

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

Office of the Executive Director

MANAGEMENT REVIEW MEETING

Minutes of the Meeting

November 19, 2018

2F Board Room, Training and Administration Center

Present: Lilia T. Habacon- Executive Director
 Rod Allan A. De Lara – Deputy Executive Director
 Ma. Concepcion B. Sakai- FAD Chief
 Jessamyn O. Yazon- RPAD Chief
 Kristine T. Bartolome- Attorney IV/ Secretariat

Discussion Points:

FROM	ISSUES / CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
	The meeting started at 3:00 PM.				
Ms. Lilia Habacon	Welcomed the attendees and opened the meeting by expressing her appreciation to the PSHS OED Management Committee for their commitment in continuously maintaining and enhancing the PSHSS' quality management system and explaining the rationale and objectives of the meeting.	-	-	I	-
	1. Status of Action from the Previous Management Review				
Ms. Lilia Habacon	To give room for <i>'Transition'</i> the effectivity date of the QMS Manual was changed to May 2018. Due to the change in the effectivity date, the management review conducted on December 2017 will not be considered for ISO audit purposes. Instead today's management review will be treated as the first management review for the PSHS System Office of the Executive	-	-	I	-

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	Director.				
	2. Business for the Day				
	<p>2.1. Changes In External and Internal Issues that are relevant to the QMS</p> <p>To address the concerns raised during the October 12, 2018 Stage 1 Audit, the PSHSS OED Divisions and Units' SWOT Analysis were updated last October 29, 2018.</p> <p>Notable changes in the SWOT Analysis were the OED's compliance with:</p>	-	-		-
	<ul style="list-style-type: none"> • RA 10173 "Data Privacy Act of 2012"- Data Protection Officer in the OED was appointed and several Memorandums were issued to comply with the law. • RA 11036 "Mental Health Act" – Workshops to improve the socio-emotional skills of PSHS personnel were conducted last July and August 2018 • RA 10058 'Act Strengthening the Compliance with occupational Safety and Health Standards" – On going discussion on the conduct of training and provision of supplies to ensure safety of OED General Services personnel. • Draft PSHS System Intellectual Property (IP) Policy – Draft IP policy for approval of BOT to address concern on the protection of Intellectual Property Rights of scholars sent abroad over their inventions. 				

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	<p>2.2. <u>Customer satisfaction and feedback from relevant interested parties</u></p> <p><u>Customer Satisfaction</u></p> <p>Customer Satisfaction Surveys in the form of Resource Person and Activity Evaluation Forms are distributed after every OED spearheaded activity to determine the effectiveness of the activity in so far as customer satisfaction and expectations are concerned.</p>										
	<p>The Evaluation Forms likewise provide a space for the participants to provide suggestions to improve the activity and other activities they wish to be conducted.</p> <p>As of date, the following customer satisfaction ratings for OED Activities conducted were as follows:</p> <table border="1" data-bbox="287 1149 1189 1442"> <thead> <tr> <th data-bbox="287 1149 741 1190">Activity</th> <th data-bbox="741 1149 1189 1190">Rating</th> </tr> </thead> <tbody> <tr> <td data-bbox="287 1190 741 1369">PSHS System: Training Seminar on Competency Based Recruitment and 2017 Rules on Administrative Cases in the Civil Service (September 11-13, 2018)</td> <td data-bbox="741 1190 1189 1369">86% of the participants strongly agreed that the examples/ exercises given by the Resource Person reinforced training/ workshop/ activity objectives</td> </tr> <tr> <td data-bbox="287 1369 741 1442"></td> <td data-bbox="741 1369 1189 1442">100% of the participants responded that training objectives</td> </tr> </tbody> </table>	Activity	Rating	PSHS System: Training Seminar on Competency Based Recruitment and 2017 Rules on Administrative Cases in the Civil Service (September 11-13, 2018)	86% of the participants strongly agreed that the examples/ exercises given by the Resource Person reinforced training/ workshop/ activity objectives		100% of the participants responded that training objectives				
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		were accomplished and it has increased their knowledge and capabilities.				
	PSHS System 2018 National Teachers' Conference July 16-20, 2018	Overall, participants were greatly satisfied with the conduct of the training with 41% of them rating the training activity as "Outstanding" and another 51% rated as "Very Satisfied". Seventy-five percent (75%) also mentioned that the length of the activity is "Just Right".				
	Capability Building of Socio-Emotional Skills of PSHS Students (formerly Life Career Development Program (Assessment and Evaluation Workshop)/ August 28-31, 2018	Overall, participants were greatly satisfied with the conduct of the training with 68% of them rating the training activity as "Outstanding" and another 31% rated as "Very Satisfied". Ninety-two percent (92%) also mentioned that the length of the activity is "Just Right" and 5.43% felt that the event and more time should have been allotted.				
	<u>Customer Complaints</u>					
	No complaints were received regarding OED personnel from May		-	-	1	Only validated written

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	2018 to present.				complaints with the name of the complainant will be processed.
	<p>2.3. <u>Extent to which Quality Objectives have been met</u></p> <p>The OPCR (Quality Objectives) of PSHSS OED and IPCR of OED personnel was enhanced last October 29, 2018 in response to the observations raised during the Stage 1 Audit last October 12, 2018.</p> <p>The accomplishment will be reported on January 2019.</p>	-	-		-
	<p>2.4. <u>Process performance and conformity of products and services</u></p> <p>The IPCR Targets of the employees were aligned with the enhanced OPCR Targets of the OED. All targets in the IPCR of the employees are aligned with the OPCR Targets and ISO 9001: 2015 requirements.</p> <p>All targets are on-going.</p>	-	-		-
	<p>2.5. <u>Nonconformities and Corrective Action</u></p> <p>Sources of nonconformities include non-audit of the IQA process, deviation between actual and written procedures (Ref. CARs, May 2018 Audit)</p>	-	-		-
	<p>OED</p> <ul style="list-style-type: none"> 17 CARs from Offices/ Units audited were reported. Numerous OFIs were also identified (See IQA Audit 	-	-		-

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	<p>Report, 25-26 May 2018)</p> <ul style="list-style-type: none"> • As of date, only two (2) CARs remain partially open, pending: <ul style="list-style-type: none"> ○ Updating of Records Disposition Schedule (RDS) with reference to: Memo No. 29 s. 2017 ○ DRRM Plan based on the DRRM workshop outputs on 3 – 6 April 2018. A draft DRRM plan was submitted, together with workshop outputs, but have not been finalized. Workshop outputs were submitted to DOST – HRDP. • Customer Complaints – None issued. • Outside IQA Schedule – None issued. 				
	<p>2.6. <u>Monitoring and Measurement Results</u></p> <p>The following inventory of data to analyze and evaluate shall include the following:</p> <ul style="list-style-type: none"> ▪ No. of Administrative, Academic, and Personnel Actions resolved by the BOT/ Execom ▪ Non-Conformities on QMS ▪ Non-Conformities during External Audit ▪ Budget Utilization ▪ No. of NCE applicants, Kits and Information Materials ▪ No. of Municipalities with NCE ▪ Client Satisfaction Rating ▪ Progress and Status of Legal Concerns Raised ▪ No. of Beneficiaries of Academic/ Administrative Activities ▪ No. of Academic and Administrative Activities Conducted 				

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	<p>The analyzed and evaluated data for 2018 shall be used as baseline data for monitoring and measuring results as well as determining appropriate interventions.</p>				
	<p>2.7. <u>Audit Results</u></p> <p>The following IQA activities were reported:</p>				
	<p>May 23, 2018 Conducted an opening meeting/ discussion with the different units and discussed areas that will be audited. Performed an initial ocular inspection of each division. Discussed areas that will be subject of the audit.</p> <p>May 25, 2018 Conducted the first day audit based on scheduled audit plan.</p> <p>May 28, 2018 Conducted the second day of audit following the processes' checklist constructed from the revised PSHSS manual of operations.</p> <p>June 15, 2018 Conducted post audit meeting and discussed areas of concerns in both the common checklist and process check list</p> <p align="right"><i>See IQA Audit Report</i></p> <p>In response to the first stage audit, subsequent audits were conducted:</p> <p>November 6, 2018 Top Management Audit. Involving the Mancom (i.e. Executive Director, Dep. Exec. Director,</p>				

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	<p>Chief RPAD, and Chief FAD) Audit of Document Controller. November 6, 2018 November 7, 2018 Audit of the IQA Process by Process Reviewer.</p> <p style="text-align: right;"><i>See Respective Audit Report</i></p> <p>The following information were reported:</p> <ul style="list-style-type: none"> ▪ No. of Administrative Activities Conducted: Thirteen (13) ▪ No. of Beneficiaries of Administrative Activities Conducted: 363 ▪ No. of Academic Activities Conducted: Nineteen (19) ▪ No. of Beneficiaries of Academic Activities: 2564 												
	<p>The accomplishments above are over and beyond the targets set at the beginning of FY2018.</p>												
	<p>QMS Meetings and follow up on CARs/ OFIs were conducted on the following dates:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">DATE</th> <th style="text-align: left;">AGENDA</th> </tr> </thead> <tbody> <tr> <td>10 July 2018</td> <td>Presentation and Discussion of IQA results, and Status of CARs/ OFIs Email follow up: <ul style="list-style-type: none"> • 26 June 2018 • 29 June 2018 • 5 July 2018 </td> </tr> <tr> <td>28 August 2018</td> <td>Follow up on CARs, ISO Matters</td> </tr> <tr> <td>24 September 2018</td> <td>Preparation for Stage 1 Audit</td> </tr> </tbody> </table>	DATE	AGENDA	10 July 2018	Presentation and Discussion of IQA results, and Status of CARs/ OFIs Email follow up: <ul style="list-style-type: none"> • 26 June 2018 • 29 June 2018 • 5 July 2018 	28 August 2018	Follow up on CARs, ISO Matters	24 September 2018	Preparation for Stage 1 Audit	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p> </p> <p> </p>	<p>-</p> <p>-</p>
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24 September 2018	Preparation for Stage 1 Audit												
	<p>2.8. <u>Performance of External Providers</u></p>												

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	<p><u>FAD</u> The performance of the LBP Service Corporation, the OED's external manpower service provider will be evaluated at the end of the year as they were only contracted last August 2018.</p> <p>Supplier evaluation rating conducted by Procurement/ Supply officer.</p>	-	-	I	-
	<p>2.9. <u>Adequacy of Resources</u></p> <p>The resources were analyzed and the results are shown below:</p>	-	-	I	-
	<p>OED</p> <ul style="list-style-type: none"> • Utilization of funds – as of October 31, 2018, the OED has a 72% Utilization rate. • Manpower – The OED has filled 33 regular plantilla positions. There are three (3) remaining unfilled positions (1 Administrative Assistant III and 2 Science Education Specialist). • The System has engaged a service provider to supplement the existing manpower. • Supplies and Equipment – The OED supplies and equipment are adequate based on APP. • The System has sufficient manpower to fulfill its mandate. 	-	-	I	-
	<p>2.10. <u>Effectiveness of Actions Taken to address Risks and Opportunities</u></p>	-			-

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	<p>The SWOT was updated last October 29, 2018.</p> <p>Risk Treatment Plan – Each unit has updated their risk assessment and risk treatment plan.</p> <p>Opportunity Plan – Each unit has updated their risk assessment and risk treatment plan.</p> <p>The assessment will include an assessment of the controls available so the effectiveness of the plans and appropriate interventions may be undertaken.</p>		-	I	-
	<p>The Training Needs Analysis conducted will considered in evaluating the effectiveness of the plans.</p>				
	<p>2.11. <u>Opportunities for Improvement</u></p> <p>Accomplished and planned/ on-going improvements are presented. These are as follows:</p>		-	I	-
	<ul style="list-style-type: none"> • Planned Improvements <ul style="list-style-type: none"> ○ PSHS System Intellectual Property Policy ○ Procurement of additional vehicle for the OED ○ ISO 9001: 2015 Certification ○ Improvement of Homeroom program to monitor socio-emotional skills of students 	<p>OED FAD</p> <p>OED/FAD/RPAD RPAD</p>	<p>December 2018 November 2018</p> <p>December 2018 2018-2020</p>	I	<p>-</p> <p>-</p>

