



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM

FOR : All Internal Quality Auditors
Process Unit Owners Covered Under the ISO 9001:2015
Certification Audit

SUBJECT : Schedule of Quality Management System Activities

DATE : 02 September 2019

As part of the Department's Quality Management System (QMS) implementation, and in preparation for the upcoming surveillance audit this November, please find herewith a copy of the new Internal Quality Audit and Management Review Schedule.

Should you have concerns on the attached, please feel free to contact Mr. Nap Angelo M. Manguiat of the Management Division at telephone nos. 5218344 or 5238481 loc. 203.

For your information and guidance.


JULIANA G. SUNGA
Undersecretary

Enclosed:
As stated.



Schedule of QMS Activities

Objective: To determine the compliance of Quality Management System implementation with ISO 9001:2015 standard requirements.
To monitor the establishment/process of action plans based on the Management Review and previous Audits

A. IQA PROGRAM

FUNCTION / PROCESS / AREA	P / A	CALENDAR YEAR : 2019		AUDITOR AUDIT TEAM	AUDITEES	REMARKS / VENUE
		Date	Time			
Opening Meeting	Plan	Sept. 12, 2019	9:00am	All concerned	All concerned	DOJ Executive Lounge
	Actual					DOJ Executive Lounge
Top Management / Performance Management	Plan	Sept. 12, 2019	10:00am	Corazon T. Consunji / Jennelyn A. Cruz / Magie T. Pascual	Top Management / Planning and Management Service	
	Actual					
Management Processes	Plan	Sept. 12, 2019	1:00pm		Planning and Management Service / Management Division	
	Actual					
Case Management System	Plan	Sept. 13, 2019	9:00pm	Nap Angelo M. Manguiat / Corazon T. Consunji / All Available Auditors - Observers	OCP Makati City	OCP Makati City
	Actual					
Recruitment, Selection and Placement of Personnel	Plan	Sept. 16, 2019	9:00am	Grace May A. Vergara / Alfredo H. MASangkay / Jelyn M. Salinas - Observer	Personnel Division / Appointment Section	
	Actual					
Learning and Development	Plan	Sept. 16, 2019	10:00am	Ned O. Sabino / Maria Belinda P. Avergonzado / Christopher O. Remolaco - Observer	Training Section	
	Actual					
Repair and Maintenance of IT Equipment	Plan	Sept. 17, 2019	10:00am	Alfredo H. Masangkay / Christopher O. Remolacio	Management Information Systems Division	
	Actual					
Acceptance, Warehousing and Issuance of Goods and Equipment	Plan	Sept. 17, 2019	10:00am	Christopher O. Remolacio / Magie T. Pascual / Jennelyn A. Cruz - Observer	Property Management Section	
	Actual					
Procurement Management	Plan	Sept. 17, 2019	2:00pm	Ms. Grace May A. Vergara / Magie T. Pascual / Maria Belinda P. Avergonzado and Ned O. Sabino - Observers	Procurement Management Division	
	Actual					
Repair and Maintenance Buildings, Facilities and Vehicle	Plan	Sept. 18, 2019	10:00am	Maria Belinda P. Avergonzado / Ned Sabino / Grace May A. Vergara - Observer	Maintenance Section	
	Actual					
Obligation and Disbursement of Funds / Issuance of LDDAP-ADA and Checks	Plan	Sept. 18, 2019	10:00am	Jan Marie M. Riñon / Grace May A. Vergara / Corazon T. Consunji - Observer	Financial Service / Cashier Section	
	Actual					
Repair and Maintenance of Office Equipment	Plan	Sept. 18, 2019	2:00pm	Magie T. Pascual / Jan Marie M. Riñon / Jennelyn A. Cruz - Observer	Property Management Section	
	Actual					
Closing Meeting	Plan	Sept. 20, 2019	2:00pm	All concerned	All concerned	DOJ Executive Lounge
	Actual					
IQA Audit	Plan	Sept. 23, 2019	10:00am	Jennelyn A. Cruz / Joey J. Angostora - Observer	Internal Quality Auditors	
	Actual					

B. MANAGEMENT REVIEW

Management Review	Plan	Oct. 7, 2019	1:00pm	All concerned		DOJ Executive Lounge
	Actual					

PREPARED BY:

NAP
NAP ANGELO M. MANGUIAT
Document Control Officer, QMS
AO IV, Management Division

Date: 9-2-19

APPROVED BY:

ADONIS P. SULIT
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Assistant Secretary

Date: