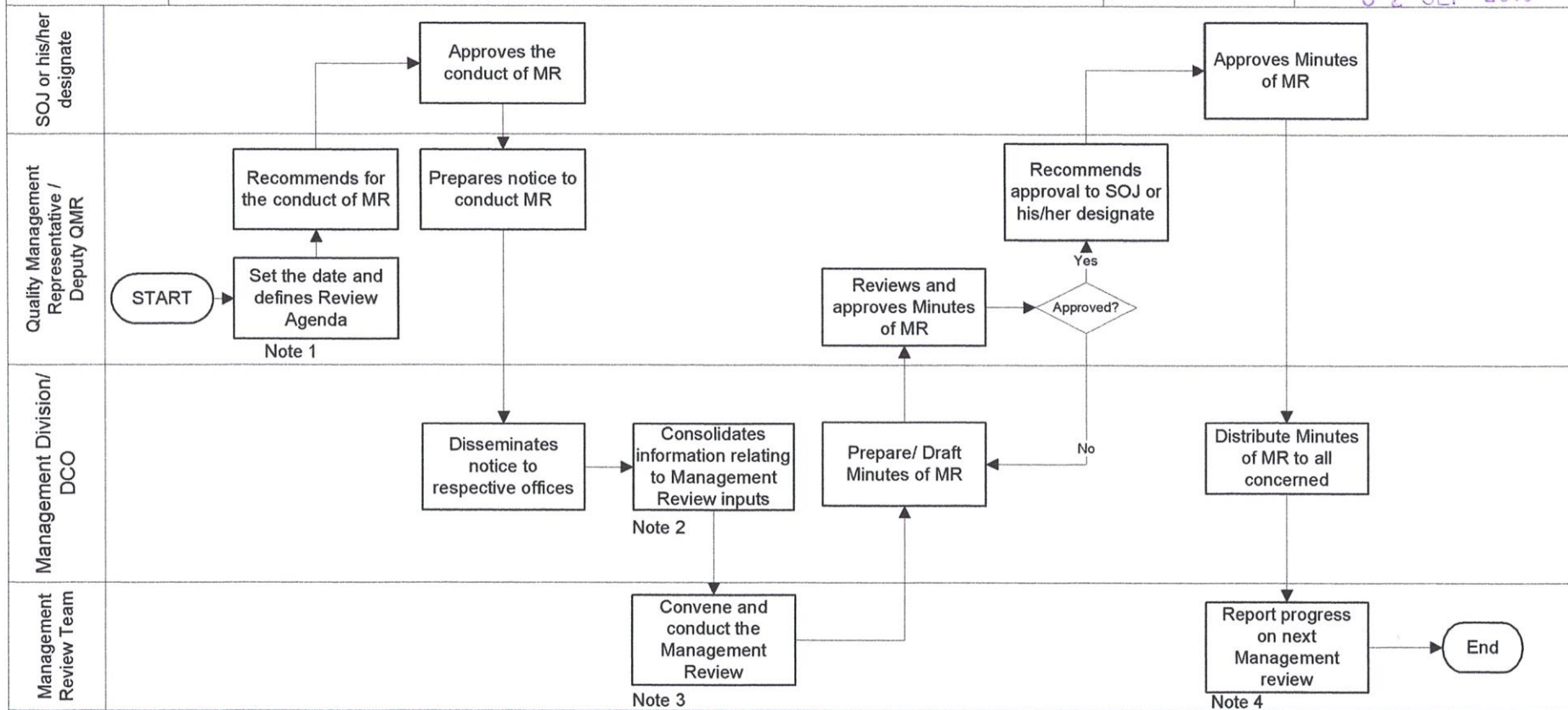




Process Title	<b>Management Review</b>	Document Number	DOJ-QM-PMS04-004	Page 1 of 1
Sub-Process Title		Revision	1	
Objective	To ensure the DOJ's management system is formally and periodically evaluated to assess its continuing suitability, adequacy and effectiveness, and to identify opportunities for continual improvement.	Effective Date	02 SEP 2019	



Forms	1. DOJ-QM-PMS04-004.F01 Management Review Minutes
References	1. Agenda 2. Department Order 3. IQA Report 4. Attendance Sheet 5. Minutes of the Management Review

**WORK INSTRUCTIONS**

<p><b>Note 1</b> The QMR shall determine the schedule of the Management Review based on the availability of the Team members. The Management Review shall be conducted annually. A special management review may be conducted when sudden changes are identified and considered to have a direct/significant impact on the QMS implementation.</p> <p><b>Note 2</b> The review inputs/agenda shall include but are not limited to the following:          •Status of actions from previous Management Review;          •Changes in external and internal issues that are relevant to the QMS and the needs and expectations of interested parties including compliance obligations;          •The extent to which quality objectives have been achieved;</p>	<p>•Information on the performance and effectiveness of the QMS, including trends in:          -Client satisfaction and feedback from relevant interested parties;          -Process performance and conformity of goods and services;          -Nonconformities and corrective actions;          -Fulfillment of compliance obligations;          -Audit results; and          -The performance of external providers.</p> <p>•The adequacy of resources;          •The effectiveness of actions taken to address risks and opportunities;          •Opportunities for continual improvement; and          •And all other issues and concerns that may affect QMS implementation</p>	<p><b>Note 3</b> The review shall be presented by the QMR. The outputs of the review shall include the following among others:          • Conclusions on the continuing suitability, adequacy and effectiveness of the DOJ quality policy, objectives and programs vis-à-vis the strategic direction of the Department;          • Commitments and recommendations for continual improvement of the QMS;          • Resource needed, i.e., training needs, technology upgrade, etc.; and          • Other changes that could affect DOJ's QMS.          Records of reviews, including decisions &amp; actions per process owners shall be retained accordingly.</p> <p><b>Note 4</b> Process owners shall directly inform QMR of the progress of decisions and actions that need to be taken as a result of the Management Review agreement including monitoring of its effectivity.</p>
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