



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 as per QMS standards 	1 st Surveillance Audit on 20-21 August 2025	On-going <ul style="list-style-type: none"> Coordination with Certification International Philippines. (CIP) Updating and revision of QMS manuals with the QMS 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 	1 st – 4 th Quarter of 2025	<ul style="list-style-type: none"> 11 February 2025 MRT/QMET meeting with QMS Consultant 21 and 29 April 2025 meeting of process owners and temporary members of MRT and mock audit
	<ul style="list-style-type: none"> Conduct of audit meetings Training of personnel of QMS 		
	<ul style="list-style-type: none"> Designation of a QMET room and 2 personnel hired dedicated to QMS 	QMET/QMEG room available, and 2 Job Order personnel hired to conduct day-to-day operation Documentary support of QMS	Implemented MRT through QMET conducted a review on the updates on the following on 11 February 2025 <ul style="list-style-type: none"> Designated Office for Quality Management Evaluation Team (QMET) Hiring of 2 Job-Order Personnel Consolidated Quality Objectives Monitoring and Evaluation Reports (QOMER) Continuous update of Operational Manuals Prepared report of Internal and External Audits Approved Special Order on the new composition of MRT

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DATE: 14 July 2025	DATE: JUL 15 2025	DATE: JUL 15 2025	DATE: AUG 08 2025