



MANAGEMENT REVIEW

November 2, 2018

ATTENDANCE

Edward C. Albaracin	-	Campus Director
Meriam F. Fallar	-	FAD Chief
Glenn A. Atienza	-	CID Chief
Ream F. Roda	-	SSD chief
Elaine Kaye Fran	-	SST I/QMR
Ivy May F. Famatiga	-	Accountant II/Internal Quality Auditor
Abigail F. Escarilla	-	Admin Aide VI

AGENDA

1. Status of actions from previous management reviews
2. Changes in external and internal issues that are relevant to the quality management system
3. Information on the performance and effectiveness of the quality management system, including trends in:
 - a. Customer satisfaction and feedback from relevant interested parties
 - b. The extent to which quality objectives have been met
 - c. Process performance and conformity of product and services
 - d. Nonconformities and corrective actions
 - e. Audit results
 - f. The performance of external providers
 - g. The adequacy of resources
 - h. The effectiveness of actions taken to address risks and opportunities
 - i. Opportunities for improvement
 - j. Any need for changes to the quality management system
4. Other matters

ORDER OF BUSINESS

Call to Order

Dir. Edward C. Albaracin called the meeting in order at 8:40 AM and followed by a prayer led by Mrs. Ivy May F. Famatiga.

Ms. Elaine Kaye Fran, QMR, discussed that there are no actions from the previous management review.

There are no complaints with regards to the customer satisfaction and feedback from relevant interested parties.

The extent to which quality objectives have been met, every personnel must submit an accomplishment report to the Human Resource unit to be included in the IPCR attachment.

Submit to Office of the Campus Director the accomplishment report as of September 30, 2018

Update on status of budge per division to operate

Nonconformities and corrective actions.

Mrs. Ivy May F. Famatiga, Internal Quality auditor reported that there are eleven (11) corrective action report (CAR). She continued that the internal auditors suggested that the laboratory equipment and tables can be distributed to all the classrooms and that MRC haven't hired a physician and librarian. Dir. Albaracin suggested that we could hire the librarian of the Public Library and start arranging the Library and told Mrs. Roda to inquire the Physician how much his/her salary per day is.

As per the motor vehicle, Dir. Albaracin stressed out that the motor vehicle is not his, anyone can request to use the motor vehicle but with proper coordination with FAD Chief.

Adequacy of resources.

As of November 2, 2018, there are twenty unfilled positions and twenty-three filled positions. With a lot of supplies, the procurement of last quarter supplies will be put on hold.

Opportunities for improvement

CID – Laboratory facilities, since, we still do not have Laboratory, every classroom will serve as the laboratory.

SSD – system for Registrar in preparation for the 2022 graduation

FAD – monitoring system of attendance. Sir Edward suggested that he will ask Engr. of TIELCO who is their provider of biometric.

Other matters.

There are no issues and concerns.


ADJOURNMENT

The meeting adjourned at 11:30 AM.

Prepared by:


ABIGAIL F. ESCARILLA
Administrative Aide VI

Attested by:


EDWARC C. ALBARACIN
Campus Director