



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MIG-DO- _____

DEPARTMENT ORDER NO. 626

SUBJECT : Designation of Personnel for the Implementation of the Quality Management System

DATE : SEP 19 2018

In the interest of the service and in compliance with the requirements of the Quality Management System (QMS) implementation towards securing ISO 9001:2015 Certification, the following officers/personnel are hereby designated for QMS implementation:

Designation	Name
Quality Management Representative (QMR)	Head of the Planning and Management Service (PMS)
Deputy Quality Management Representatives (DQMR)	Heads of the Process Owner Units (Heads of Prosecution Offices and Service Directors concerned)
QMS Documents Control Officer	Mr. Nap Angelo Manguiat (Management Division)
Internal Quality Auditors	Ms. Grace May A. Vergara Ms. Maria Belinda P. Avergonzado Mr. Nap Angelo M. Manguiat Mr. Ned O. Sabino Ms. Jan Marie M. Riñon (Planning & Management Service)
	Ms. Corazon T. Consunji Ms. Jenelynn A. Cruz Mr. Alfredo H. Masangkay (National Prosecution Service)
	Mr. Elieson P. Tubiera Mr. Christopher C. Remolacio (Administrative Service)
	Ms. Magie T. Pascual (Legal Staff)
Documents and Records Custodian (DRC)	Eva Salle Pagal (Case Management System)
	Marinela V. Caraos May R. Estellero (Delivery, Acceptance, Warehousing and Issuance of Supplies)

Designation	Name
	Edgardo A. De Vera (Repair and Maintenance of Equipment)
	Marilou P. Lansang (Procurement Management of the Property Management Section)
	Joselito G. Benditahan (Procurement Management – Bids and Awards)
	John Marth V. Alata (Learning and Development)
	Mary Cheryl Honey Abolencia (Recruitment, Selection and Placement of Personnel)
	Gina Nieva C. Remolacio (Repair and Maintenance of Vehicles and Buildings and Facilities)
	Rowena U. Disierto Marita B. Agpasa Joan S. Alcala (Other Support Processes for Payments)
Management Review Team	Secretary of Justice or Undersecretary in charge of QMS, Undersecretaries and Assistant Secretaries in charge of National Prosecution, Administrative, Financial, Planning and Management Services, Quality Management Representative, Deputy Quality Management Representatives, Lead Internal Quality Auditor/s, and Administrative and Financial Service Directors

Duties and Responsibilities

1. Quality Management Representative (QMR)

The overall responsibility of QMR is to ensure that the QMS is systematically established, implemented, maintained and continually improved. Specifically, the responsibilities are:

- a. Managing the DOJ QMS core team constituted under Department Order No. 940, s. 2015;
- b. Responsible for the preparation of the QMS Policy Manual and the initiation of revision, when need arises;

- c. Oversees the implementation of the QMS, its policies, objectives, plans and programs, procedures and guidelines, to ensure that the management system is established, implemented and maintained consistent with the requirements of the ISO 9001:2015 Standard;
- d. Reports to Management on the performance of the QMS, especially on areas of improvement;
- e. Acts as liaison with external parties on matters related to QMS, such as technical assistance, certification, etc.;
- f. Coordinates QMS activities within the organization, including consolidation of information/data generated by the QMS working Teams such as QMS performance, status of accomplishment against set objectives, obligations and compliance, training needs and provisions, among others;
- g. Facilitates the provision of logistics to facilitate the conduct of meetings such as management review and coordination meetings; and
- h. Assists in the facilitation of the generation of data and information for review as basis for improvement.

2. Deputy Quality Management Representative/s (DQMR)

The DQMR is mainly responsible in assisting the QMR in the establishment, day-to-day implementation and maintenance of the QMS, particularly those that relate to their respective area, including among others the following:

- a. Assisting the QMR in all identified responsibilities including review of documents pertaining to QMS particularly the auditable ones;
- b. Managing the implementation of relevant management system policies, objectives, plans & programs, procedures, work instructions and guidelines in their area;
- c. Initiating, identifying and recording any problem in the department relating to the QMS policies, objectives, plans & programs, procedures, work instructions and guidelines, and ensuring timely and adequate actions to management system nonconformities;
- d. Ensuring that the quality policy and objectives are established/implemented and are compatible with the strategic direction and the context of the organization; and
- e. Communicating the importance of effective quality management and of conforming to the QMS requirements to ensure that the QMS achieves its intended results.

