Meeting Notes (With maam sha)

JANUARY 14, 2023

1. start with document change form(may template sya)

2. document code: (Bawat officies may manual un ung kukunin natin or need nila iupload)

PM PROCESS MANUAL

6 PROCESS MANUAL OFFICE OF VP AD (marami need ipasa na manuals per office/department)

3. OVPAA (CCIS)

1 IS OP (code ata ung numbers)

2 OEVP (code ata ung numbers)

3 OVPAA (code ata ung numbers)

PRMO - PROCUREMENT MANAGEMENT OFFICE (Para san to? Pasearch na lng)

04 -

4. Sa excel to na pinakita ni maam

01 -

02 - operation

23- sequence (this document is process manual is the 23rd in the PRMO in the sector)

5. revision history na kay maam (Isa sa laman ng reports)

6. process, may rerequest ang agency

document process manual

a process in procument management system (Di ko alam to)

7. we request proicurement in dbm or agency

8. process manual ang office, originating office

ang mag proprovicde. (Per office sila magprprovide ng template so parang system natin is placeholder lng ng files)

process manual created -

in qms -

process of dms

created na process

9. forms ay marami (depende sa offices)

10. forms wlang pm rm or eto lng (di ko alam para saan to)

11. CCIS ay under ng OVPAA (Hindi pwedeng CCIS lng ung scope ng system for now dahil hindi naman input nila kukunin natin. Lahat ng sectors/officers dahil template forms/manual lng need natin kunin sa kanila)

12. ilagay sa database ang lahat ng manuals,

goal is to ease the activity

13. ang users ang kanila gagawin ay gagawa sila ng dcf na magfifill up sa system kung gusto ko nila ng kopya ng process manual

kunyari gusto nya makta nya studenty recors and service management, ipapakita ng system ung hinahanap ng users

14. nakadelete na ung files at di nya sya makikita sa system pero nakaarchive or save sa system (retention part eto)

15. reports what are deleted process (another reports kung ano ung mga nadelete sa system)

16. Inst res pro eval - original creation, revision (june 13, 2022). eto ung nasa excel ni maam laman ng rows sa isang database)

17. manual ang pinapasok sa system (registration)

18. ieendorse na sa quality management representative (after ng dms to pero di na natin scope etu)

19. susubmitl ng user is files lng??? word document ang susubmit (mas ok sana)

20. date of request (attributes sa isang table)

gawa revision

21. new form is rerevise ung form (bago magrevise ng form need muna mag fill up ng DCF tapos review ng admin tapos pag approve pwede na iedit)

22. excel file is output (saan?)

23. hindi nauupdate ung excel file kaya gagawa ng system(problem eto kaya gagawa ng sytem)

24. Eto pagkasunod sunod:

MANUAL (Sa bawat manual may process)

PROCESS (sa bawat process may forms)

FORMS

25. templates lng ng forms ang need ipasa or create/register/enroll

26. Different kind of manuals: (pero lima yan)

Job description manual

work instruction

Forms manual (compliation of manuals)

27. documents ang concern and manuals (hindi magiinput ng data ung user dahil puro files lng ipapasa)

28. history ang kailangan sa system (reports kung kelan nabago and pinasa. Example sa excel ni maam)

promisorry noite

concern lng ang conerns

29. safe keeping of manuals (Our goal because it is a security system)

30. provide QMS database per year (retention period 3 yrs 2026 is archived na at mawawala na sa system pero nasa database pa rin)

31. fill lng ng ewan na kumpleto naman un sabi ni maam (sa forms ata tinutukoy ni maam dito)

32. concern is quality manual (maraming manual lima lng)

Process ng conceptual framework

1. enrollment (creation)

1st document change form (creation ba or revise kung hindi na pwede ung file or di naginagamit ung process idedelete na ung process manual)

2. distribution

(pag nabalik na owner)- example napirmahan na ung request, ibabalik natin sa process owner ung process manual with digital signature.

3. revision (create revise delete/ OTP)

gmail or google mas open ang/ MSTEAMS na lng as repository tayo na may official webmail address ang makakagamit. Sign in sa portal using webmail. We can acess it thorugh the web)

4. retention/dispotal (archived system,

nandon ung process manual kung kelan ireretain ung document. May 5 years or 3 years.

mark as obsolete

walang deletion form the system not from the database

5. Monitoring - monitoring, revision history gawa ka na lng ng report form na ang source doc is excel file.

6. Reporting - di ko na alam (nagcommercial na si maam tinawag ng anak kaya di nadiscuss)

paano magegel/lilink ung risk management and IQA paano makikita saan portal (sa capstone na etu)