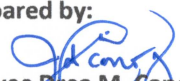






MINES AND GEOSCIENCES BUREAU REGION XIII

# MANAGEMENT REVIEW ACTION PLAN

|                   |  |  |   |  |  |  |   |  |  |
|-------------------|--|--|---|--|--|--|---|--|--|
| <b>Division:</b>  |  | <b>Year:</b> 2018  | <b>Prepared by:</b><br><br>Ivey Drea M. Canoy<br>Date: |  | <b>Reviewed by:</b><br><br>Romeo M. Dalodado<br>Date: |  | <b>Approved by:</b><br><br>Roger A. De Dios<br>Date: |  |  |
| <b>Objective:</b> |  | Set target dates for action plans made during the Management Review held last Dec 14, 2017 |   |  |  |  |   |  |  |

| # | ACTIVITIES  | RESPONSIBLE PERSON                    | TARGET DATE       | REMARKS  | STATUS                   |
|---|---|---------------------------------------|-------------------|--|--------------------------|
| 1 | Hire of additional personnel for 2018 to cope up with increased regional targets and address issues on heavy workloads, multi-tasking | All Division Chief, Regional Director | January 31, 2018  | Division Chief submitted request for personnel requirements. RD conducted interview and selection. 89% of personnel requirement already hired.   | Ongoing                  |
| 2 | Reassignment of personnel for more effective implementation of Office activities  | FAD, Regional Director                | January 31, 2018  | S.O. for reassignment of selected staff already done and assumption of new duties based on approved S.O. implemented   | Closed                   |
| 3 | Conduct housekeeping / 5S activities to improve workplace condition   | All Division Chief                    | January 31, 2018  | Initial housekeeping and 5S activities already undertaken per Division. Main constraint is availability of records facilities for storage of old/archive documents   | Ongoing                  |
| 4 | Initiate purchase request (PR) of additional furniture and fixtures   | All Division Chief, FAD               | January 31, 2018  | Some PR already submitted. FAD to facilitate procurement process   | Ongoing                  |
| 5 | Purchase of first aid kits and check fire extinguishers status  | MSESDD-Safety Section                 | January 15, 2018  | Eight (8) First aid kits already purchased and made available per division (4), guest house (1), training center (1), annex building (1) and ORD (1). Fire extinguishers inventoried (14 units), not yet expired.  | Closed                   |
| 6 | Improve record keeping and document tracking  | FAD, DRC                              | February 15, 2018 | Centralized records room already established at first floor for official receipt and release of documents. Started dry run testing of beta version of new computerized document routing and tracking system. Records storage building at the back of guesthouse still under construction and targeted for completion end of February. New routine slip form devised. | Ongoing                  |
| 7 | Preventive Maintenance / Calibration monitoring of service vehicles and equipment   | FAD - GSS                             | January 15, 2018  | Masterlist of Office equipment already done and those requiring PM and calibration identified. Preventive maintenance and calibration schedule for 2018 already done. For PM of Office vehicles, daily check-up based on checklist already started. Each driver also   | Closed, Sustain updating |

