was postponed indefinitely
 - Response to the Non-Conformity Observation during the 5th Surveillance Audit in 20 December 2020 was not complied
2. Queries raised by DBM require the submission of documentary evidences to support the reasons behind non-renewal of the ISO 9001:2015 certification was complied with by the QMS Secretariat on 01 March 2021.
 - MRT suggested the need for MISD or ASMD to improve the quality of the OWWA Transparency Seal which is viewed regularly by performance-based auditors of government for the 2020.
3. DBM approved the 2021 QMS budget in the amount of over SIX HUNDRED SEVENTY-THREE THOUSAND PESOS for audit expenses and upgrading of knowledge and skills that is included in the Maintenance and Operation and

Other Expenses (MOOE); and not from the OWWA Program Fund, as done in the previous years.

4. Need to evaluate the processes for Recertification while mindful of the status of OWWA Membership Information, adaptation of technologies and new methods, and possible revisions in the core and support processes.
 - MRT recommends that activities to be implemented in 2021 must be a result of an evaluation of enrolled procedures, assessment of current environmental circumstances and availability of resources

Final Instructions from the QMR

- The QMS Secretariat is directed to form a Technical Working Group (TWG) that will synthesize or amalgamate the ideas of the divisions/units into a proposal that will support either the reassessment or rewriting of the Procedure Manuals under the new normal, and
- The members of the Management Review Team (MRT) must facilitate the quick recertification to ISO 9001:2015, as QMS is part of the agency's OPCR evaluated regularly by the Government Quality Management Committee and headed by DBM.

Adjournment

The meeting was adjourned at 3:15 p.m.

Prepared by:



MA, CYNTHIA DM. ERUM
Chief, RMD and Head QMS Secretariat

Noted and Approved for Dissemination:



RODRIGO F. PASCUA, JR.
Deputy Administrator for AFM
and Quality Management Representative