

Mines and Geosciences Bureau - Region 12

TOP MANAGEMENT REVIEW MEETING

Chair Person: OIC-ORD EFREN B. CARIDO

Meeting No. 06

Attendees: MDD, BCE, MCS, AJTD, DTM, ABG, HGA, JMPA, LMDD, LAA, MAM

Date: May 2, 2018

NO	AGENDA	OBSERVATIONS	REMARKS/DECISIONS/ STATUS/ RESOURCES	ACTION BY	TARGET DATE
1	➤ Status of Actions from previous Management Review	PDS and trainings attended by personnel are not updated	HRMO to report on the status of personnel submission of updated PDS and trainings on Dec. 06, 2016 up to the present. In place of HR input of the PDS. Provide the reports. Employees should accomplish HRIS with the HRMO. Submit the report including the on-going HRIS.	HRMO- FAD FAD (G A. Quinones and ER LUCAS) HRMO- FAD HRMO- FAD	Done. Submitted Updated PDS on January 2018. Done On-going revision of HRIS resolving confidentiality issues pursuant to the applicable provision of the FOI -do-

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			Remind personnel on completion of HRIS in the general meeting.	HRMO- FAD	-do-
	Inventory of Scientific Equipment for calibration		No one will calibrate Formal calibration letter provide copies to Supply and Records Officer.	GD	Engr. Sambarani submitted verification report of all GPS to Supply Officer
			Email to Industrial Technology Development Institute (ITDI)	CCarido	Done. E-mailed on May 2, 2018
			Schedule of GPS Verification.	Supply Officer	Done.
	Internal validation conducted by PO for the 2017 physical accomplishments.		Done. Waiting for the validation schedule of MGB- CO	PO	Done on April 12, 19, 26 and 26, 2018
	Formulate objectives on environmental management and OSH in line with the integrated management system.		Issuance of Special Orders to include changes of responsible and accountable person as follows:	Records Officer and FAD/IMR	Done. Special Order No. 249 series of 2017 dated October 23, 2017

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	For revision to coincide with the IMS Manual	<p>Energy Conservation Program –FAD Chief Ermelyn Celindro;</p> <p>Paper Conservation Program-FAD Chief Supply Officer;</p> <p>Fuel Conservation Program-GD Chief Engr. II Arturo Rotaquio;</p> <p>Electronic –FAD Chief Abduhamid Ali;</p> <p>Water Conservation-FAD-Chief</p> <p>Accountant Jeffrey Padilla;</p> <p>Hazard Waste Mgt. Programs Pollution Control -MSESDD Chief PCOs;</p>	Record officer MSESDD /FAD	Done
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			<p>Environment Coordinator -MSESD Chief and Mike Ansao;</p> <p>Wellness Program-FAD Chief</p> <p>HRMO-Marilyn Decierto; Health and Safety Program -MSESDD Chief Aisah Lopez</p> <p>Security Program-FAD Chief Security on Duty</p> <p>Formulate Pollution Control and Hazardous Waste Mgt. Program.</p> <p>Prepare Special Order including duties and responsibilities</p>		
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		<p>QMS Policy is changed to Quality, Environment, Safety and Health Policy for an Integrated Management System</p>	<p>ISO certification for EMS (ISO 14001:2015) and OHSAS 18001: 2007 is planned to be achieved in May 2018. For PhilGeps re-posting of the external auditors.</p> <p>Creation of MGB XII SHES, ERT, Internal Auditors, SHES Committee and Cluster for Environment Mgt and Occupational Safety and Security Mgt. Programs</p> <p>Lacking the Hazardous Waste Mgt. Programs</p>	<p>FYI</p> <p>FAD</p> <p>FAD/IMR</p> <p>Record officer MSESDD</p>	<p>Re-posted on September 12, 2017</p> <p>Done. Special Order No. 249 issued on October 23, 2017</p> <p>Hazardous Program Waste and Management Program approved on December 14, 2017.</p>
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2	<p>Changes in external and internal issues that are relevant to the QESHMS</p> <p>Changes in the scope of the QESHMS</p>	<p>Issues, needs, expectations of interested parties were based on process and activities of MGB XII and not against its strategic direction</p> <p>Exclusion of the design and development (clause 8.3-QMS) may not be appropriate as there are services required by clients and provided by MGB XII which are "designed or developed" by MGB CO.</p>	<p>Formulated the MGB XII Strategic direction relevant to the identified internal and external issues</p> <p>Inclusion of Clause 8.3 in the scope of the QESHMS since MGB XII is still design responsible and implementor.</p>	<p>QESH Management Team</p> <p>FAD-HRMO</p>	<p>Done. Formulated in March 2018</p> <p>Done. Included in the revised approved manual (revision no. 2)</p>
3	<p>Information on the performance and effectiveness of Integrated Management System:</p>				

