



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

097.13 DPWH
04.22.2022

22 APR 2022

DEPARTMENT ORDER)
NO. 60)
Series of 2022)
4/22/2022)

SUBJECT: Management Review (MR)

In connection with the implementation of the Department's Quality Management System (QMS) and its provisions, the DPWH shall review the organization's QMS, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the Department. With this, the Management Review procedure and pertinent forms are hereby established.

This Order, which supports the QMS requirement on Management Review, shall take effect immediately and shall supersede the Mandatory Procedure DPWH-QMSP-06 as stated in Department Order No. 43, series of 2019.

ROGER G. MERCADO
Acting Secretary


Encl: Management Review procedure and pertinent forms

1.3 JGT/AGC

Department of Public Works and Highways
Office of the Secretary



WIN2A04416

	Department of Public Works and Highways Quality Management System Management Review (MR)	Issue Date:	
		Doc. Code:	DPWH-QMSP-01
		Revision No.:	05
		Page No.	Page 1 of 4

1.0 Purpose

To provide a guide for reviewing the DPWH Quality Management System (QMS) in terms of established commitments, determining its suitability, issuing courses of action and providing resources for its improvement.

2.0 Definition of Terms

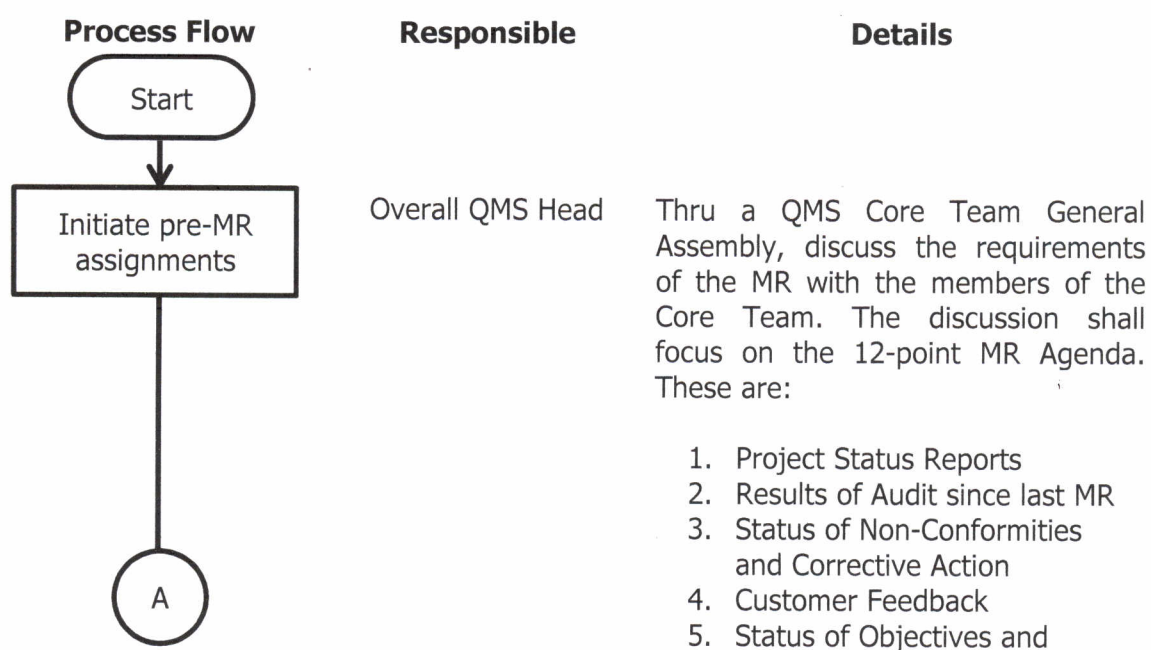
Management Review (MR)

Refers to a formal and documented meeting participated by the Management Committee to review the Quality Management System (QMS) in terms of its continuing suitability, adequacy, effectiveness and alignment with the DPWH strategic direction by introducing necessary actions for its continual improvement. Department-level MR of the QMS is held at least once a year. For specialized groupings by area or process jurisdiction (e.g., Bureau, Service, Cluster, Regional or District Engineering Office), a localized MR shall also be conducted at least once a year.

Overall QMS Head

Refers to the designated Management Committee member responsible for the conduct and facilitation of the Management Review in order to ensure continual improvement of the QMS in the Department. The designation is done through the issuance of Special Order (SO).

