



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

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Division/Unit: **QUALITY MANAGEMENT SECRETARIAT**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
SYSTEM PROCEDURES MANUAL							
SP-R12-01	REGIONAL INTERNAL QUALITY AUDITING	10.01.17					
FM-SP-R12-01-01	Regional Internal Quality Audit Program	10.01.17					
FM-SP-R12-01-02	Regional Internal Quality Audit Plan	10.01.17					
FM-SP-R12-01-03	Attendance Sheet	10.01.17					
FM-SP-R12-01-04	Regional Internal Quality Audit Checklist	10.01.17					
FM-SP-R12-01-05	Regional Initial Audit Report	10.01.17					
FM-SP-R12-01-06	Regional Audit Report	10.01.17					
FM-SP-R12-06-01	Corrective Action Report Monitoring Matrix	10.01.17					
FM-SP-R12-01-07	Opportunities for Improvement Report	10.01.17					
FM-SP-R12-01-08	Opportunities for Improvement Report Monitoring Matrix	10.01.17					
FM-SP-R12-01-09	Corrective Action Report Monitoring Matrix	10.01.17					





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		00	01	02	03	04	05
SP-R12-02	RISK IDENTIFICATION, EVALUATION AND CONTROL	10.01.17					
FM-SP-R12-02-01A	Risk Register (Objective)	10.01.17					
FM-SP-R12-02-01B	Risk Register (Process)	10.01.17					
FM-SP-R12-02-02	Risk Criteria Matrix	10.01.17					
FM-SP-R12-02-03	Opportunity Management Plan	10.01.17					
FM-SP-R12-02-04	Risk Control/Opportunity Plan (Status Monitoring)	10.01.17					
SP-R12-03A	CONTROL OF MAINTAINED INTERNAL DOCUMENTED INFORMATION	10.01.17					
FM-SP-R12-03A-01	Masterlist of Internal Documents	10.01.17					
FM-SP-R12-03A-02	Distribution List Form	10.01.17					
FM-SP-R12-03A-03	Recall Form	10.01.17					
FM-SP-R12-03A-04	Document Control Request (DCR) Form (Internal Document)	10.01.17					
FM-SP-R12-03A-05	DCR Logsheets	10.01.17					





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SP-R12-03B	CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION	10.01.17					
FM-SP-R12-03B-01	Masterlist of External Documents	10.01.17					
FM-SP-R12-03B-02	Document Control Request (DCR) Form (External Document)	10.01.17					
SP-R12-03C	CONTROL OF RETAINED DOCUMENTED INFORMATION	10.01.17					
FM-SP-R12-03C-01	Masterlist of Retained Documented Information	10.01.17					
SP-R12-04	EXTERNAL CLIENT SATISFACTION SURVEY	10.01.17					
FM-SP-R12-04-01	External Client Satisfaction Survey Form	10.01.17					
FM-SP-R12-04-02	CSS Monitoring Log Sheet	10.01.17					
SP-R12-05	SERVICES COMPLAINTS HANDLING	10.01.17					
FM-SP-R12-05-01	Client Complaint Form	10.01.17					
SP-R12-06	NON-CONFORMITY AND CORRECTIVE ACTION	10.01.17					
FM-SP-R12-06-01	Corrected Action Report	10.01.17					
SP-R12-07	CONTROL OF NONCONFORMING OUTPUT	10.01.17					
FM-SP-R12-07-01	Nonconforming Service Form	10.01.17					
FM-SP-R12-07-02	Nonconforming Service Output Logsheet	10.01.17					





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SP-R12-08	MANAGEMENT REVIEW	10.01.17					
FM-SP-R12-08-01	Management Review Minutes	10.01.17					
SP-R12-09	PROCESS PERFORMANCE MONITORING & MEASUREMENT						
FM-SP-R12-09-01	QMS Process Summary Logsheet (PSL)	10.01.17					
FM-SP-R12-09-02	QMS Performance Analysis Report	10.01.17					
SP-R12-10	QMS PLANNING	10.01.17					
QO-R12-QMS	QMS Quality Objective	10.01.17					
QO-QP Code	QP Quality Objective	10.01.17					
QAP-QP-Code	Quality Action Plan (QAP)	10.01.17					
IP-R12	Interested Parties Matrix	10.01.17					
CR-R12	Context of Registry	10.01.17					







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Prepared by:	Noted by:
 CATHERINE A. MACION Regional Document Controller	 LAILYN A. ORTIZ, CESE Regional Quality Management Representative

