

Title: Procedure and Work Instructions Manual		
Version: 1	Document Code: PAWI001	Effectivity Date:
Creator: Quality Assurance Office	Creation Date:	Approval Date:
Location: Quality Assurance Office	Approving Body: Core Group	Number of Pages: 10



DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
PROCEDURE AND WORK INSTRUCTIONS MANUAL
MANAGEMENT REVIEW PROCEDURE

December 2016

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PROCEDURE ON MANAGEMENT REVIEW

1. Purpose

The Procedure on Management Review primarily aims to institute and sustain a standard system for the Evaluation of the Quality Management System (QMS) of the Don Honorio Ventura Technological State University. This intends to describe the procedure on Management Review to objectively assess the execution of the Don Honorio Ventura Technological State University Quality Management System, by means of analyzing several inputs for possible deliberation by the Core Group, to enable continuous improvement in the provision of appropriate, satisfactory, and effective quality services.

2. Scope

The Management Review Procedure evaluates the implementation of the Quality Management System in relation with the different processes of the Don Honorio Ventura Technological State University.

3. Definition of Terms

Core Group	The Core Group is composed of the University President; Executive Vice President; Vice President for Academic Affairs; Vice President for Administration, Finance and Auxiliary Services; and Vice President for Research, Extension and Training Services.
QMS Manager	The QMS Manager acts as the chief ambassador and advocate of the proper implementation and execution of the Quality Management System in the Don Honorio Ventura Technological State University.
QMS Assistant Manager	The QMS Assistant Manager assists the QMS Manager in advocating the proper implementation and execution of the Quality Management System in the Don Honorio Ventura Technological State University. Further, the QMS Assistant Manager assumes the role of the QMS Manager in the latter's absence.
Management Review	The Management Review is a special meeting in order to evaluate the Quality Management System of the Don Honorio Ventura Technological State University for the primary purpose of continuous improvement.
Minutes of the Management Review	The Minutes of the Management Review is an official record of the Management Review proceedings.

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Management Review Progress Notes	The Review Progress Notes is a form that is being used in monitoring the action plans implemented in order to address the issues and/or concerns brought out during the actual Management Review.
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4. Responsibility

- 4.1. The **Core Group** shall convene a special meeting solely for the Management Review to be attended by the QMS Manager, QMS Assistant Manager, QMS Team Members, and other concerned personnel (when deemed necessary) in order to sustain proper delivery and implementation of QMS in the Don Honorio Ventura Technological State University.
- 4.2. The **QMS Manager** and **QMS Assistant Manager**, in coordination with the QMS Team Members, shall:
- 4.2.1.1. Conciliate issues and/or concerns which were not addressed by the sub-committees;
 - 4.2.1.2. Regularly report to the Core Group the status of the QMS of Don Honorio Ventura Technological State University; and
 - 4.2.1.3. Safeguard proper coordination and accurate execution of pertinent arrangements which were agreed upon during the Management Review.
- 4.3. The **QMS Team Secretariat** is responsible in issuing the Notice of Management Review (reflecting specifically the date, time, venue, and meeting agenda) and in preparing and routing the Minutes of the Management Review to the Core Group, entire QMS Team, and other concerned personnel (when deemed necessary).

5. Schedule and Agenda of the Management Review

The Management Review of the Don Honorio Ventura Technological State University shall be held biannually every May and December of the academic year, and/or as necessary. The schedule of the said Management Review shall be plotted in the University meeting calendar. The succeeding items shall be included in the review agenda, as necessary:

- a. Actions taken from the previous management reviews;
- b. Issues and/or concerns in the present academic period, and target actions to be taken into consideration;
- c. Information on the efficiency, effectiveness, and performance of the Quality Management System through the analysis of client feedback and satisfaction surveys, mid-year and year-end KRA reviews, conformity and non-conformity checks, and other related means;
- d. Environmental scanning (SWOT analysis);
- e. Opportunities for continuous improvement; and
- f. Other pertinent matters.

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6. Procedure

6.1. Initiating the Management Review

- 6.1.1. The QMS Manager, through the QMS Team Secretariat, shall provide a Notice of Management Review together with the agenda to the Core Group, QMS Assistant Manager, and other concerned personnel (when deemed necessary) not later than five (5) working days before the Management Review schedule.
- 6.1.2. When applicable, Management Review hand-outs/notes and/or other related materials shall be given to the Core Group, QMS Manager, QMS Assistant Manager, QMS Team Secretariat, and other concerned personnel (when deemed necessary) not later than two (2) working days before the Management Review schedule.

