



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
 Department of Justice
 Manila

DEPARTMENT OF JUSTICE
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 MAY 22 2019
 OFFICE OF THE DIRECTOR IV
 ADMINISTRATIVE SERVICE
 Time: 2:30 pm

MEMORANDUM

TO : OIC-City Prosecutor ROBERTO A. LAO, Makati City
 Director LIZA B. DE LEON, Administrative Service
 Director MARIA ELISA B. GERMAR, Financial Service
 Heads of QMS-Covered/Implementing Units

SUBJECT : Quality Management System (QMS) Implementation

DATE : 21 May 2019

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To facilitate QMS compliance and awareness towards ISO certification surveillance audit later this year, you are advised of the following activities:

Activity	Date, Time and Venue	Participants
1. Updating of QMS roles, responsibilities, authorities and next steps	27 May 2019, 9:00 AM, DOJ Executive Meeting Room	Heads of QMS-covered/implementing offices/units
2. Briefing-orientation for external service providers	10 June 2019, 9:30-11:00 AM, DOJ Executive Meeting Room	Security and janitorial service providers; and Job order personnel in QMS-covered/implementing units
3. Briefing-orientation for documents and records custodians (DRCs)	11 June 2019, 9:00-11:00 AM DOJ 3 rd Floor, Multi-Purpose, Forum Building, DOJ	Designated QMS DRCs

The Management Division will organize and coordinate your participation to the said activities.

For your information and guidance.

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ADRIAN FERDINAND S. SUGAY
 Undersecretary

PMS - gie 5/22/2019 10:43am
 PSD - Jerry 5/22/19
 SUPPLY - Niza 5/22/19
 PWD - [Signature] 5/22/19
 Records - [Signature] 5/22

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 RECORDS MANAGEMENT SECTION