



MINUTES OF THE MEETING

Meeting Agenda : Management Review Venue : FAD Conference Room

Meeting Date : 14 December 2017 Time Started : 4:00 PM Time Ended : 7:32 PM

ATTENDEES

#	Name	Division	Signature	#	Name	Division	Signature
1	RD Roger A. de Dios	ORD		11	Valerei Karen A. Cabachete	MSESDD	
2	Ivee Drea M. Canoy	ORD		12	Carlos E. Cogolio, Jr.	MMD	
3	Jose Salve E. Cabiling	FAD		13	Verlin Marie M. Baldapan	MMD	
4	Fermin F. Sapuras	FAD		14	Jacob E. Rogador IV	MMD	
5	Melyn B. Delamede	FAD		15	Rhysa C. Pepino	MMD	
6	Romeo M. Dalodado	GSD		16	Keeshia Jane D. Samontina	MMD	
7	Elaine L. Galido	GSD		17	Shareen O. Garcia	AGF Consulting	
8	Liza T. Pacete	GSD					
9	Francis Glenn N. Suante	MSESDD					
10	Christie A. Apale	MSESDD					

AGENDA

#	TOPICS DISCUSSED	ACTION ITEMS	RESPONSIBLE PERSON
1.	Review the SWOT Analysis (QM-04.1)	Revise the CSS Form	Romeo M. Dalodado
1.1.	Discussion on SWOT Weaknesses	Revise the SWOT Analysis Matrix	
1.1.1.	People: <ul style="list-style-type: none"> Heavy workload, multi-tasking Mismatch in position or designation held with actual tasks and functions performed, unrealized/untapped potential Critical thinking 	Hire additional personnel for CY 2018 Reassignment of personnel, alignment of tasks and functions	Division Chief to determine, RD to review and approve
1.1.2.	Structure: <ul style="list-style-type: none"> Poor implementation of 5S Insufficient furniture and fixtures No first aid kit and fire extinguishers Safety orientation 	Conduct 5S activities per division FAD to performs need analysis and initiate purchase based on priority	All Division Chief FAD – Gen. Services
1.1.3.	Processes: <ul style="list-style-type: none"> Record keeping and document tracking Preventive Maintenance / Calibration monitoring 	MSESDD to initiate purchase request MSESDD to initiate training design	Safety Section Chief Safety Section Chief
1.1.4.	Strategies: <ul style="list-style-type: none"> Limited resources and time constraint to monitor increasing number of mining companies, manpower constraints 	FAD to streamline process FAD to device monitoring procedures	FAD – Records Officer FAD – Gen. Services
1.1.5.	Technology: <ul style="list-style-type: none"> Outdated lab apparatus, drone for environmental monitoring No established database management system Some CCTV unit malfunction 	Hire additional technical personnel to supplement existing MMD/MSESDD manpower	Division Chief to determine, RD to review and approve
1.1.6.	Information: <ul style="list-style-type: none"> Outdated lab apparatus, drone for environmental monitoring No established database management system Some CCTV unit malfunction 	Prepare project proposal for capital outlay budget to Central Office Study in-house vs. outsource to develop desired DBMS For repair / replacement	Chief Chemist, MSESDD ICT focal person FAD – Gen. Services
1.1.7.	Finance: <ul style="list-style-type: none"> No established system for fund utilization monitoring per division 	Capacitate assigned personnel on the conduct of information drive	Social Development Section Chief
		Practice the manner of fund utilization monitoring per division	All Division Chief