PROCEDURE TITLE	**QMS PLANNING**
SCOPE	Covers the activities from the review of the existing QMS scope up to the communication of approved Quality Objectives to all concerned.
PURPOSE	To define an effective QMS planning process for identifying external and internal issues, interested parties, setting QMS objectives and targets as basis for assessing its effectiveness.

PROCESS DECSRIPTION:

INPUT	PROCESS	OUTPUT
Purpose and Strategic Direction — DILG RXII	QMS PLANNING	Context, Risk, Interested Parties and Opportunity Registry, Approved Quality Objectives, Quality Action Plans — DILG RXII

DESCRIPTIVE STATEMENT:

The concerned Offices prepares the Context, Risk, Interested Parties and Opportunity Registry to understand the organization and its context. The QMS Scope is then reviewed for the updating of Regional quality objectives. Preparation and conduct of QMS planning is then carried out for the review and updating of quality objectives and quality action plans. All QMS Planning output documents are duly approved and communicated to all concerned Offices.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	**QMS Secretariat, Concerned Division/s and Unit/s**	Determine external and internal issues and interested parties, risks and opportunities	• Determine external and internal issues of DILG using the Context, Risk, Interested Parties and Opportunity Registry relevant to its purpose and strategic direction for the year, as follows: • QMS Secretariat in coordination with the Planning Officer and concerned Division/Unit: Draft the overall Regional Context, Risk, Interested Parties and Opportunity Registry for the PPAs under each Outcome Area; and • Submit to the Quality Management Representative for review and to the Regional Director for approval.	• Context, Risk, Interested Parties and Opportunity Registry
2	**QMS Secretariat and Quality Management Representative**	Review the QMS Scope and update the Organizational Objectives	• Review current processes in the QMS in relation to the Region's Major Final Outputs (MFOs) and strategic direction for any possible inclusion / exclusion of other DILG	• Quality Manual • List of QMS processes and QOs

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			XII Regional services / processes. • In case of additional inclusion or any exclusion of existing processes/services to the QMS, seek approval from the Regional Director. • Review and update as necessary the overall organizational objectives using the QO-RXII-QMS form based from the performance targets set to the Region per the year's General Appropriations Act, cascaded targets from the Central Office and as required by national agencies, if any. • Secure approval of the Regional Director for the overall Regional quality objectives.	
3	**QMS Secretariat (Representatives); Process Owners**	Prepare for the conduct of QMS Planning	**QMS Secretariat:** • Prepare the necessary documents for the conduct of the QMS Planning Workshop inclusive of budgetary requirements, dates, participants and venue. • Secure approval of concerned signatories. • Upon approval of the activity, communicate with all concerned. • Provide all concerned the applicable forms and guidelines, if any, as basis for their preparation to the QMS planning workshops. **Process Owners:**	• Activity Design/Advisory/Attendance Sheet as appropriate • Process Quality Monitoring and Evaluations (QMEs) • Quality Objectives (QO) • QAPs, if any

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References

			• Prepare the following, as appropriate, duly signed by identified signatories:
			  • Summary of previous year's performance results / accomplishment vs. quality objectives;
			  • Proposed functional / process quality objectives and targets for the new calendar year.
			  • Quality action plan (QAP) where necessary.
			• Supporting documents for the goals / objectives / targets.
				• Supporting Documents

4	**QMS Secretariat; ALL Process Owners**	• Conduct the QMS Planning	• **QMS Secretariat:** Facilitate the QMS Planning workshop under direct supervision of the QMR. • **ALL Process Owners:** Present the quality objectives and targets for the ensuing year. Provide basis of targets using the previous year's performance results. Align with OPB, SPMS and other relevant documents showing performance targets of the DILG-CO. **Note:** Consider the top management objectives in the setting of functional / process objectives and targets. • **Secretariat:** Collect all quality objectives and targets.	• QO-RXII-QMS
5	**QMS Secretariat (representatives)**	• Consolidate the submitted QMS Planning outputs	• Consolidate the proposed quality objectives and targets. • Review linkage or consistency with the	• QO-RXII-QMS

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			overall Regional Quality Objectives. • Submit to QMR for review and to the Regional Director for approval.	
6	**Deputy QMRs; QMR; Regional Director**	• Review and sign the quality objectives / targets	• Review and sign the Quality Objectives (QO), as appropriate.	• QO-RXII-QMS
7	**QMS Secretariat, Process Owners**	• Communicate the quality objectives	• **QMS Secretariat:** Provide copy for the Regional Document Controller for distribution to the concerned Process Owners of each Office controlled copies of their approved QMS objectives in accordance with the Control of Maintained Internal Documented Information Procedure, • **Process Owners:** Communicate the approved quality objectives/ targets and other agreements made in the planning workshop within their respective Offices.	• Control of Maintained Internal Documented Information Procedure
8	Designated Records Custodian	• Retain Records	• Retain records in accordance with Control of Retained Documented Information Procedure and Master List of Records.	• Control of Retained Documented Information Procedure • Masterlist of Records

Prepared By	Reviewed By	Approved By
MARY ANN R. TRASPE	**LAILYN A. ORTIZ, CESO V**	**JOSEPHINE CABRIDO-LEYSA, CESO III**
QMS Secretariat/TWG	Assistant Regional Director **Quality Management Representative**	Regional Director **Top Management**

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