



**Minutes of the Management Review**

Date: December 18, 2018

Time: 2:55PM

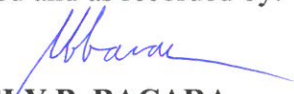
Venue: Gr 7- Diamond Classroom

- A. Opening Prayer: Ms. Melinda Libiran
- B. Opening Remarks: Engr. Louie Jamora
- Beauty and importance of CAR
  - Importance of customer satisfaction
- C. Management Review Proper: Engr. Glenn Rusiana
- The QMR discussed the notable processes during the IQA
    - a) Status of action from previous management review
    - b) Changes in external and internal issues that are relevant to the QMS
    - c) Information on the performance and effectiveness of the QMS
      - Customer satisfaction
        - New form released for customer satisfaction
        - Survey to be conducted
      - The extent to which quality objectives have been met
        - Findings of the action plan
        - Action plan per DPCR will be the basis for the action plan in the OPCR
        - Monthly accomplishment report of each division chief – not conducted by the division heads
    - d) Process performance and conformity of products and services
      - Actual accomplishment
      - Each division head will make its own monitoring tool
      - Monthly report per process owner per division shall be submitted
    - e) Nonconformities and corrective actions
      - Presented by Ms. Libiran (Lead IQA)
      - Lead IQA presented audit findings and results
      - Presented 36 CARs and 12 OFIs
      - The body agreed to conduct a paper trail to the HR for failing to hire RGU
      - It was suggested that an audit to the CD should be conducted regarding planning (CID process)
      - It was suggested to designate planning officer/assistant
    - f) Monitoring and measurement results
    - g) Audit results
      - Presented by IQA
    - h) Performance of resources
      - Give feedback form

- i) Adequacy of resources
- j) Effectiveness of actions taken to address risks and opportunities
  - Implement plans
  - DPCR should have action plan
  - Mr. Luzon asked if the Communication plan could serve as the Action plan
  - The body agreed that the action plan can be taken from the communication plan
- k) Opportunities for improvement
  - Check CAR and OFI regarding risk assessment if it requires updating during the next Management Review
- l) Any need for changes in the QMS
- m) Resources
- n) Other matters
  - No other matters discussed

End: 5:30 PM

Prepared and as recorded by:

  
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