

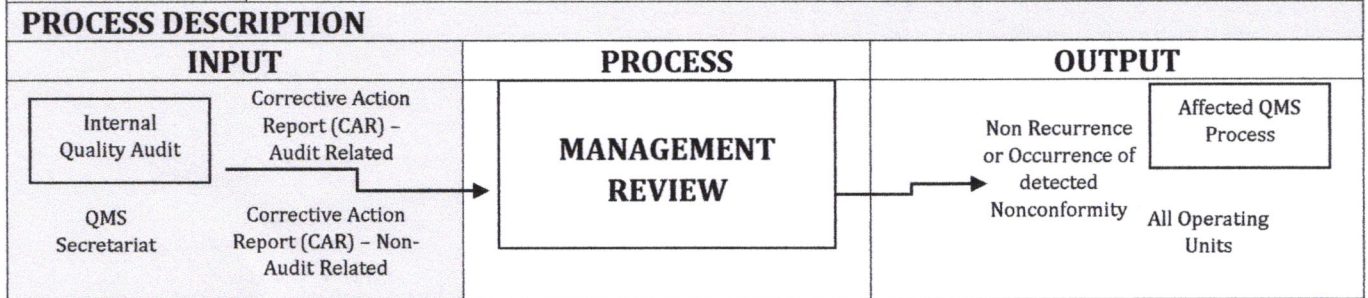


DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

Document Code
R13-SP-09

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PROCEDURE TITLE	MANAGEMENT REVIEW
SCOPE	This process starts from scheduling the management review up to recording of management review minutes.
PURPOSE/S	To define the process of conducting Management Review as per requirements of the ISO 9001:2015 standard and the Region's requirements to ensure the continuing suitability adequacy, effectiveness and alignment to DILG's strategic direction.



DESCRIPTIVE STATEMENT:
 The process is triggered by setting the Management Review Schedule. The QMS secretariat then prepares for the conduct of the Management Review including communication of the schedule and requiring the submission of the Management Review Inputs by concerned offices and personnel. The QMR presides the meeting and reports together with the Deputy QMRs and assigned personnel to the Regional Director. The Management Review Committee then agree on actions and decisions for the required Management Review Outputs. Minutes of the meeting is prepared by the QMS Secretariat. Agreements, decisions and actions are monitored and and status report is prepared every before conduct of audit.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	QMS Secretariat; Members of the Management Review Committee	Prepare for the conduct of Management Review	<p>QMS Secretariat:</p> <ul style="list-style-type: none"> Prepare the necessary documents for the conduct of the Management Review inclusive of budgetary requirements, dates, venue participants, and agenda. Secure approval of concerned signatories. Upon approval of the activity, communicate with all concerned including their preparation of inputs to the Management Review. <p>Members of the Management Review Committee:</p> <ul style="list-style-type: none"> Prepare the following assigned topics: <ul style="list-style-type: none"> Deputy QMR – Follow-up Items from previous Management Review, Results of External Audit Certification and QMS Performance; 	<ul style="list-style-type: none"> Activity Design, Memo, Department Order, as appropriate Pertinent Management Review Inputs