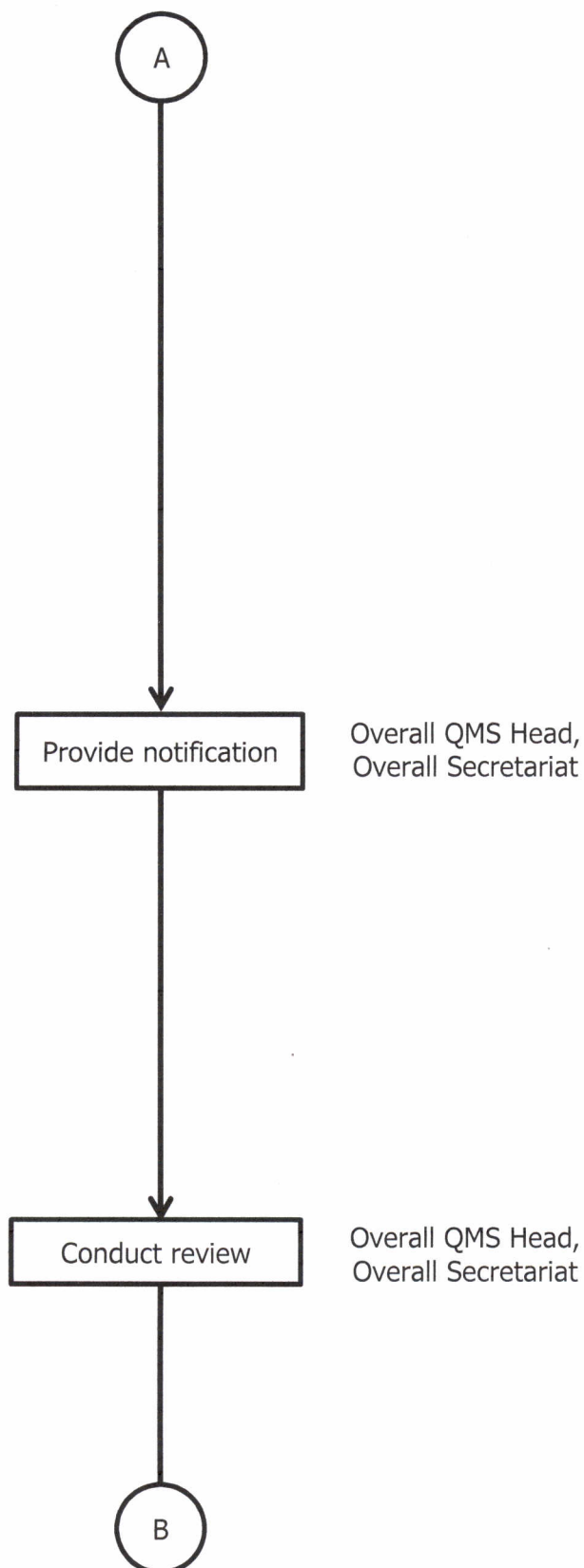
3.0 General Procedure





Department of Public Works and Highways
Quality Management System
Management Review (MR)

Issue Date:	
Doc. Code:	DPWH-QMSP-01
Revision No.:	05
Page No.	Page 2 of 4



Targets

6. Follow up Actions from last MR
7. Changes that could affect the QMS
8. Opportunities for Improvement
9. Changes in External and Internal Issues that are Relevant to the QMS
10. Performance of External Providers
11. Adequacy of Resources
12. Effectiveness of Actions Taken to Address Risks and Opportunities

Further, the Overall QMS Head shall assign the presenters/ speakers per Agenda.

Notify the Secretary, Undersecretaries and Assistant Secretaries of the MR schedule thru a memorandum containing the agenda. Notification is done at least three (3) working days before the scheduled date.

Notification shall also be provided to the Core Team, Secretariat, presenters/speakers and other personalities as recommended, thru a separate memorandum. Notification is done at least five (5) working days before the scheduled date.

