



## MINUTES OF THE FIRST MANAGEMENT REVIEW MEETING

Date of Review: December 28, 2017

Recorded by: QMS and Executive Committee Secretariats

### In attendance

#### **Executive Committee Members**

- |                              |  |
|------------------------------|--|
| Rodolfo C. Garcia            | – Undersecretary for Chief of Staff  |
| Atty. Jonas R. Leones        | – Undersecretary for Policy, Planning and International Affairs                                |
| Marcial C. Amaro Jr.         | – Assistant Secretary for Field Operations-Visayas   |
| Corazon A. Davis             | – Assistant Secretary for Policy and Planning Service, and Deputy QMR                          |
| Bresilda M. Gervacio         | – Assistant Secretary for Financial Management and Information Systems, and Central Office QMR |
| Jesus Moises Rico B. Salazar | – Assistant Secretary for Human Resource Development and Administration                        |
| Maria Kristirie A. Baleva    | – Assistant Secretary for Legal and Legislative Affairs  |
| Emelyne V. Talabis           | – Director, Land Management Bureau   |
| Sevillo David Jr.            | – Executive Director, National Water Resource Board  |
| Inocencio A. Castillo        | – Director, Finance Management Service   |
| Norlito A. Eneran            | – Director, Legal Service  |
| Nilo Tamoria                 | – Director, Legislative Affairs  |
| Ric G. Enriquez              | – Director, Internal Audit Service   |
| Ma. Lourdes G. Ferrer        | – Director, Policy and Planning Service  |
| Ma. Sabrina R. Cruz          | – Director, Strategic Communication and Initiatives Service                                    |
| Donna Mayor-Gordove          | – Executive Director, Manila Bay Coordinating Office   |
| Antoño Daño                  | – Executive Director, River Basin Control Office   |
| Ricardo Calderon             | – Director, Field Operations   |
| Jed G. Motus                 | – DEMM Task Force  |

#### **Representatives**

- |                       |  |
|-----------------------|--|
| Nancy R. Corpuz       | – Staff, Biodiversity Management Bureau (Representing Theresa Mundita Lim, Director)                             |
| Maria Dorica N. Hipe  | – Regional Director, Office of the Undersecretary for Field Operation Luzon (Representing USEC Juan Miguel Cuna) |
| Ma. Laila A. Taoingan | – Staff, Office of Assistant Secretary for Field Operation Mindanao (Representing ASEC Michelle Angelica D. Go)  |



- Edmundo Esteban – Staff, Ecosystem Research Development Bureau – National Capital Region (Representing Henry Adornado, Director ERDB)
- Mayumi Quintos-Natividad – Assistant Director, Forest Management Bureau (Representing Nonito Tamayo, Director)
- Jose C. Cabanayan, Jr. – Deputy Administrator, National Mapping Resource and Information Authority (Representing Peter Tiangco, Administrator)
- Joey Austria – Staff, Office Of the Director, Foreign Assisted Special Project Service, (Representing Edwin Domingo, Director FASPS)

### **Internal Quality Audit Team**

- Anna Rica P. Abayon – Biodiversity Management Bureau
- Rolando Enoc – Environment Management Bureau
- Tito D. Abrera – Career Development Division
- Evelyn G. Nillosañ – Management Division
- Lolita S. Presbitero – Statistics and Data Resource Management Division
- Roja Guia S. Bati-on – Statistics and Data Resource Management Division

### **Executive Committee Secretariat**

- Llarina Mojica – Policy Studies Division
- Cherry Holgado – Policy Studies Division
- Paul Erwin Parreño – Policy Studies Division
- Marlyn Z. Arzaga – Policy Studies Division

### **QMS Secretariat**

- Fortunata Rayoso – Career Development Division
- Hiyas Crisostomo – QMS Secretariat
- Joel Concordia – QMS Secretariat
- Norly Colmo – QMS Secretariat

### **Not Present**

- Mario F. Chan – Head Executive Assistant
- Ernesto D. Adobo Jr – Undersecretary for Administration, Finance, Human Resources, Information Systems, Legal, Legislative Affairs and Anti-Corruption
- Analiza Rebualta R. Teh – Undersecretary for Climate Change Service and Mining Concerns
- Maria Paz G. Luna – OIC, Undersecretary for Manila Bay Concerns and Related Water Concerns





