



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS

# **QUALITY MANAGEMENT SYSTEM PROCEDURE**

*A controlled copy of this Manual will be available to those persons under the controlled distribution list. The controlled copy will be kept up to date by a revision system administered by the Docket Officer.*

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		Doc. Code:	8.519.01
	CONTROL OF DOCUMENTS	Effectivity:	4 April 2016

## 1. CONTROL OF DOCUMENTS

### 1.1 PURPOSE

- a. To provide a guide for an effective method of controlling internal and external documents used in the implementation of GCG's Quality Management System.
- b. To provide guidelines on the protocol of approving the documents issued by the Governance Commission from the review of the initial draft until final approval, release, and when necessary, publication of the document.

### 1.2 SCOPE


- a. This procedure applies to all documents required by the GCG's Quality Management System such as Quality Policy, Quality Objectives, Quality Manual, Quality Procedures, Operations Manuals, Forms and Work Instruction Manuals.
- b. This procedure also applies to all the documents produced by the Governance Commission in the pursuit of its mandates, which includes, but not limited to the following official GCG Documents:
  - b.1 Memorandum for the President;
  - b.2 Memorandum for the Commission;
  - b.3 Memorandum Circular;
  - b.4 Memorandum Order;
  - b.5 Special Order; and
  - b.6 Official letters/correspondence sent by the Commission to the GOCC Governing Boards, GOCC Employees' Associations, other Government Agencies, the General Public and other similar documents.

### 1.3 DEFINITION OF TERMS

**Commission En Banc** refers to the collegial body composed of the GCG Chairman, Appointive Commissioners, and *Ex Officio* Commissioners composed of the Secretary of Finance and Secretary of Budget and Management.

**Commission Proper** refers to the collegial body composed of the GCG Chairman and Appointive Commissioners.



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**Controlled Copy** refers to the copy of the master document given to the process or document owner upon registration. When there are revisions on QMS documents, automatic issuance is provided to the personnel concerned on the newly revised document.

**Docket Officer** refers to the assigned person in charge with the custody and protection of all Master Copies and Obsolete Copies of documents indicated in the Document Master List.

**Docket Room (DR)** refers to physical location of the Information Management Section (IMS) where master copies of QMS documents are kept and filed.

**Document Master List** refers to both hard and electronic copies of the inventory of all internal and external documents.

**Electronic Copy** refers to the electronic or scanned document that is stored in the IMS. These electronic copies can be accessed through the use of GCG DMS or intranet. The access to electronic documents is subject to authorized user rights.

**External Documents** refer to documents used in the implementation of the Quality Management System which originate from sources outside GCG. These may include materials and information like technical manuals, books, regulations, forms of other Government agencies and other information used as references.

**GCG Document Management System (GCG DMS)** refers to the software application that systematically store and manage all electronic copies of GCG internal and external documents

**GCG Memorandum Circular (MC)** refers to GOCC sector-wide guidelines and rules formally issued and published by the Governance Commission pertaining specific aspects of corporate governance. All GCG MCs are to be signed by the Commission *En Banc*.

**GCG Memorandum for the President (MFP)** refers to studies, evaluations, and recommendations submitted by the Governance Commission for the approval of the President of the Philippines. All GCG MFPs are to be signed by the Commission *En Banc*.

MFPs may include the Privatization of GOCCs; Abolition of GOCCs; request for the approval of the Compensation Position Classification System (CPCS); Appointment of the Members of the Board of GOCCs; Creation of GOCCs; and Merger of GOCCs.

**GCG Memorandum for the Commission (MFC)** refers to studies, evaluations, and recommendations submitted by GCG Directors to the GCG Chairman and Commissioners for consideration and approval. All GCG MFCs are to be signed by the Author of the MFC and the Division Director, under which the Author belongs.