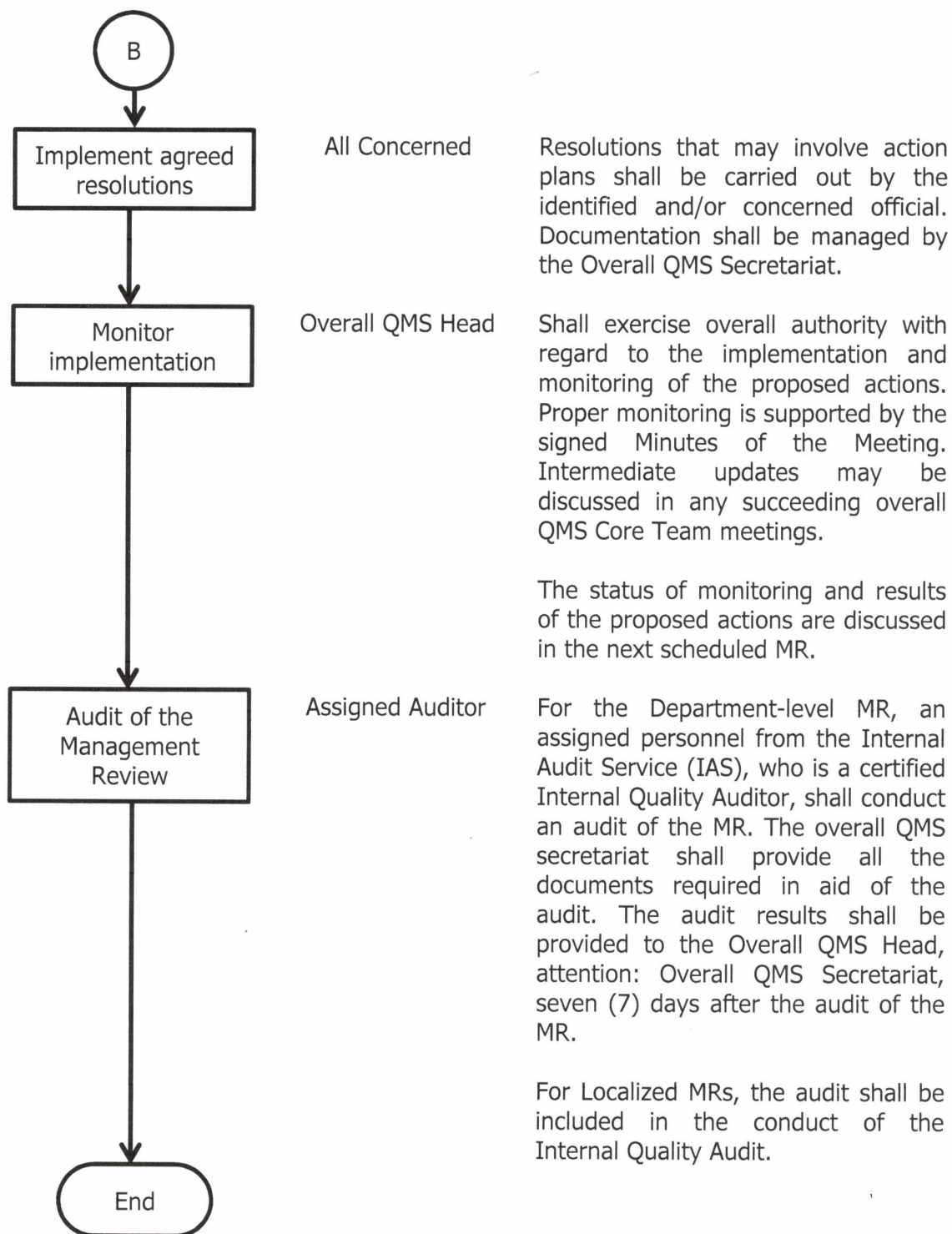
The review shall be conducted as follows:

1. Discussion of the agenda.
2. Presentation of respective reports.
3. Evaluation of the QMS.
4. Agreement and approval of proposed actions.
5. Review and approval of the Minutes of the Meeting (Annex A) with Attendance Sheet (Annex B).



Department of Public Works and Highways
Quality Management System
Management Review (MR)

Issue Date:	
Doc. Code:	DPWH-QMSP-01
Revision No.:	05
Page No.	Page 3 of 4



4.0 References

ISO 9001:2015 Standards



Department of Public Works and Highways
Quality Management System
Management Review (MR)

Issue Date:	
Doc. Code:	DPWH-QMSP-01
Revision No.:	05
Page No.	Page 4 of 4

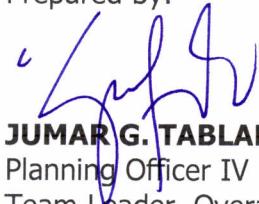
5.0 Attachments

Annex A: Standard Minutes-of-the-Meeting Template

Annex B: Standard Attendance Sheet

6.0 Approval

Prepared by:



JUMAR G. TABLANDO

Planning Officer IV

Team Leader, Overall QMS Secretariat

Reviewed by:

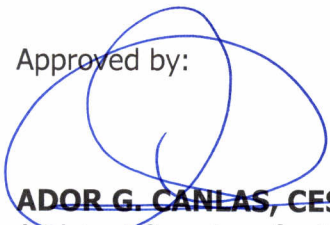


MEDMIER G. MALIG

Director IV

Team Leader, Overall QMS Core Team

Approved by:



ADOR G. CANLAS, CESO IV

Assistant Secretary for Mindanao Operations

Head, Overall QMS



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
 Quality Management System

Title/Description:

<Title>
 Minutes of Meeting

Date:	Started:	Adjourned:	Venue:

Meeting attended by (attach Attendance Sheet):

1.
 2.
 3.
 ...
 n.

Agenda (attach Notice of Meeting/Memorandum requesting the Meeting):

Call to Order

Agenda 1: _____

Agenda 2: _____

...

Agenda n: _____

Adjournment

Agenda	Session Highlights and Discussion
Call to Order	
Agenda 1:	
Agenda 2:	
Agenda n:...	
Adjournment	

Assignments to be validated in the next meeting:

Item	Assignment	Person-in-Charge	Status (to be accomplished in the next meeting)
1			
...			

Review and Confirmation:

Prepared by:	Reviewed by:	Approved by:
Name	Name	Name
Designation	Designation	Designation

Title/Description:

<Title>
Attendance Sheet

Date:	Started:	Adjourned:	Venue:

[illegible]

Provide additional sheet/s for subsequent attendees