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✓ 3.1	Customer satisfaction and feedback from relevant interested parties	Most clients did not submit duly filled-out Satisfaction Survey Form	<p>Reorientation of all Officers of the Day (OD)</p> <p>Communicated to all employees during regular weekly Meeting</p> <p>Submission of daily OD report form to ORD</p>	<p>FAD-HRMO</p> <p>FAD-HRMO</p> <p>FAD-HRMO</p>	<p>May 7, 2018</p> <p>Done. Communicated on April 23, 2018</p> <p>At the end of every working day</p>
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		<p>EMS objectives:</p> <ul style="list-style-type: none"> ✓ 1. Enhancement of Environmental performance ✓ 2. Pollution Prevention 	<p>Insufficient listing of compliance obligation</p> <p>Complied based on report submitted by the cluster head.</p> <p>Approved programs were implemented:</p> <p>Reduced paper consumption by 5 % (annual) 2017 = 541 rims (bond paper)</p>	<p>Legal/IMR</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>	<p>May 7, 2018</p>
		<p>No comparative cluster report from January to March</p>	<p>All program leaders to submit comparative assessment of the results of the program implementation.</p>	<p>All program coordinators</p>	<p>May 7, 2018</p>

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3.2	The extent to which Integrated management objectives have been met;	<p>QMS Objectives:</p> <ul style="list-style-type: none"> ✓ 1. Customer Satisfaction ✓ 2. Quality Products/Services ✓ 3. Compliance Obligation: 	<p>Based on customer survey, clients are very satisfied</p> <p>No complaint against products and services received.</p> <p>There is no approved procedure for determining applicable regulatory and statutory requirements, and for evaluating compliance obligations. There is no criteria for determining the organization's level of compliance.</p> <p>Level of compliance:</p> <p><i>Full compliance = 80-100%</i> <i>Partial Compliance = 50-79%</i> <i>Non-compliance < 50%</i></p>	<p>IMR</p> <p>FYI</p> <p>Legal/IMR</p> <p>Legal/IMR</p>	<p>May 7, 2018</p> <p>May 7, 2018</p> <p>May 7, 2018</p>
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		<p>OSHAS Objectives:</p> <p>1. Compliance to Legal requirements:</p> <p>Safety and health Programs</p> <p>No Safety and health Inspection reports submitted</p> <p>2. Continual Improvement</p> <p>Provision of insurance to COS</p>	<p>Complied. Safety and health program was duly approved on January 11, 2018</p> <p>Safety and Health Program Coordinator to submit inspection report from January to April</p> <p>None</p>	<p>FYI</p> <p>Safety and Health Program Coordinator</p> <p>FYI</p>	<p>May 7, 2018</p>
3.3	Process performance and conformity of products and services to the	<p>Lacking:</p> <p>1. CDP/SMDP = 3</p> <p>2. ASDMP = 1</p> <p>3. ASHP = 1</p>		MSESDD	

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		Delayed submission of reports	Strict implementation of the Memorandum dated August 17, 2017 with Subject: No Report, No Travel Policy	All division Chiefs	
3.4	Nonconformities and corrective actions; MMD; MSESDD; ORD; FAD; GD	<ul style="list-style-type: none"> ➤ Status of CARs relative to the result of the Internal Audit conducted by the IQAs for: <p>FAD – 2</p> <p>RE-CAR No. 038 (NAPSI Workshop)</p> <p>CAR No. 15 (No disposal of records documents)</p>		FAD	<p>2nd week of May</p> <p>2nd week of May</p>
3.5	Monitoring and measurement results;	Use of standard checklist and evaluation forms		MSESDD and MMD	Done

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3.6	Audit Results	1. There is no approved procedure/criteria for the ranking and prioritization in addressing identified risks and opportunities. (draft stages)	To be included in the risk matrix	JMPA	May 7, 2018
		2. Procedures of the processes should include approved controls to ensure effective implementation (draft stages)		Division Concerned	May 7, 2018
		3. There is no clear organizational structure in the flow of communication from top to bottom and vice versa in ensuring the effectiveness of the implementation of		AJTDaarol	May 7, 2018

