



OCT 16 2019

RELEASED

OFFICE MEMORANDUM

No. 020 S. 2019



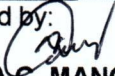
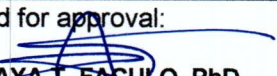
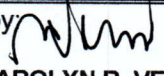
Minutes of Management Review Meeting Stage 2 Findings

TO : All SDO Personnel

DATE : September 30, 2019

1. All SDO Personnel are informed of the minutes of the meeting held on September 30, 2019 at the Schools Division Office mini-conference room with the following details:
Subject: Management Review Meeting Stage 2 Findings
Date: September 30, 2019
Time: 1:30 PM
Venue: Division Office mini-conference room
Agenda: a. Review of the Stage 2 findings
b. Action to be taken and timeline.
2. Enclosure to this memorandum is the minutes of the meeting.
3. Immediate and wide dissemination of this memorandum is advised.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

	Quality Management System Workshop for Stage 2 Certification		Document Code: SDO-GQF-001
	MINUTES OF MEETING		Revision: 00
			Effectivity date: 08-20-2018
			Name of Office: Schools Division Office of Baguio City
Prepared by:  LOIDA C. MANGANGEY ODC	Recommended for approval:  SORAYA T. FACULO, PhD OIC – Asst. Schools Division Superintendent Quality Management Representative	Approved by:  MARIE CAROLYN B. VERANO, CESO VI Schools Division Superintendent	

Date	September 30, 2019, Wednesday
Venue	Mini conference room
Agenda	Management Review Meeting Stage 2 Findings
Time started	1:30 pm

Ma'am Juliet Sannad	She presided the meeting and called the meeting to order.
Ma'am Sharon Castillo	She reminded the body that we are only given five days by the auditor to comply with the requirements. She explained the reason why five days, it is because we are after the ISO certificate which is one criteria of the Best Division entire CAR and the submission of ma'am Saguid will be on October 16, 2019.
Ma'am Juliet Sannad	-She suggested that since the findings were presented by Engineer Paul C. Mondonado (lead auditor) to the group last September 27, 2019, we'll just walk through it.
Ma'am Sharon Castillo	She presented the audit findings of the auditor. There were 17 findings, two (2) positive findings and fifteen (15) recommendations and opportunities for improvement that are intended to contribute to the continuous improvement of the management system. These findings also serve to eliminate any weaknesses still existing in the organization, ensure management system effectiveness and prevent nonconformities. Findings: 1. The monitoring of issues cannot be ensured. The auditor want that the SMME will issue Corrective Action Report (CAR) based on the uncomplined PPA so that when it will be presented in the DMEA that it was not implemented/conducted the SMME will issue CAR or ask for action plan of the concerned unit and to be placed in the risk and opportunity register.
Ma'am Juliet Sannad	-She suggested that the group will just identify the person concern or who will comply the identified findings example who will comply this finding presented from SGOD.
Ma'am Verano	She suggested that the body will identify the names of person who will comply and to be placed it in the next column of the template.
Ma'am Juliet Sannad	Reiterated that since we were all here when the findings were presented by the auditor, as we present, we'll just identify who will comply and indicate the timeline (when to submit all the documents). As to who will comply on the first finding presented, it was noted that SMME will be the one responsible for it. She facilitated the identification of person responsible in the audit findings: No. 4 Clause 4.3 will be complied by ma'am Soraya No. 5. 4.4.1-ma'am Soraya No. 6. Clause 5.1.2a –ma'am Balantin and administration No. 7 Clause 6.1- SGOD/ all units No. 8 Clause 7.1.3- ICT No. 9 Clause 7.1.4- All units No. 10 Clause 7.4.1- Supply No. 11 Clause 7.4.2-Supply/Accounting

	<p>No. 12 Clause 7.5.3 Records/ODC/ODC in each division No. 13 Clause 7.5.3.2-Top Management No. 14 Clause 8.1 -Top Management No. 15 Clause 8.5.1-LRMDS No. 16 Clause 8.7.1-Management/SMMME No. 17 Clause 9.3.2-Top Management</p>
Sir Jerry Ymson	<p>He suggested that under No. 6 Clause 5.1.2a (Lactation room for breastfeeding mother), we will include the Medical/Health and Nutrition, facilities and administration since this is also a facility (Lactation room). He also told that under no.7 Clause 6.1, it should not only be SGOD who will be responsible because all of us used the same form so everybody has an issue about it. This is a concern of all units/sections, it so happened that only SGOD were seen by the auditor. We used the same form that was given by the first consultant. We need then to redo our risk register where we need to re identify our risk because it seems that risk is the same as issue.</p>
Ma'am Degsi	She asked where to marry what we did earlier or is it another concern?
Ma'am Elaine Cabuag	The process how we prepared the risk register is different from the standard described in the ISO and this is also related t no.3 Clause 4.1.
Ma'am Brenda	She stated that the one we identified in the Risk Register and Opportunity Register were not issues but risks that's why we need to change those issues to risk.
Ma'am Elaine Cabuag	She said that issue and risk are the same. The auditor is looking for the impact.
Ma'am Degsi	She gave example of exact finding and comment of the auditor. Example: no signatory- non processing, so it is the same issue. If the issue is no signatory- the answer should be reversion of fund.
Ma'am Elaine Cabuag	Those are the things the auditor wants to see because those are based from standard.
Ma'am Juliet Sannad	She suggested that the units that were audited will do it and to be followed by others.
Sir Jerry Ymson	He suggested that we'll prepare and issue a template to be used by all units/sections/division.
Ma'am Juliet Sannad	<p>-She told that what we are supposed to do is to make a process. A Process on how did we come up with what we're doing and how we address all these concerns like IQA. This is what our auditor emphasized to us. We really need to make a process on how we address these concerns. Process is really what we need to make or update our processes. -She reminded that ICT will also focus on the process on how to address the given findings on ICT. -She again reminded everyone that we should focus on the process as always mentioned by the auditor.</p>
Ma'am Degsi	She told that the finding for no. 9 Clause 7.1.4 will be done by all units, example reproduction area will be done by the one in-charge in the area.
Ma'am Juliet Sannad	She agreed with the statement of ma'am Degsi that the finding will be addressed by all units in charge.
Loida Mangangey	She suggested that someone will be assigned to check all the actions to be done by all units to address no. 9 Clause 7.1.4
Ma'am Juliet Sannad	She asked if all concerns can easily be addressed.
Ma'am Sharon Castillo	She informed the body that she asked the auditor if what shall we do if we cannot comply/address all these findings within 5 days. The response of the auditor was "at least you have the action plan".
Ma'am Juliet Sannad	She agreed with the statement of ma'am Sharon that what we really need to present is the process and action plan/plan of action to address these findings.
Ma'am Tabangcura	She told the body that aside from the action plan, there are also things that are doable that we can immediately do like removing the paint at the reproduction area.

