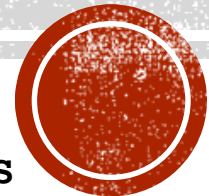


PREPARATORY MEETING FOR THE QMS ACTIVITIES

for the
Department of Environment and Natural Resources



02 July 2021 / 9:00 A.M. – 11:30 A.M.

Expansion of the ISO 9001:2015-Certified QMS of the DENR

DAP PROJECT TEAM



SAMUEL "SAM" ROSAL

Supervising Fellow



RITCHELL "Chel" FURIGAY-CUNANAN

Project Manager



ANTONIO "Tony" SANTOS

Resource Person



ORLANDO "BeeDee" BOTERO, JR.

Project Staff



DAP PROJECT TEAM



ARNEL “Arnel” NUÑEZ

Resource Person



MARIA VERONICA “Nina” ANGELES

Course Facilitator



JANE “Jane” JAVIER

Resource Person



LORALI ANN “Lala” BELTRAN

Assessor



EXPANSION OF THE DENR QMS ROADMAP

Workshop on
Process Mapping and
Risk-Based Quality
Planning (Jul)



WS on the Enhancement of
Quality Management
System Documentations and
QMS Implementation
Planning (Jul)



MONTH 3



Technical Guidance on
Quality Management
System and Service/Process
Improvement
Implementation (Sep)

Trainers' Training on Root
Cause Analysis and
Corrective Action, and
Management Review
(Nov)



Recertification
(Jan 2022)



MONTH 1



Seminar on ISO
9001 (Jul)

MONTH 2



Workshop on Service
Process Improvement
(Aug)



Trainers' Training on
ISO 9001:2015 QMS
Requirements
and Implementation
(Aug)

MONTH 4



Training Course on ISO
19011:2018 Guidelines
for Auditing Management
Systems
(Oct)

MONTH 5



Readiness
Assessment
(Dec)



Proposed Schedule for the Department of Environment and Natural Resources

CY 2021

No.	Activity	Target Date of Implementation	DAP Project Team
1	Submission of Project Workplan	June 1-30	Chel
2	Seminar on ISO 9001:2015 QMS Implementation for the Top Management	Bet July 5-9	Dir Sam, Chel, BeeDee
3	Workshop on Process Mapping and Risk-based Quality Planning	July 12 – 14	Tony, Chel, BeeDee *Strat/Op Plan, QMS Manual, samples of ROAA (bureaus, services, field offices), OPCR
4	Workshop on the Enhancement of Quality Management System Documentations and QMS Implementation Planning	July 28 – 30	Tony, Chel, BeeDee *additional ROAA, reference documents mentioned in the QMS Manual,
5	Workshop on Service Process Improvement	August 16 – 18	Arnel, Chel, BeeDee *identify frontline services to be streamlined
6	Trainers' Training on ISO 9001:2015 QMS Requirements and Implementation	August 23 – 27	Jane, Chel, Nina, BeeDee

**Proposed Schedule
for the Department of Environment and Natural Resources**

CY 2021

No.	Activity	Target Date of Implementation	DAP Project Team
7	Technical Guidance on Quality Management System and Service/Process Improvement Implementation	September 20 – 24	Tony, Chel, BeeDee * “semi-audit”
8	Training Course on ISO 19011:2018 Guidelines for Auditing Management Systems	October 12 – 15	Tony, Chel, BeeDee * pre-test/reviewer, lecture, role playing, audit forms, internal audit procedure
9	Trainers’ Training on Root Cause Analysis and Corrective Action, and Management Review	November 8 – 12	Jane, Chel, Nina, BeeDee
10	Readiness Assessment	December 2 – 3 December 6 – 7	Lala, Chel, BeeDee
11	Project Team Debriefing	December 13	Dir Sam, Chel, BeeDee

**Proposed Schedule
for the Department of Environment and Natural Resources**

CY 2022

No.	Activity	Target Date of Implementation
1	Submission of Progress Reports on the Status of QMS Certification	January 31, 2022 – 1 st Progress Report Succeeding quarterly reports as necessary
2	Submission of Documentation of the Benefits and Impact of QMS to the DENR	May 31, 2022



B. The **DENR** shall:

- 1) designate a counterpart support team who will closely work with the DAP Project Team regarding the technical and administrative requirements of the project, including the progress monitoring of the various project activities;
- 2) provide logistical requirements of the project face-to-face or virtual activities, such as training/workshop/seminar/meeting venue, accommodation (when necessary), equipment (LCD projector with desktop or laptop), training supplies, reproduction of orientation, training, and seminar materials for participants, and meals and snacks of participants and resource persons, including hosting of virtual activities, as applicable subject to availability of funds and existing government accounting and auditing rules and regulations;



- 3) provide the transportation for the resource persons and the DAP Project Team, from DAP Office, Pasig City to training/workshop/seminar/meeting venue and vice-versa, as applicable;
- 4) enhance the necessary documented information, including specific QMS-related forms and tools, and make the necessary revisions to ensure their alignment to ISO 9001:2015 standard, with guidance from DAP Project Team;
- 5) ensure the implementation of relevant project activities, including process and/or service quality improvement action plans, and provide policy support for the implementation of quality systems and procedures adopted by the DENR;
- 6) ensure the availability and participation of staff/participants concerned during the conduct of training courses and other activities necessary in the course of the project;
- 7) ensure that the project is completed within the agreed duration;
- 8) pursue certification of the established QMS of the additional processes and/or sites to ISO 9001:2015 standard within six months to one year upon completion of the DAP's technical assistance;
- 9) provide the DAP Project Team progress reports on the status of certification and implementation of improvement action plans upon completion of the DAP's technical assistance;
- 10) share the benefits and impact of establishing QMS to other government agencies during any event that may be organized by the DAP and/or through a report submitted to DAP for the purpose of advocating QMS in the government.



Other Requirements:

- Submit List of Attendees/Training Participants prior to activity/training (ensure completeness of information and name spelling for seminar/training).
- Get the complete name and designation of DENR officer to deliver the Opening/Closing Remarks for the Seminar/Training, if any.
- The Participant's Profile and Expectations will be sent to target participants by the DAP Project Team and the Secretariat should remind the pax of its submission prior to seminar/training
- Ensure availability and accessibility of latest QMS Manual, procedures, forms, ROAA, among others, to be shared to pax and to be used for workshop sessions
- Assistance of the Secretariat to check the participants' daily attendance, create break out rooms for the workshops
- Create Group Chat for communication thru FB messenger (add: Chel Furigay Cunanan)
- Create Google Drive for DENR Activity Outputs, and other materials
- Allow DAP Team to be the Co-Host (Chel Furigay-Cunanan, Tony Santos, Nina Angeles, Jane Javier, Arnel Nuñez, Lala Beltran, BeeDee Botero) to the DENR's preferred online platform
- Sessions shall start from 9AM to 6PM





NEXT ACTIVITY



No.	Activity	Requirements
1	Seminar on ISO 9001:2015 QMS Implementation for the Top Management	<p>Submit via email:</p> <ul style="list-style-type: none">○ List of attendees○ DENR QMS Structure and Functions <p>Provide:</p> <ul style="list-style-type: none">○ The name and designation/position of the DENR officer who will deliver the Closing Remarks○ GMeet or Zoom link to the DAP Project Team <p>When:</p> <ul style="list-style-type: none">○ Between July 5 – 9○ Session starts at 9:00 A.M.○ Session ends at 5:00 P.M.