



Republic of the Philippines  
DEPARTMENT OF SCIENCE AND TECHNOLOGY  
PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL VISAYAS CAMPUS



Certificate No. PHP QMS 21 93 0071

**MINUTES OF THE MEETING FOR THE MANAGEMENT REVIEW  
MINI-CONFERENCE ROOM 3<sup>RD</sup> FLOOR ADMIN BUILDNG  
November 17, 2022**

**Present:**

- |                             |                               |                                 |                      |
|-----------------------------|-------------------------------|---------------------------------|----------------------|
| 1. Dr. Rachel Luz V. Rica   | 10. Elsie Marie B. Batoctoy   | 19. Abraham Pitos               | 28. Gee Elle Carumba |
| 2. Romil P. Albiso          | 11. Maria Fengina S. Saquibal | 20. Rolita L. Duaban            |                      |
| 3. Kenneth C. Balili        | 12. Dr. Richard C. Balais     | 21. Julliene Anne S. Sarmago    |                      |
| 4. Dr. Leonila N. Oyangoren | 13. Diana Jane P. Zamora      | 22. Maria Vilma R. Buscato      |                      |
| 5. Mary Joy M. Villamora    | 14. Felixberto L. Sasaban Jr. | 23. Jennifer Bajo               |                      |
| 6. Ruby Cres J. Gayda       | 15. Paul Isaac O. Dizon       | 24. Anthony A. Tabay            |                      |
| 7. Engr. Jerl M. Oyangoren  | 16. Rosie Tejones             | 25. Maria Ana C. Awit           |                      |
| 8. Dr. Riza Reyna G. Calma  | 17. Ligaya B. Geslaga         | 26. Eleazar Guia                |                      |
| 9. Cyril B. Magallanes      | 18. Princess Garnet Q. Albiso | 27. Jessica Athena S. Villafior |                      |

**Absent:**

1. Norma M. Abegonia – Human Resource Management Officer
2. Marjhun Ricarte – Assistant to the CID Chief (Academic Affairs)
3. Jovanie O. Bajenting – Laboratory Assistant (Computer laboratory)
4. Lillian P. Rendon – Records management Unit
5. Lynn L. Datanagan – Accounting
6. Nilo Jeremias Kintanar – Cashier

**Part 1 – CALL TO ORDER**

The Management Review was called to order by the campus director, Dr. Rachel Luz V. Rica, at 01:30 PM. The rationale and objectives of the meeting were stated by the QMR and the agenda of Management Review was read and identified.

**AGENDA:**

1. Status of actions from the previous management reviews
2. Change in External and Internal issues that are relevant to the Quality Management System
3. Information of the Performance and effectiveness of the QMS
  - a. Customer satisfaction and Feedback to the relevant interested parties
  - b. Extent on which quality objectives have been met and process performance and conformity of products and services
  - c. Monitoring and measurement results



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- 35 d. Nonconformities and Corrective Actions
- 36 e. Audit Results
- 37 f. Performance of external providers
- 38 4. Adequacy of Resources
- 39 5. Effectiveness of actions taken to address risks and opportunities
- 40 6. Opportunities for Improvement
- 41 7. Any Need for changes to the quality management system
- 42 8. Resources
- 43 9. Other matters

44

45 **Part 2 – MEETING PROPER**

46 *Legend: I – Information only; A# – Action Required, # indicates the number of times the target date was changed; C – Complied/Completed*

FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
<b>1. Status of actions from previous management reviews</b>					
RP Albiso	This is the 6 <sup>th</sup> Management Review (5 <sup>th</sup> regular management review with 1 special management review - held last November 9, 2018) of the organization. The second year of the three-year cycle under the accreditor - TUV NORD Philippines. The following were the action items from the previous management review.	-	-	I	-
RLV Rica	<p><b>A. Status of Actions from the 2020 Management Review</b></p> <ol style="list-style-type: none"> <li>1. Permit to operate of the generator</li> <li>2. Application for Environmental Compliance Certificate</li> <li>3. Land Titling of PSHS CVisC</li> </ol> <p>The permit to operate the generator and the application of Environmental Compliance Certificate depends on the PSHS CVisC Lot Titling. The PSHS CVisC lot titling is on process. Papers for Lot Titling was submitted to the Registry of Deeds already and it is for application for special patent. Lot 4212 was already given panel execution last 2020 from DENR and is on PENRO Cebu and to be submitted and processed to the registry of Deeds and for application for special patent.</p>	<p><b>Items 1-3:</b> Ms. Rendon and Dr. Rica</p>	-	A6	<p><b>Items 1-3:</b> Lot Titling is on still on process. To support that the lot titling is on process, updates of the status of the lot titling was discussed.</p>



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JAS Villaflor	4. Health Risks-possible infection/transmission of COVID-19 among personnel and clients	<b>Item 4:</b> HSU	-	On-Going	Health protocols were instituted such as Health screening of personnel, Health Guidelines were implemented though the wearing of face masks are already optional for both indoor and outdoor places.
MJ Villamora	<b>B. External and Internal Issues Relevant to the QMs</b> 1. Preparation of in-person classes	CID and Dr. Rica	-	C	Implementation of In-person Classes were based on the issued BOT Resolution on The Implementation of the In-Person classes. PSHS CVisC care off CID and SSD conducted stakeholders (scholars and parents) meeting and orientation on the expectations and things to remember in the implementation of online classes.
MFS Saquibal	<b>C. Non-Conformities and Corrective Actions</b> 1. Alleged Failure to communicate results of bidding process for security manpower services and for allowing bidders to take over with no proper turn-over of their properties and equipment	GSMU	-	C	Reply Letter was already sent to the petitioner or the previous security, manpower services provider. Letter reply with supporting documents were also sent to <a href="mailto:pcc@malacanang.gov.ph">pcc@malacanang.gov.ph</a> to address the 888 complaints



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Dr. RLV Rica	2. Official email address of the child of Atty. Esther Biliran was allegedly hacked, intermittent internet connectivity	CID and IT Unit	-	C	Together with series of online meeting and an In-person meeting with Atty. Esther Biliran was done to address her concerns about the issue of alleged hacking of the email address of her son. The son of Atty. Biliran also chose to withdraw his scholarship in the start of SY: 2022-2023 in the fear of the COVID 19 pandemic and the compulsory in-person classes
RP Albiso	<b>Internal Quality Audit Results</b> 1. CARs related to land titling are still open	Ms. Rendon and Dr. Rica	-	A6	Lot Titling is on going
Engr. JM Oyangoren  JAS Villaflor  RL Duaban	<b>Effectiveness of Actions Taken to Address Risk Opportunities</b> 1. Conduct of regular preventive maintenance, mental health program activities and subscription of insurance policy to mitigate related risks (mental health issues, food poisoning, safety and security, equipment breakdown) <b>GSMU-Completed</b> Preventive Maintenance for both buildings and vehicles were done. All buildings and school vehicles were also insured. <b>HSU-Completed</b> So far, NO incident of food poisoning occurred. Canteen and food handling was checked and observed. <b>GCU-Completed</b> Mental health seminars and activities were implemented every school year.	GSMU, GCU, HSU	-	C	-



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KC Balili	2. Reduce customer complaints by ending employees to customer service trainings and capacity-building seminars; and establishing communication flows between clients and school personnel.	HRMO, MANCOM		C	Dorm Managers and other SSD personnel undergo either Capacity-Building Seminars (such as house-keeping seminars, dealing mental health problems, etc.) and Customer Service Trainings
Engr. JM Oyangoren	3. Posting of APP in conspicuous places in the campus and on online platform providing end user a copy of the APP and calling the attention of the end user prior to procurement schedule for on time submission of procurement request	Procurement Officer		A2 On going	Calling the attention of the end-user prior to procurement of request were done and copies of APP were also given to the end users. Procurement requests were posted on PhilGEPS.  <b>For Action:</b> Except for the bulletin board for procurement Updates, Updates of procurement requests are also going to be posted or displayed in the TV in the entrance of the admin building.
RP Albiso	Non-Closure of CARs during IQA	QMSO and MANCOM	-	I	Nonconformity related to land titling is still open.



