



Republic of the Philippines
DEPARTMENT OF MIGRANT WORKERS AFFAIRS
OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center, 7th St. corner F.B. Harrison Street, Pasay City



QUALITY MANAGEMENT SYSTEM (QMS) QUARTERLY REPORT

REPORT FOR: 1ST Qtr. 2nd Qtr. 3rd Qtr. 4th Qtr.

Improvement / Initiatives in CY 2025			
QMS ACTIVITY	Action to be Taken	Timeline	Status (Implemented; Not Implemented; On-Going / Reasons
QUALITY MANAGEMENT SYSTEM ISO 9001:2015 CERTIFICATION MAINTAINED	Update QMS Manuals (Quality, Procedure, References, and ISO documentary requirements) <ul style="list-style-type: none">• 100% facilitation of QMS meetings and activities of process owners• 100% of Manuals updated and filed and archived as per QMS Standards	June and December 2025 or a month after the audits	<u>On-going</u> Updating and Revision of QMS Manuals with Consultant on March 2025, Work Instructions, Forms and Monitoring Reports based on audit findings and feedbacks based on the workshop results on 03-05 December 2024. Complying with revisions of manuals as per standard.
	<ul style="list-style-type: none">• Management Review Team (MRT) / Quality Management Evaluation Team (QMET) meeting• Consultation meeting		11 February 2025 MRT/QMET meeting with QMS Consultant
	<ul style="list-style-type: none">• Conduct of Audit meetings• Training of personnel of QMS	Quarterly meetings in 2025	<u>Implemented</u> MRT through QMET conducted a review on the updates for the following on 11 February 2025 <ul style="list-style-type: none">• Available room for Quality Management Evaluation Team (QMET)• Hiring of 2 Job-Order Personnel• Quality Objectives Monitoring and Evaluation Reports (QOMER)• Updating of Quality Manual• Report of Internal and External Audits
	<ul style="list-style-type: none">• Designation of a QMET room and 2 personnel hired dedicated to QMS	March to April 2025	

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DATE: 10 April 2025	DATE:	DATE:	DATE: