



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
OWWA Center, 7<sup>th</sup> Street corner F.B. Harrison Street, Pasay City

**QUALITY MANAGEMENT SYSTEM (QMS) QUARTERLY REPORT**

**OFFICE: OVERSEAS WORKERS WELFARE ADMINISTRATION**

**REPORT FOR:**  1<sup>st</sup> Quarter  2<sup>nd</sup> Quarter  3<sup>rd</sup> Quarter  4<sup>th</sup> Quarter

| Improvements/Initiatives in CY 2022   |  |                                  |  |
|---|--|----------------------------------|--|
| QMS Activity  | Actions Taken  | Timeline                         | Status<br>(Implemented; Not Yet Implemented;<br>On-going)/Reasons  |
| Review of Current Processes and personnel to be involved at QMS as part of the ISO 9001:2015 Certification (Stage 1 and 2 requirements as reiterated by DBM/AO25) | Review of Current Processes  | 15 August to 30 October 2022     | Completed – Review of Manuals enrolled to the ISO 9001:2015 with GAP Assessment Report completed on 23 September 2022<br>Not Yet Implemented – Internal Quality Auditors have to be identified and oriented on the ISO 9001:2015 |
|   | Procurement of Services of a QMS expert  | 30 October 2022                  | On-Going – Memo and TOR awaiting approval as a requirement to the procurement process  |
|   | Inventory of personnel involved with QMS enrolled processes                      | 30 October 2022                  | Not yet Implemented - Selection and hiring/ assignment/designation of personnel to different offices is on-going   |
| Procurement of an accredited QMS Certifying Body  | Preparation of TOR and Approval of the Hiring of a 3 <sup>rd</sup> Party Auditor | 01 September to 30 November 2022 | On-Going – Bidding Process for a Certifying 3 <sup>rd</sup> Party<br>- Approved TOR submitted to PPMD for public bidding on 8 September 2022   |

**Prepared by:**

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Chief-Records and Management Division  
and Head-QMS Secretariat

OCT 12 2022

**Approved by:**

  
**ARNALDO A. IGNACIO**

Administrator