|    |   |   |                   |   |                          |
|----|---|---|-------------------|---|--------------------------|
|    |   |   |                   | assigned a designated vehicle for his maintenance duties. Monitoring already established as part of the QMS procedure manual  |                          |
| 8  | Budget Proposal for upgrading of laboratory equipment and apparatus for submission to MGB Central Office  | GSD-Laboratory Section                      | March 15, 2018    | Budget proposals were already submitted in the past but needed to be revised using prescribed DBM form.   | Ongoing                  |
| 9  | Budget proposal for acquisition of drone  | MSESDD-Envi Section                         | January 15, 2018  | Budget proposal submitted to Central Office. Waiting for budget approval  | Closed                   |
| 10 | Improve Office centralized database management system (DBMS)  | FAD, ICT focal person                       | March 31, 2018    | Under study   | Ongoing                  |
| 11 | Repair or replacement of malfunctioning CCTV units  | FAD - GSS                                   | February 28, 2018 | Inspection started  | Ongoing                  |
| 12 | Prepare training design to capacitate personnel on conduct of information drive on mining   | MSESDD                                      | March 15, 2018    | Capacity building and orientation planned for existing and new employees  | Ongoing                  |
| 13 | Monitoring of fund utilization per division   | Planning & Budget Officer<br>Division Chief | January 25, 2018  | FAD – Budget and Planning Officer to provide Division with the approved Work and Financial Plan for 2018 and quarterly updates of fund utilization                          | For quarterly monitoring |
| 14 | Simplify Customer satisfaction Form   | QMR   | January 8, 2018   | Customer Satisfaction Form was revised based on Management Review Meeting discussions. New form registered and distributed for usage to each Division                       | Closed                   |
| 15 | Modify the Quality OTP targets for selected process in GSD and FAD  | Division Process Owner of<br>GSD and FAD    | January 8, 2018   | Quality OTP targets and monthly monitoring entry modified for the identified process. Modification was reflected in the updated monitoring entries ending December 31, 2017 | Closed                   |
| 16 | Address nonconformance observations based on Internal Audit findings and report<br><br>a. NCR 001-2017 (for PM-FAD-02: Training) – Risk Assessment Matrix not yet completed | FAD   | December 15, 2017 | Completed   | Closed                   |
|    | b. NCR-003-2017 (for PM-FAD-04: Control of External Providers) – Start implementing based on the Procedure Manual   | FAD   | December 15, 2017 | Started implementing  | Closed                   |
|    | c. NCR-008-2017 (for PM-FAD-05: Preventive Maintenance) – No Quality OTP and Risk Assessment Matrix   | FAD   | December 15, 2017 | Completed   | Closed                   |

|    |   |                      |                   |   |         |
|----|---|----------------------|-------------------|---|---------|
|    | d. NCR-009-2017 (for PM-FAD-06: Calibration) – No Quality OTP and Risk Assessment Matrix  | FAD                  | December 15, 2017 | Completed   | Closed  |
|    | e. NCR-004-2017 (for PM-MMD-01: Issuance of OTP/MOEP) – Procedure Manual not yet implemented and still using old procedures   | MMD                  | January 8, 2018   | MMD opt to first conduct meeting with mining companies first for information on the new procedure. Meeting was conducted last January 4 and new procedure now being followed. | Closed  |
|    | f. NCR-002-2017 (for PM-DRC-01, 02, 03: Documents and Records) - Process manual are submitted for registration however DRC did not register the manuals and provide control copies to process owners. | DRC                  | January 15, 2018  | All submitted documents and forms for registration already registered and controlled copy provided to concerned personnel   | Closed  |
| 17 | Inform the result if the Supplier's Performance Evaluation Report to the Supplier with a "Fail" rating (73.75)  | FAD – Supply Officer | January 25, 2018  |   |         |
| 18 | Action plan based on Adequacy of Office Resources discussion  |                      |                   |   |         |
|    | a. People: issue on lack of personnel that is not in ratio with the bulk number of clients to be attended and served  | RD                   | January 31, 2018  | See Item 1 and 2 for actions taken  | Ongoing |
|    | b. Infrastructure: Cramped and narrow office space not proportionate to the current number of personnel   | RD                   | February 28, 2018 | Conduct of Office 5S and housekeeping had partly improve the cramped working space condition. Refer to item 3 and 4 for additional related remarks                            | Ongoing |
|    | c. Organizational Knowledge: Capacitate personnel thru training; make operations manual   | RD – FAD HRM         | February 15, 2018 | FAD to formulate Admin-facilitated training design and schedule for 2018  | Ongoing |
| 19 | Update Risk Assessment Matrix Status  | All Division         | December 31, 2017 | Updated   | Closed  |
| 20 | Discussion on Opportunities for improvement   | RD, All Division     |                   |   |         |
|    | a. Realign some personnel and hire capable clerical staff and technical employees   |                      | January 31, 2018  | Refer to items 1 and 2 remarks  | ongoing |
|    | b. Plan, design and conduct trainings and workshops   |                      | February 15, 2018 | Trainings Need Analysis form distributed to employees. Annual training plan to follow based on needs analysis   | Ongoing |
|    | c. Purchase and provide basic office supplies such as rags, bulbs, etc.   | FAD                  | January 31, 2018  | Purchase started  | Ongoing |