



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Intramuros, Manila



QUALITY MANAGEMENT SYSTEM (QMS) QUARTERLY REPORT

OFFICE : **OVERSEAS WORKERS WELFARE ADMINISTRATION**

REPORT FOR: 1ST Quarter 2nd Quarter 3RD Quarter 4th Quarter

Improvements/Initiatives in CY 2022

| QMS ACTIVITY | Actions Taken | Timeline | Status (Implemented; Not Yet Implemented; Ongoing)/ Reasons |
|--|--|--------------------|---|
| Writing Exercise for the Crafting of the Quality Management System (QMS) Manuals of OWWA for ISO 9001:2015 Certification Manual (Stage 1 of Certification) | Implemented the following preparatory activities for the Writing of QMS: <ul style="list-style-type: none"> • Approved Terms of Reference to conduct the Writing Exercise for the QMS Manuals • Telephone canvass for venue and accommodation • Consultation with QMS Trainor for schedule of critiquing of Manuals | March to June 2022 | Not Yet Implemented: Conduct of the Writing of QMS Modules is postponed for July or August 2022 due to the mobility of officers/employees in responding to the continuous delivery of services and benefits for OFWs needing repatriation and reintegration assistance as a consequence of the worldwide Health Pandemic. Moreover, there are the corollary activities for the transition of OWWA to the newly created Department of Migrant Workers |

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|--|---|---------------------------|--|
| Selection of an accredited ISO Certifying Board (Stage 2 of the Certification) | Coordination with DTI on the list of accredited ISO 9001 Certifying Bodies for 2022 | September to October 2022 | <u>Ongoing activities</u> : Revalidation of the accreditation of ISO Certifying Bodies |
| 2023 Budget proposal for the 3-year appropriation of an ISO 9001:2015 Certification to include 5 Surveillance and 1 Recertification Audits | Presented the QMS Budgetary requirements for 2023 | February 2022 | <u>Implemented</u> : Budgetary presentation at the Division/Unit level for budget consideration by OWWA for submission and inclusion to the GAA of 2023 |
| Internal Auditors Training and QMS Audit | | September 2022 | <u>Not yet implemented</u> : Activity is dependent on the processes to be enrolled for certification and the approved QMS Manuals as the basis of audit |
| Orientation of the OWWA QMS Manuals | | November to December 2022 | <u>Not yet implemented</u> : Need the input of the approved QMS Manual and a continuous training plan on the QMS to be handled by a team designated/created by management. |

MCDMErum/2ndqtr2022/RMD

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