



NOTICE OF MEETING
December 14, 2017

TO: ALL MEMBERS OF THE QUALITY MANAGEMENT SYSTEM MANAGEMENT REVIEW TEAM, INTERNAL AUDIT TEAM and AUDITEES

FROM: MARLYN C. DE GUZMAN
Quality Management Representative

SUBJECT: QUALITY MANAGEMENT SYSTEM – MANAGEMENT REVIEW

Please be informed that we will be having a Management Review on Monday, December 18, 2017. The Management Review will start at exactly 2:00 P.M. at the 3rd floor MAWAD Building.

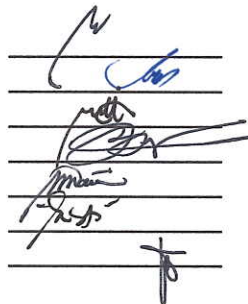
Your 100% attendance is hereby enjoined.


MARLYN C. DE GUZMAN
Quality Management Representative

Noted by:


ENGR. MARCELO M. PETONIO
Over-all Team Leader, Quality Management System

Violeta O. Garcia
Violeta B. Gayaga
Bernadeth D. Dizon
Juan B. Bauzon
Arnold M. Cariño
Terry S. Marticio
Cecille A. Fabia



Anna Liza G. Ramos
Lea V. Magalong
Karen S. Tandingan
Demmee G. Carbonel
Donald M. Relleve
Leonardo M. de Vera



“Water is life..... Use it Wisely”



MANGALDAN WATER DISTRICT
MANGALDAN, PANGASINAN

ATTENDANCE SHEET

| | | | |
|----------------------|--|------|-------------------|
| DEPARTMENT / PROJECT | QUALITY MANAGEMENT SYSTEM – MANAGEMENT REVIEW | DATE | December 18, 2017 |
| VENUE / LOCATION | 3 rd Floor MAWAD Building, Serafica St., Poblacion, Mangaldan, Pangasinan | TIME | 2:00 PM |
| SUBJECT OF MEETING | To review the result of the Internal Quality Audit; To evaluate the effectiveness of the implementation of the Quality Management System; To track corrective actions from audit findings; and other related topics to the Quality Management System | | |

| NO. | NAME | POSITION | DEPARTMENT (FOR EMPLOYEE) COMPANY (FOR NON-EMPLOYEE) | CONTACT NUMBER & E-MAIL ADDRESS (FOR NON-EMPLOYEE) | SIGNATURE |
|-----|--------------------------|---|---|--|-----------|
| 1 | Engr. Marcelo M. Petonio | General Manager | TOP MANAGEMENT | | |
| 2 | Demmee P. Carbonel | Utilities/ Customer Service Assistant D | Commercial | | |
| 3 | BENADETH D. DIZON | ADMINISTRATION SERVICES ASSISTANT A | ADMINISTRATIVE | | |
| 4 | LEONARDO M. DEVERA | WRFO "B" | ENGINEERING | | |
| 5 | MARLYN C. DE GUZMAN | Div. Mngt. B | ADMINISTRATIVE | | |
| 6 | Anna Liza G. Ramos | Senior Acctg. Proc A | Finance | | |
| 7 | TERRY S. MARTICLO | Exec. Asst. B | Office of the GM | | |
| 8 | Viola B. Gayaga | DMB. Finance | Finance Dept. | | |
| 9 | Viola O. Garcia | DMB, Comm'l | Comm'l | | |
| 10 | Wendy V. Magsalona | ULCSA | Commercial | | |
| 11 | Karen S. Tandugan | Acctg. Proc. B | Finance | | |
| 12 | Willie A. Fabric | ULCSA A | Comm'l | | |



MANGALDAN WATER DISTRICT
MANGALDAN, PANGASINAN

ATTENDANCE SHEET

| NO. | NAME | POSITION | DEPARTMENT (FOR EMPLOYEE) COMPANY (FOR NON-EMPLOYEE) | CONTACT NUMBER & E-MAIL ADDRESS (FOR NON-EMPLOYEE) | SIGNATURE |
|-----|--------------------|-------------------|---|--|-----------|
| 13 | DONALDO M. BELLEVE | Gatekeeper to | ADMW | | |
| 14 | JUAN B. BAWAN | WSMP | ENGR. | | |
| 15 | PJ BOOMBETA | Managing Director | BLESS | | |
| 16 | | | | | |
| 17 | | | | | |
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Management Review Minutes

Venue: Mangaldan Water District Conference Hall
(3rd Floor)

Date Conducted: December 18, 2017

A. Present during the meeting

| Name | Position | Department/ Unit |
|--------------------------|--|-------------------------|
| Engr. Marcelo M. Petonio | General Manager B | Top Management |
| Marlyn C. de Guzman | Division Manager B - Administrative | Administrative Division |
| Violeta O. Garcia | Division Manager B - Commercial | Commercial Division |
| Violeta B. Gayaga | Division Manager B - Finance | Finance Division |
| Juan B. Bauzon | Water/Sewerage Maintenance Foreman | Engineering Division |
| Demmee G. Carbonel | Utilities/Customer Service Assistant D | Commercial Division |
| Bernadeth D. Dizon | Administration Services Assistant A | Administrative Division |
| Leonardo M. de Vera | Water Resources Facilities Operator B | Engineering Division |
| Anna Liza G. Ramos | Senior Accounting Processor A | Finance Division |
| Terry S. Marticio | Executive Assistant B | Office of the GM |
| Lea V. Magalong | Utilities/Customer Service Assistant A | Commercial Division |
| Karen S. Tandingan | Accounting Processor B | Finance Division |
| Cecille A. Fabia | Utilities/Customer Service Assistant A | Commercial Division |
| Donald M. Relleve | Storekeeper B | Administrative Division |

B. Absent during the meeting (where appropriate, indicate reason for absence)

| Name | Position | Department/ Unit | Reason |
|------------------|-----------|------------------|------------------|
| Arnold M. Cariño | Cashier A | Finance Division | Exigency of work |

C. Other attendees during the meeting

| Name | Position | Department/ Unit |
|-------------------------|------------|-----------------------------------|
| Presentacion J. Pombeta | Consultant | Business Leaders Expert Solutions |

D. Chaired by: Marlyn C. de Guzman (QMR) **Time Started:** 2:20 PM

E. Highlights of the Review

| AGENDA / HIGHLIGHTS/ ACTION ITEM | WHO/ WHEN (for action item only) |
|--|--|
| 1. Status of Quality Management System Quality Policy <ul style="list-style-type: none"> • Approved • For uploading to the Mangaldan Water District website | GM Engr. Marcelo M. Petonio / Oct. 1, 2017 P.J.T. Ganaden / Dec. 19, 2017 |
| 2. Plans for Quality Management System for 2018 <ul style="list-style-type: none"> • Implement Quality Management System • Continually improve QMS • Target External Quality Audit (1st Stage Audit) | 1 st week of February 2018 |



Management Review Minutes

| | |
|---|--|
| <p>3. Status on the Quality Management System from the conduct of Internal Quality Audit</p> <p>a) Top Management</p> <ul style="list-style-type: none"> • QMS Policy Manual be disseminated to employees thru their Division Managers • Copy of Policy Manual be given to Division Managers and Foreman for the proper dissemination of the QMS of Mangaldan Water District <p>b) Administrative Division</p> <ul style="list-style-type: none"> • Formulate Return Slip for Defective Materials • Prepare Personnel Training Plan <p>c) Commercial Division</p> <ul style="list-style-type: none"> • Archive copy of master list is in the possession of the Division Manager, and not of the programmer • Requirements of new service connection properly specified • Job Order Slip has been revised • Actual back-up of master list is already being done twice a month • Upgrading of Billing and Collection System is included in the 2018 Budget • Manual bookkeeping needs coordination with BIR <ul style="list-style-type: none"> • Number of job order slips are already controlled <p>d) Finance Division</p> <ul style="list-style-type: none"> • Only the Cashier knows the vault combination – Recommendation for submission to the BOD for a resolution approving higher-rank personnel in case of Cashier's absence to know the vault combination • Turn-over of the Accounts Payable from Admin to Finance Division • Implementation of turn-around time of payment to suppliers <p>e) Engineering Division</p> <ul style="list-style-type: none"> • Revised Job Order Slip – added acknowledgement receipt for consumers • Monitoring on all pumping stations – to enter data needed into computer • Formulate a Schedule of Maintenance for Pump Motor • All procedures need to be written <ul style="list-style-type: none"> • Revised "Job Order for New Applicant" to "Site Inspection Report" • Revised "Pump Capacity" form • Formulate a Chlorine Residual Report | <p>DCO / Later part of December 2017</p> <p>Later part of January 2018</p> <p>Later part of January 2018 V. Garcia / A. Ramos / K. Tandingan /</p> <p>Office of the GM / Later part of December 2017 B. Dizon / 1st week of Jan Finance Div / Jan. 2018</p> <p>L. de Vera / Jan. 2018 Engineering Div. / 2nd week of January</p> <p>L. de Vera / Jan. 2018</p> |
| <p>4. Relevant communications from interested parties including complaints and status of action taken, where applicable</p> <ul style="list-style-type: none"> • Customer's feedback through Customer Feedback Form is perfect, no complaints reiterated during Management Review | |



Management Review Minutes

5. Other matters

- Formulate a Monitoring Sheet for Observations and Hints of Improvement
- At least two Core Processes be prepared in Visio Form
- Upload Certification on the Conduct of Internal Quality Audit to the District's website
- Upload Minutes of Management Review to the District's website

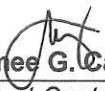
January 2018
Later part of Dec. 2017
PJ Ganaden / Dec. 19,
2017
PJ Ganaden / Later part
of Dec. 2017

- F. Marlyn de Guzman (QMR) asked the body for more questions and suggestion/recommendation and the latter answer in negative.

G. Time Adjourned: 4:45 PM H. Tentative Date of Next Meeting: January 29, 2017

Notes: If any of the above agenda is not applicable or there is no issue to review/ discuss for the period , this must be appropriately indicated against the relevant agenda.

Prepared by:


Demmee G. Carbonel
Document Control Officer

Noted by:


Marlyn C. de Guzman
Quality Management
Representative

Approved by:


Engr. Marcelo M. Petonio
General Manager