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MINUTES of the
17th EXECUTIVE COMMITTEE MEETING
Presided by Ombudsman Conchita Carpio Morales
Held on November 20, 2017
at Conference Rooms 1 & 2, 2nd Floor
Office of the Ombudsman-Mindanao, Matina, Davao

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I. **CALL TO ORDER.** There being a quorum, the meeting was called to order by the Honorable Ombudsman Conchita Carpio Morales at around 9:05 in the morning.

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II. **INVOCATION.** Ms. Evelyn T. Dumdum led the opening prayer

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III. ROLL CALL/ATTENDANCE

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Present were the following:

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Ombudsman Conchita Carpio Morales
Deputy Ombudsman Paul Elmer M. Clemente (Visayas)
Deputy Ombudsman Rodolfo M. Elman (Mindanao)
Deputy Ombudsman Cyril E. Ramos (MOLEO)
Special Prosecutor Edilberto G. Sandoval
Acting Assistant Ombudsman & DSP Mary Susan S. Guillermo
Assistant Ombudsman Aleu Amante
Assistant Ombudsman Marilou A. Mejica
Assistant Ombudsman Joselito P. Fangon
Assistant Ombudsman Weomark Ryan G. Layson
Assistant Ombudsman Asryman T. Rafanan
Assistant Ombudsman Leilanie Bernadette C. Cabras

29 Assistant Ombudsman Jennifer Jardin-Manalili
30 Assistant Ombudsman Edna E. Diño

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32 *Absent were:*

33 Overall Deputy Ombudsman Melchor A.H. Carandang
34 Deputy Ombudsman (Luzon) Gerard A. Mosquera *(He was represented by Acting Director Expedito O. Allado, Jr.)*

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36 *Resource Persons (for this meeting):*

37 Dir. Dennis Russell D. Baldago, PMB
38 Dir. Lourdes Salazar, NIC

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40 *Secretariat:*

41 Dir. M. A. Christian O. Uy
42 Ms. Vilma M. Tamoria
43 Mr. Glenn Barcenas
44 *(Mr. Manolette Eugenio excused himself from attending this Meeting because of personal reasons)*

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46 **IV. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

47 There being no comments/suggestion/corrections, the Minutes of the 16th Executive Committee
48 Meeting was approved.

49 **V. MATTERS ARISING FROM THE PREVIOUS MEETING**

50 1. Reports and Updates

51 [Redacted]
52 [Redacted]
53 [Redacted]
54 [Redacted]

206 Comments/ Remarks

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- d. Results of the Internal Quality Audit for the Issuance of OMB Clearance and Timetable of Activities for the OMB ISO Certification *c/o Assistant Ombudsman Jennifer Jardin Manalili*

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AO Manalili, Overall Head, OMB Ad Hoc Control Unit, apprised the members of the EXECOM on the results of the Internal Quality Audit for the Issuance of OMB Clearance. Summary of findings for the nine (9) non-conformities of the PAB-Clearance Section was presented to the body and plans of actions were discussed. These points were reproduced below with the action/consensus of the members of the EXECOM:

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Non-Conformities PAB – Clearance Section



- 4.2 Understanding the needs and expectations of interested parties
 - Evidence - No documented list of interested parties including their relevant requirements
 - Plan of Action - Conduct Workshop on ISO 9001:2015 Documentation Requirements on December 4-6, 2017 - *APPROVED*
- 6.1 Actions to address risks and opportunities
 - Evidence - No documented Risk Contingency Plan on their 2017 Operational Plan
 - Plan of Action - Conduct Workshop on Quality Policy and QMS Planning on January 8-10, 2018 - *APPROVED*
- 6.2 Quality objectives and planning to achieve them
 - Evidence - No 2017 Operational Plan
 - Plan of Action - Conduct Workshop on Quality Policy and QMS Planning on January 8-10, 2018 - *APPROVED*

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Non-Conformities PAB – Clearance Section



- 7.1.6 Organizational knowledge
 - Evidence – No official list of organizational knowledge including the determination on how to acquire or access any necessary additional knowledge and required updates.
 - Plan of Action - Conduct Workshop on ISO 9001:2015 Documentation Requirements on December 4-6, 2017 – *APPROVED*

- 7.2 Competence
 - Evidence - No documented Training and Development Plan
 - Plan of Action - Conduct Workshop on Documentation of QMS-required Documented Information on Feb. 5 & 6, 12 & 13, 2018 - *APPROVED*

- 7.5.1 Documented information – General
 - Evidence - No official list of documented information
 - Plan of Action - Conduct Workshop on Documentation of QMS-required Documented Information on Feb. 5 & 6, 12 & 13, 2018 - *APPROVED*

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Non-Conformities PAB – Clearance Section



- 7.5.2 Documented information - Creating and updating
 - Evidence - No reference number of documented information
 - Plan of Action - Conduct Workshop on Documentation of QMS-required Documented Information on Feb. 5 & 6, 12 & 13, 2018 - *APPROVED*

- 8.1 Operational planning and control
 - Evidence – No 2017 Operational Plan
 - Plan of Action - Conduct Workshop on Quality Policy and QMS Planning on January 8-10, 2018 - *APPROVED*

- 8.5.2 Identification and traceability
 - Evidence - No Policy on Control Numbers on Issuance of Certificates
 - Plan of Action - Conduct Workshop on Documentation of QMS-required Documented Information on Feb. 5 & 6, 12 & 13, 2018 - *APPROVED*

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VI. Other Matters

[REDACTED]

VII. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at around 11:45 a.m. OMB-Mindanao, c/o Deputy Ombudsman Elman, hosted the lunch.

Prepared by:

The Secretariat

cc 12/11/17

Acting Dir. M.A. CHRISTIAN O. UY

Vilma M. Lemopira
Ms. VILMA M. TAMORIA

Glenn Barcenas
Mr. GLENN BARCENAS