3. QMS Documents Control Officer (DCO)

The DCO is mainly responsible in ensuring the proper documentation and control of documented information related to the QMS of the organization. Specifically, the responsibilities are:

- a. Evaluating maintaining and improving the document and data control system and procedure of the organization relevant to its QMS;

- b. Monitoring and updating QMS obligation and compliance, implementation, management and administration of documents information including records of the organization's QMS;
- c. Ensuring compliance to defined system capabilities in the organization;
- d. Participating in internal audits to ensure that the established procedures and work instructions are updated;
- e. Serves as QMS Documented Information Custodian and Control Officer, to ensure that:
 - 1) Controlled copies of the latest documents are issued or distributed to the authorized copyholders in a timely manner,
 - 2) Obsolete or superseded copies are retrieved to avoid confusion,
 - 3) Updates, monitors and compile documented information as required by the standard;
- a. Taking and preparing minutes of meetings during Management Reviews and QMS committee meetings; and
- b. Providing support to QMR during certification audits.

4. Internal Quality Auditors (IQ Auditors)

IQ Auditors are responsible for the following:

- a. Conduct of internal audit as planned,
- b. Submission of reports to QMR;
- c. Provision of assistance in preparing and updating the procedure for Internal QMS Audit, Annual Internal QMS Audit Plans and Matrix, and Internal QMS Audit Checklists; and
- d. Implementation of the internal QMS audit system.

5. Lead Internal Quality Auditor/s

The Lead IQ Auditor/s (i.e. as assigned among the IQ Auditors) are responsible for the following:

- a. Managing the internal QMS audit system;
- b. Preparing and updating the internal quality audit procedure and its documentation; and
- c. Evaluating the performance of IQ auditors.

6. Documents and Records Custodian (DRC)

DRCs, are mainly responsible for the control of documented information issued to and/or printed by the Department relative to the assigned process/processes in their respective Offices/Units by:

- a. Maintaining, securing, and safekeeping of documents and records;
- b. Updating and monitoring of QMS compliance in regulatory and statutory obligations;
- c. Ensuring management and administration of documents and records;

- d. Ensuring conformance to defined capabilities of the system;
- e. Ensuring that the established procedures and work instructions are updated;
- f. Ensuring that controlled copies of the latest approved documents are issued or distributed to authorized copyholders in a timely manner, retrieving the old/ obsolete documents to avoid confusion;
- g. Coordinating with Document Control Officer (DCO) for documents and records relevant to the QMS;
- h. Providing support for DCO during certification audits and actively participates in documenting the activities of their respective Office/Unit; and
- i. Coordinating with the DCO on QMS implementation, documentation, monitoring, update of the status of compliance in regulatory and statutory obligations and notifies service director to address active concerns.

7. Management Review Team

The Management Review Team is responsible for conducting the second-tier periodic review of the QMS, particularly in terms of the following:

- a. Reviewing the continuing suitability, adequacy and effectiveness of the QMS including the need for changes in the Quality Policy and the intended results of the QMS;
- b. Defining the directions and areas of QMS-related policies, objectives, programs and standards; and
- c. Reviewing and where applicable, approve QMS-related final deliverables.

In view of the abovementioned duties and responsibilities, all officials and employees of the Department shall be responsible for the following:

- 1. Understanding the Quality Policy and conforming to relevant operational procedures;
- 2. Implementing quality procedures, guidelines and instructions in accordance to set standards of DOJ;
- 3. Communicating any concern or suggestion through feedback mechanism;
- 4. Participating in any consultation arrangements and/or activities of DOJ on matters related to QMS; and
- 5. Responding appropriately to both internal and external audits.

This Order supersedes all previous issuances inconsistent hereto, takes effect immediately and shall remain in force until further Orders.

For compliance.


MENARDO I. GUEVARRA
Secretary Department of Justice
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