



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM

TO : **OIC-CP ROBERTO A. LAO**
OCP Makati City

Director LIZA B. DE LEON
Administrative Service

Director MARIA ELISA B. GERMAR
Financial Service

Director MARIA LUISA DV. OLITOQUIT
Planning and Management Service

SUBJECT : **Regulatory Policies and Issuances on Processes within the Quality Management System**

DATE : **24 October 2019**

As part of the agreement during the recently concluded Management Review, please be informed that the deadline of submission of the updated list of laws and regulatory issuances including internal policies and guidelines that govern the following QMS covered offices is on **31 October 2019**:

Office	Process
Office of the City Prosecutor of Makati City	<ul style="list-style-type: none">• Case Management System
Administrative Service	<ul style="list-style-type: none">• Recruitment, Selection and Placement of Personnel• Learning and Development• Procurement Management• Repair and Maintenance of DOJ Motor Vehicle• Repair of Buildings and Facilities• Repair and Maintenance of Equipment• Issuance of Goods• Check Preparation
Financial Service	<ul style="list-style-type: none">• Obligation of Funds• DV and LDDAP-ADA
Planning and Management Service	<ul style="list-style-type: none">• IT Support Services• Performance Management

Kindly submit the list to Mr. Nap Angelo M. Manguiat of the Management Division. For any query, you may reach him at telephone no. 521-8344.

Thank you.


ADONIS P. SULIT
Assistant Secretary