6.2. Conduct of the Management Review

- 6.2.1. The University President or his/her duly designated member of the Core Group shall lead the Management Review.
- 6.2.2. The QMS Manager, with the assistance of the QMS Assistant Manager, shall serve as discussant wherein he/she shall present salient reports in the review agenda (identified in Section 5 hereof).
- 6.2.3. Recommended target actions to be taken into consideration (for the issues and/or concerns in the present academic period) shall be agreed during the Management Review. However, the Core Group may opt to hold a special meeting for situations that require more time for decision-making.
- 6.2.4. The QMS Team Secretariat shall take note of the settlements and recommended target actions to be taken into consideration from the Management Review.

6.3. Documentation of the Management Review

- 6.3.1. The QMS Team Secretariat shall accurately document significant points during the Management Review by coming up with the Minutes of the Management Review.
- 6.3.2. All attendees during the Management Review shall be provided by the QMS Team Secretariat with the initial draft of the Minutes of the Management Review not later than three (3) working days after the actual Management Review. If necessary, attendees shall, not later than three (3) working days from receipt of the said draft, provide the QMS Team Secretariat relevant information which the latter failed to reflect on the initial write-up to allow proper integration and smooth completion of the Minutes.
- 6.3.3. The QMS Manager is responsible in checking the correctness and truthfulness of the Minutes of the Management Review.
- 6.3.4. The QMS Team Secretariat shall provide all Management Review attendees a copy of the Minutes of the Management Review within three (3) working days after its approval by the University President.

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6.3.5. All relevant records from the Management Review shall be kept and managed by the QMS Team Secretariat throughout the retention period as prescribed by the University's records management system.

6.4. Implementation of Agreed Resolutions

Should there be any agreed resolutions during the Management Review, the present work procedures shall be revisited and edited (as necessary) and integrate all agreed resolutions thereof in order to guarantee continuous enhancement and improvement of the services. The QMS Manager shall issue a memorandum regarding the revised work procedure for proper dissemination of resolutions.

6.5. Monitoring of Agreed Resolutions

6.5.1. The Management Review Progress Notes shall be used in monitoring the implementation of agreed resolutions during the Management Review.

6.5.2. Expected outcomes shall be reflected and shall also be compared vis-à-vis the actual accomplishments in the Management Review Progress Notes.

7. Records Management

7.1. The QMS Team Secretariat shall retain all records of this Management Review for a period of five (5) years for whatever legal purpose they may serve.

7.2. The QMS Team Secretariat shall properly dispose all records of this procedure after the retention period as specified in Section 7.1.

8. Forms and Records

8.1. Management Review Attendance Sheet

8.2. Management Review Progress Notes

8.3. Minutes of the Management Review

8.4. Notice of Management Review

Prepared by:

SGD. PAOLO T. LUMANLAN

ISO Coordinator

Reviewed by:

SGD. REDEN M. HERNANDEZ, RCE, MM

Vice President for Academic Affairs

Quality Assurance Manager

SGD. REYNALDO C. NICDAO, Ph.D.

Vice President for Administration, Finance, and Auxiliary Services

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Recommending Approval:

SGD. ROHEL S. SERRANO, RCE, MAIE
Executive Vice President

Approved:

SGD. ENRIQUE G. BAKING, Ed.D.
SUC President III

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Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga

MANAGEMENT REVIEW ATTENDANCE SHEET

[Subject]
[Date and Time of Review]
[Venue]

No.	Name	Mobile Number	E-mail Address	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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MANAGEMENT REVIEW PROGRESS NOTES

No.	Issues/Concerns	Recommended Actions	Actual Actions Taken
1			
2			
3			
4			
5			

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MINUTES OF THE MANAGEMENT REVIEW

This meeting was attended by the following:

1. *[Name and Designation]*
2. *[Name and Designation]*

I. Call to Order

The Management Review was called to order by *[presider]* at *[time]* at the *[venue]*.

II. Agenda and Highlights of the Management Review

- 1.
- 2.

III. Other Matters

- 1.
- 2.

IV. Adjournment

Having no further matters to discuss, the Admission Review was adjourned at *[time]*.

Prepared by:

[Name of QMS Team Secretariat]

Certified True and Correct:

[Name of QMS Manager]

Approved:

[SUC President III]

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NOTICE OF MANAGEMENT REVIEW

FOR : *[names of attendees]*

FROM : QMS Manager

SUBJECT : 1st Notice of Management Review for A.Y. *[indicate academic year]*

DATE : *[indicate date when the notice is issued]*

[Content of the Notice of Management Review]