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	<ul style="list-style-type: none"> ○ Creation of a Data Privacy Manual ○ K-12 Curriculum Review <ul style="list-style-type: none"> ● Accomplished Improvements <ul style="list-style-type: none"> ○ Improvement on Statistics I Curriculum – July 2018 ○ Strengthened linkages (i.e. Unilab) ○ Procured another vehicle for OED ○ Balik Scientist Program ○ Students with International winnings 	<p>OED RPAD</p>	<p>February 2019 2019-2020</p>		
	<p>2.12. <u>Any need for changes to the quality management system</u></p>				
	<ul style="list-style-type: none"> ○ The PSHS System QMS Manual's effectivity date was moved to May 2018. ○ The Quality Policy was improved. ○ The PSHS Campuses were excluded in the Curriculum review as this is the task of the of RPAD. ○ The OED RPAD is in charge of the development and monitoring of PSHS curriculum and provides other support functions. ○ Quality Objectives (OPCR and IPCR) were enhanced as a result of the Stage 1 Audit last October 12, 2018 ○ There are several revisions in the Manual to more effectively fulfill the System's mandate. ○ Changes in the Manual were also made to clearly delineate the function of OED from the Campuses. The OED is the policy development and review body of the System. The OED also serves as the liaison between 		<p>-</p> <p>-</p> <p>-</p>	<p> </p> <p> </p> <p> </p>	<p>-</p> <p>-</p> <p>-</p>



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	<p>the Executive Committee and the BOT.</p> <ul style="list-style-type: none"> ○ The Admissions Unit is in charge of the processing of NCE applications, development of test questions and checking of NCE papers. ○ Changes in the Program/ Curriculum Development Review and Enhancement procedures under SOM 4.0 ○ Changes in the QMS Manual will also be effected for the System's compliance with national and international statutory and regulatory requirements namely, <ul style="list-style-type: none"> - Data Privacy Act of 2012 - New employee contribution rate for GSIS - Ease of Doing Business Law - Alternative Dispute Resolutions resources inclusion as a line item budget - RA 10058 Occupational safety requirements - Omnibus Rules on Appointments and other Human Resource Actions 				
	<p>The following have been excluded from the functions of OED through an approved DCR:</p> <ul style="list-style-type: none"> ● Student Services Manual ● Curriculum and Instruction and Manual <p>Corresponding QMS Manuals have been revised and posted in the website</p>				
	<p><u>2.13.Resource Needs</u></p>				

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	The resources needed as a result of the discussion are as follows:	-	-		-
	OED – No additional resources needed.	-	-		-
	<u>2.14. Other matters</u>				
	No other matters were raised.	-	-		-
Ms. Lilia Habacon	No further discussion was made. The meeting adjourned at around 7:00 PM	-	-		-

Legend: I – Information Only;

A# – Action Required; # indicates the number of times the target date was changed;

C – Complied/Completed

Prepared by:

Kristine T. Bartolome
KRISTINE T. BARTOLOME
 Attorney IV

Noted by:

Lilia Habacon
MS. LILIA HABACON
 Executive Director



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	Name	Designation	Signature
1.	Lilia T. Habacon	Executive Director	
2.	Rod Allan A. De Lara	Deputy Executive Director	
3.	Ma. Concepcion B. Sakai	FAD, Chief	
4.	Jessamyn O. Yazon	RPAD, Chief	
5.	Kristine T. Bartolome	Attorney IV/ Secretariat	