




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
 caraga.dilg.gov.ph


Document Code		
FM-R13-SP-01A-01		
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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION							
R13-SP-01B	System Procedure	10.16.17					
FM-R13-SP-01B-01	Master List of External Document	10.16.17					
FM-R13-SP-01B-02	Document Control Request Form (External Document)	10.16.17					

Prepared By

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 LGOO III
 Regional Document Controller

Noted By

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 CAO / OIC-Asst. Regional Director
 Regional QMR





DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

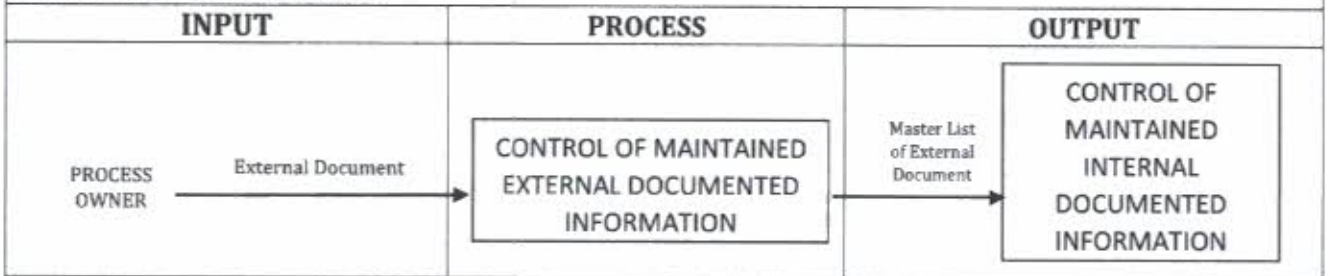
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PROCEDURE TITLE	CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION
SCOPE	This process starts from identification of the need for acquisition up to registration of the external document in the QMS through the Master List of External Document and subjecting the Master List to document control.
PURPOSE/S	To define the controls for managing and controlling the acquisition and registration of external document to the QMS through the Master List and accordingly subjecting the Master List to document control.

PROCESS DESCRIPTION



DESCRIPTIVE STATEMENT:

The process owner identifies and acquires the relevant external document, submits a duly accomplished and signed DCR to the Regional Document Controller who registers the external document in the QMS through the Master List of External Document then subjects the Master List to control including stamping, recall (if, any) and distribution in accordance with the Control of Maintained Documented Information Procedure.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	PROCESS OWNER	Identify the need for acquisition of external document	<ul style="list-style-type: none"> Identify the relevant external documents needed for the planning and operation of the QMS processes. 	
2	PROCESS OWNER	Acquire the external document	<ul style="list-style-type: none"> Acquire copy of the needed external document thru purchasing, downloading or by other means (e.g. supplied manuals or references.) Accomplish the Document Control Request (DCR) Form (External Document) and have it signed by authorized signatories. Submit the signed DCR to the Regional Document Controller for updating of the Master List of External Documents. <p>Note: Use of external documents is generally</p>	<ul style="list-style-type: none"> External Document Document Control Request Form (External Document) (FM-R13-SP-01B-02)





DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			under the control of each concerned Office only. Thus, distribution and identification of control status for external documents is not practiced except for ISO standards, for internal audit purposes.	
3	REGIONAL DOCUMENT CONTROLLER (RDC)	Update the Master List of External Documents	<ul style="list-style-type: none"> Update the Master List of External Documents indicating the version/edition, if any, of the acquired document. 	<ul style="list-style-type: none"> Master List of External Documents (FM-R13-SP-01B-01)
4	REGIONAL DOCUMENT CONTROLLER (RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	Control the master copy of the updated Master List	<ul style="list-style-type: none"> Control the master copy of the updated Master List, including, stamping, recall (if any), and distribution in accordance with the Control of Maintained Internal Documented Information Procedure. 	<ul style="list-style-type: none"> Master copy Control of Maintained Internal Documented Information
5	REGIONAL DOCUMENT CONTROLLER(RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	Retain Records	<ul style="list-style-type: none"> Retain records in accordance with the Control of Retained Documented Information Procedure and Master List of Records (R13-SP-02) 	<ul style="list-style-type: none"> Master List of External Document (FM-R13-SP-01B-01) Control of Retained Documented Information Master List of Records (FM-R13-SP-02-01)

DEFINITION OF TERMS:

- Process Owner – The personnel who has the highest number of and/or immense activities/steps in the process, thereby having the ultimate responsibility for the process performance and has the authority and ability to initiate necessary changes in the process.
- Regional and Deputy Document Controller – The designated personnel with the ultimate responsibility to carry-out specified QMS Document controls in the DILG Regional Office XIII.
- Designated Signatories – The initiating, reviewing and approving authorities as defined in the QMS Documentation Responsibility Matrix in the Quality Manual.





DILG REGION XIII (CARAGA)
**SYSTEM
PROCEDURE (SP)**

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Prepared By	Reviewed By	Approved By
 DON MANUEL O. PATRIMONIO LG00 V	 DONALD A. HERONAY Chief Admin Officer/OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
QMS Secretariat Head	Regional QMR	Top Management





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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Process Name							

Prepared By
Regional Document Controller

Noted By
Regional QMR

Prepared By
<i>[Signature]</i> DON MANUELO O. PATRIMONIO LGDO V
QMS Secretariat Head

Reviewed By
<i>[Signature]</i> DONALDIA GERONAY Chief Admin Officer/OIC Asst. Regional Director
Regional QMR

Approved By
<i>[Signature]</i> LILIBETHA. FAMACION, CESO III Regional Director
Top Management





DILG REGION XIII (CARAGA)
**DOCUMENT CONTROL
 REQUEST (DCR) FORM
 (External Document)**

Document Code
FM-R13-SP-01B-02

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DATE OF REQUEST			
REQUEST FOR Please tick ✓ appropriate checkbox.	<input type="checkbox"/> CREATION	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DELETION

TITLE OF DOCUMENT			
DOCUMENT CODE			
PROPOSED CHANGE			
REVISION NO.	FROM/CURRENT:	TO:	
EFFECTIVITY DATE			

REASON FOR THE REQUEST (State Purpose of the New Document or Reason for Change or Deletion)

Note: For creation (new document), signatories are as identified in the Document Responsibility Matrix. For change and creation, signatories are the same with the signatories in the original document being requested for revision/deletion.

Prepared By:	Reviewed By:	Approved By:
Name:	Name:	Name:
Date:	Date:	Date:
Position Title:	Position Title:	Position Title:
Date Received by the QMS Secretariat		DCR Control No. _____

Prepared By	Reviewed By	Approved By
 DON MANDELO O. PATRIMONIO LGOO V	 DONALD A. SERONAY Chief Admin Officer/OIC- Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
QMS Secretariat Head	Regional QMR	Top Management