Ma'am Juliet Sannad	-She suggested that we can put in the plan that fire extinguishers are on process for procurement. -Regarding supply, there must be assigned OIC for ma'am Sofia c/o ma'am Nieves being the head of supply.
Ma'am Nieves	She told that ma'am Sofia (supply officer) will be reporting already on Monday.
Ma'am Juliet Sannad	She reminded ma'am Nieves to assist ma'am Sofia about our ISO concerns.
Ma'am Degsi	She explained the issue about the supply on the implementation of the inspection and acceptance of procured materials cannot be assured. She gave example like the food for seminars/trainings conducted. Our answer to this is, we're going to implement the inspection because actually there was already a meeting before that supply should inspect food during trainings but it was not implemented.
Ma'am Juliet Sannad	She told everyone again that there must be a process on the things we're doing.
Ma'am Degsi	She suggested that there must be reorganization of inspectorate team and further suggested if we can have members of inspectorate team in each division (CID, SGOD and OSDS) to address issues about trainings conducted outside Baguio City. This will be presented to COA if it's accepted.
Ma'am Juliet Sannad	She told that everything must be included in the plan to be submitted and approved by the SDS. All old documents should be retained and to be attached in the new documents to be made.
Ma'am Nieves	She told that the issue will be addressed by submitting Corrective Action Report (CAR) and suggestions will be included.
Ma'am Degsi	She stated that the overall Document Controller (ODC) will be the one responsible in controlling all documents. Example: all documents must be controlled by the ODC since the practice before was each unit printed their own copy which is not supposed to be. All documents must come from the ODC.
Ma'am Tabangcura	She told that there must be a document controller in each division who will be the one responsible in receiving and releasing of documents.
Loida Mangangey	She asked who will be the one responsible for the establishment of document information error policy to address the requirement on the loss of document integrity.
Ma'am Tabangcura	She said that we may adapt the practice of accounting or other division but we need to have one policy.
Ma'am Sannad	She suggested if we can have 2 policies. When to put one line/slash then initial like training proposals, memo etc. We need to prepare procedures on the actual things we are doing as long as it is included in the process. Ma'am Brenda and ma'am Marina will prepare for then CID while sir Jerry for SGOD then to be submitted to the ODC. -She told ma'am Nieves to remind ma'am Jane (record officer) to go over the Retention and Disposition of documented information error policy to address the requirement on the loss of document integrity.
Ma'am Verano	She suggested that all documents must be received by the records and clarified when do we return documents for revision.
Ma'am Sannad	She gave example of process flow of documents such as innovation and research for CID concern.
Ma'am Degsi	She presented the use of routing slip in tracking documents which can be adapted by other sections. In the routing slip it's noted where the document came from and it will also address the issue on missing documents.
Ma'am Verano	She asked what shall we do with those who are not submitting documents being requested by the office from the field and when they fail to submit it on or before the specified date.
Ma'am Sharon Castillo	She echoed the statement of the auditor that anybody can issue a Correction Action Report (CAR) to those who are not complying on time.
Ma'am Ellaine	She reminded everyone that CAR is used for process.
Sir Jerry	He suggested that we will make then another process to address issue presented by ma'am Verano on the compliance of memorandum on submission of documents.
Ma'am Sannad	She agreed with sir Jerry that we should come up with a process to address this.

	She suggested that Attorney Doaoyen (our legal officer) will be the one in charge on how to address non-submission of required documents or data from the field .
Ma'am Verano	She further stated that in addressing the issue non-submission of required documents or data from the field, we will be able to avoid always telling/reminding the school head to submit documents needed by the office.
Ma'am Ellaine	She explained the findings on conduct of management review that is if we said twice a year we must have two action plan to be implemented. So if we have only one action plan we should have stated in the MOV/ evidence that it is once a year.
Ma'am Verano	She suggested that we can include the management review during DMEA thus we need also to include in the AIP for 2020.
Meeting adjourned	2:40 PM

14-attendees