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	environmental and safety and health system.			
	4. There is no approved procedure for determining applicable regulatory and statutory requirements, and for evaluating compliance obligations. There is no criteria for determining the organization's level of compliance. (draft stages)		Atty. PMSerenina	May 7, 2018
	5. Ensure the competence of personnel assigned/designated to perform new tasks for the effective implementation of the QESHMS thru trainings, etc.		FAD – HRMO	May 7, 2018

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		<p>6. For the effective implementation of QESHMS, alternate personnel may be identified to assume a position/designation in the absence (temporary or permanent) of the person currently assigned to the position/designation. Risk of work overloading may be considered (partially implemented)</p>		<p>FAD – HRMO <i>Special Order on a Guide 1</i></p>	<p>May 7, 2018</p>
		<p>7. There is no approved procedure/criteria in the evaluation of the effectiveness of the training attended by the employees.</p>		<p>FAD – HRMO <i>Post evaluation of training to be approved by top mgmt. Self assessment</i></p>	<p>May 7, 2018</p>

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		<p>8. All forms used (except those with legal basis) should be approved by the head of office (reviewed, approved, signed) for suitability and adequacy.</p>		<p>Document Controller/IMR <i>submitted to Filinvest</i></p>	<p>May 7, 2018</p>
		<p>9. There is no approved procedure/process for the handling of complaints using other media (phone call, SMS, email, and social media).</p>		<p>Information Officer <i>Done 9/8/18</i></p>	<p>May 7, 2018</p>
		<p>10. There is no approved updated HIRADC with the corresponding approved procedures. Risks should include IT programs/activities. (draft stages)</p>		<p>JMPAnsao <i>Submitted & done tracking. pm to stage analyst</i></p>	<p>May 7, 2018</p>
				<p>FAD – HRMO</p>	<p>May 7, 2018</p>

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		11. Competency of the Auditor	Internal Auditor's Training on June 28-29, 2018	FAD - HRMO <i>Scheduled but material - training should be completed.</i>	June 28-29, 2018
3.7	The performance of external providers;	Meetings conducted with the suppliers and consultants.	Supply Officer to submit report attached the comments.	FAD Supply Officer <i>schedule again</i>	Done. Conducted on December 13, 2017. <i>auditors training at a team level</i>
4	The adequacy of resources -	The needed resources were adequately provided	Wish list for 1 st quarter	FAD/Division Chiefs, OIC-ORD	Done
5	The effectiveness of actions taken to address risks and opportunities (see 6.1);	Effective of the action taken will be determined in the divisional meetings		Division Chiefs	
	Status of Divisional Meeting	Complied. MMD: March Divisional Meeting conducted on April 16, 2018. April Divisional Meeting conducted on May 3, 2018 MSESDD: March Divisional	Submit report of divisional Meeting	All Divisions	September 26, 2017

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		<p>Meeting conducted on March 27, 2018. April Divisional Meeting to be conducted on May 7, 2018</p> <p>FAD: March Divisional Meeting conducted on March 28, 2018. April Divisional Meeting to be conducted on May 7, 2018</p> <p>GD: March Divisional Meeting conducted on March 28, 2018. April Divisional Meeting conducted on April 30, 2018</p>			
6	<p>Opportunities for Improvement:</p> <p>Creation of Alternate for IMR and IQA Team Leader HGA and MM</p>	<p>Summary report of improvement</p> <p>Hernani G. Abdon and Maimona Mamao remain per BMCH consultant's instruction.</p>	<p>Furnished all the divisions of summary report</p>	<p>Records Officer</p> <p>IMR</p> <p><i>Alternate.</i></p> <p><i>Unless resolve remain</i></p>	<p>Done. Special Order No.87, series of 2017 dated April 6,2017.</p> <p><i>Label.</i></p>

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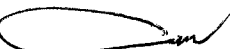

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	➤ Training for QMS24- ISO 9001:2015, ISO 14001:2015 Internal Auditor Training (Process Risk and Performance Based Approach)	Internal auditor's need competency training on the IMS Standard monitoring Checklist HRIS Implementation CBS Implementation	Training for IMS internal auditor. FYI FYI FYI		June 28-29, 2018
Meeting Adjourn: 5:10 p.m. <i>Date of next management review: September 10, 2018</i>					
Prepared by:  ANNABELLE B. GONZALES Planning Officer II		Minutes approved by:  EFREN B. CARIDO OIC- Office of the Regional Director		Date: May 11, 2018	