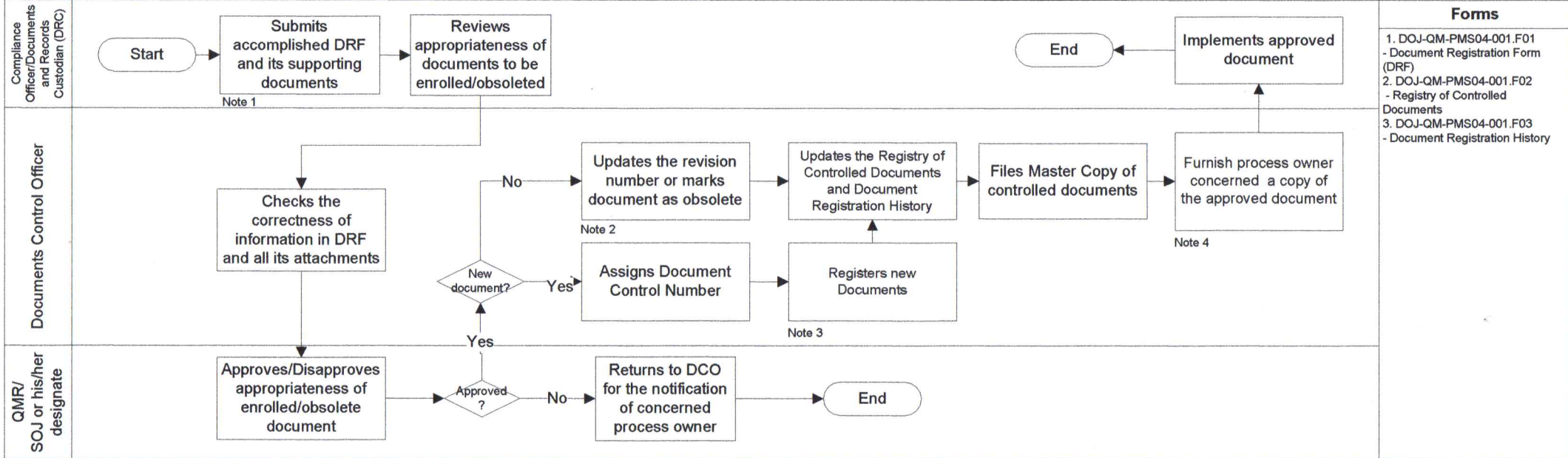




Process Title	Control of Documented Information	Document Number	DOJ-QM-PMS04-001	Page 1 of 1
Objective	To establish and maintain an effective and systematic control of all QMS-related documented information	Revision	2	
		Effective Date	02 SEP 2019	



- Forms**
- DOJ-QM-PMS04-001.F01 - Document Registration Form (DRF)
 - DOJ-QM-PMS04-001.F02 - Registry of Controlled Documents
 - DOJ-QM-PMS04-001.F03 - Document Registration History

WORK INSTRUCTIONS

Note 1
The document requested shall be reviewed/approved by relevant Compliance Officer. The document may refer to a document:
1. for enrollment
2. for revision
3. for archiving (obsolete documents)

Note 2
For revision of documents, the DCO shall issue the same document number and indicate revision number/history. For all obsolete documents, the DCO shall archive obsolete master copy of document, update registry of controlled and/or document registration history and upload revised and/or delete obsolete document in the DOJ website, as necessary.

Note 3
For newly enrolled procedures and forms, the DCO shall issue control number according to DOJ QMS Document Numbering System (DNS).
The DNS format for all Quality Management System related-document is as follows:

DOJ-(Type of Document)-(Office Originated)(Division/Section Number)-(Control Number)-(F + series number)
Ex. DOJ-PM-PMS01-001
DOJ-PM-PMS01-001.F01 (for Forms)

I. Department
DOJ – Department of Justice

II. Type of Document
PM – Operational Procedures Manual
QM – Quality Manual and Quality Procedures
F - Forms

III. DOJ Offices/ Divisions/Sections
Office of the Secretary
01 – Office of the Secretary Receiving Section
02 – Office of the Undersecretary
03 – Office of the Assistant Secretary

National Prosecution Service (NPS)
01 – Office of the Prosecutor General
02 – Docket Section

Administrative Service (ADS)
01 – Office of the Director
02 - Personnel Division (Appointment Section and Training Section)
03 - Communications Division
04 - General Services Division (Cashier Section, Property Management Section, Maintenance Section)
05 – Procurement Management Division

Planning and Management Service (PMS)
01 – Office of the Director
02 - Planning and Statistics Division
03 - Management Information Systems Division
04 - Management Division

Financial Service (FNS)
01 – Office of the Director
02 - Budget Division
03 - Accounting Division

V. Control Number
The control number shall start from 01 to 99 or three (3) digits if it exceeds 99.

Note 4
1. The DCO shall furnish copy of the approved document enrolled/revise/obsolete to Compliance Officer concerned which shall then be distributed by their DRC to respective end-user.
2. Notifies concerned process owner of the updated documented information in the DOJ website thru the use of any of the following means of communication:
- Issuance of Memorandum
- Electronic mail
- Meetings

References

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