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- Noel K. Felongco – Undersecretary for Solid Waste Management, Local Government and Indigenous People's Concerns
- Daniel Darius M. Nicer – Assistant Secretary for Anti-Corruption
- Nonita S. Caguioa – Assistant Secretary for Staff Bureaus
- Joselin Marcus E. Fragada, Jr. – Assistant Secretary, and Sustainable Integrated Area Development Coordinator For Region V
- Rolando R. Castro – Director, Human Resource Development Service
- Jaime C. Medina – General Manager, Laguna Lake Development Authority
- Representative – DENR Employees Union
- Representative – Kalipunan ng mga Kawani sa Kagawaran ng Kalikasan

### **Provisional Agenda**

1. Results of Internal Quality Audit (IQA)
  - a. Core Processes
  - b. Management Processes
  - c. Support Processes
2. Request for Management Action

### **Call to Order**

The meeting was called to order at 9:25 am and was presided by Undersecretary and Chief of Staff Rodolfo C. Garcia.

#### **A. Approval of Provisional Agenda**

The provisional agenda was adopted.

#### **B. Results of Internal Quality Audit (IQA)**

ASEC Bresilda M. Gervacio presented the results of the IQA. She started by presenting the DENR QMS Roadmap, enumerating the activities implemented, towards DENR QMS certification, with the assistance of the Development Academy of the Philippines (DAP). She mentioned that although there are already approved QMS documents – Quality Policy, QMS Manual, procedures – these still needs to be reviewed and improved to capture all the processes within DENR. The integration of the EMS and QMS to cut the cost of efforts and certification was also mentioned.

The initial Internal Quality Audit (IQA), held from December 12-19, 2017, covered the core, management and support processes done within the following offices:

1. Region XI
2. Land Management Bureau



3. DENR Central Office
  - 3.1. Administrative Service
    - 3.1.1. General Services Division
    - 3.1.2. Property and Supply Management Division
    - 3.1.3. Records Management Division
  - 3.2. Human Resource Development Service
    - 3.2.1. Career Development Division
    - 3.2.2. Personnel Division
    - 3.2.3. Training and Development Division
  - 3.3. Knowledge and Information Systems Service
    - 3.3.1. Information Systems Division
    - 3.3.2. Network Infrastructure Management Division
    - 3.3.3. Statistics and Data Resource Management Division
  - 3.4. Policy and Planning Service
    - 3.4.1. Planning & Programming Division
    - 3.4.2. Policy Studies Division
    - 3.4.3. Program Monitoring and Evaluation Division
  - 3.5. Strategic Communication and Initiatives Service
    - 3.5.1. Development Communication Division
    - 3.5.2. Public Information Division
    - 3.5.3. Strategic Alliance and Environmental
    - 3.5.4. Partnership Division
    - 3.5.5. Stakeholder Management and Conflict Resolution Division

Other processes will be audited in 2018.

ASEC Gervacio presented the 45 nonconformities (NCs) and 49 opportunities for improvement (OFIs) identified during the internal audit. 26 NCs were cited in the support processes, 16 in the core, and 3 in the management. For the OFIs, 31 out of the 49 were observed in the support processes, 10 in the core, and 8 in the management.

Most NCs cited were minor and resulted from lack of documented information. A number of the processes audited do not have risks, opportunities, and actions analysis (ROAA), which is important in improving the processes. Other NCs reported were related to the awareness of personnel on QMS; cascading of DPCR commitment to individual personnel; documented information on change of request of customer. Comments and suggestions were raised by the members of the Executive Committee.

### **C. Request for Management Action**

Based on the results and recommendations presented, the following agreements were reached during the meeting:

1. Acceptance of the result of the IQA, particularly the NCs and OFIs;
2. Reorientation on the ISO 9001:2015 and DENR Quality Management System starting January 2018;



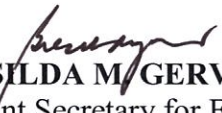
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3. Reorientation on the DENR Quality Management System and Presentation of the results of the IQA particularly the land management processes in the RDs meeting
4. Discussion on the action agenda based on the result of the audit, to include the conduct of readiness assessment prior to certification;
5. Conduct of Management Review prior to the external audit/certification;
6. Approval of the functional structure of CENROs; and
7. Approval of logical frameworks for each bureau.

Prepared by:

Reviewed by:

  
**ROJA GUIA S. BATI-ON**  
QMS Secretariat

  
**BRESILDA M. GERVACIO**  
Assistant Secretary for Financial  
Management and Information Systems,  
and Central Office QMR