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<b>2. Changes in external and internal issues that are relevant to the quality management system</b>					
RP Albiso	Mandatory documents such as SWOT Analysis, Risk Assessment and Treatment Plan and Opportunity Assessment and Treatment Plan of all process owners were updated in preparation and in response to the partial In-person classes for the SY: 2022-2023. Risk treatment plans were updated to identify action plans in order to lessen or mitigate the likelihood or consequence of the COVID 19 risks during the implementation of the In-person Classes.	-	-	I	-
MJM Villamora	Preparation for the full implementation of the In-person classes	CID and MANCOM	-	C	Implementation of In-person Classes were based on the issued BOT Resolution on The Implementation of the In-Person classes. PSHS CVisC, care off CID, SSD and the Health services Unit conducted stakeholders (scholars and parents) meeting and orientation on the expectations and things to remember in the implementation of In-Person Classes.



FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS																																																																																
<b>3. Information on the performance and effectiveness of the quality management system, including trends in:</b>																																																																																					
<b>3.1. Customer Satisfaction and feedback from relevant interested parties</b>																																																																																					
RP Albiso	<p>The Customer Satisfaction Survey was conducted from January 2022 to June 2022.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ffff00;"> <th></th> <th>Unit or Area</th> <th>No. of Respondents</th> <th>Average Rating</th> <th>Remarks</th> </tr> </thead> <tbody> <tr><td>1</td><td>Registrar</td><td>81</td><td>4.99</td><td>E</td></tr> <tr><td>2</td><td>ProcurementBAC</td><td>2</td><td>5.00</td><td>E</td></tr> <tr><td>3</td><td>Physics Lab</td><td>38</td><td>4.81</td><td>E</td></tr> <tr><td>4</td><td>OCD</td><td>4</td><td>4.88</td><td>E</td></tr> <tr><td>5</td><td>Library</td><td>25</td><td>4.99</td><td>E</td></tr> <tr><td>6</td><td>IT</td><td>5</td><td>4.73</td><td>E</td></tr> <tr><td>7</td><td>HR</td><td>26</td><td>4.52</td><td>E</td></tr> <tr><td>8</td><td>GCU</td><td>43</td><td>4.94</td><td>E</td></tr> <tr><td>9</td><td>GSU</td><td>20</td><td>4.93</td><td>E</td></tr> <tr><td>10</td><td>FAD Chief</td><td>3</td><td>5.00</td><td>E</td></tr> <tr><td>11</td><td>Dormitory - Boys</td><td>40</td><td>4.56</td><td>E</td></tr> <tr><td>12</td><td>Dormitory - Girls</td><td>75</td><td>4.75</td><td>E</td></tr> <tr><td>13</td><td>Discipline</td><td>10</td><td>4.59</td><td>E</td></tr> <tr><td>14</td><td>Clinic</td><td>40</td><td>4.73</td><td>E</td></tr> <tr><td>15</td><td>Cashier</td><td>11</td><td>4.91</td><td>E</td></tr> </tbody> </table> <p style="text-align: center;"><i>The individual results (ratings and comments) for each unit were presented.</i></p> <p>Generally, the performance of the delivery units was all excellent. There were no ratings or feedback from clients that can speak of alarming concerns.</p>		Unit or Area	No. of Respondents	Average Rating	Remarks	1	Registrar	81	4.99	E	2	ProcurementBAC	2	5.00	E	3	Physics Lab	38	4.81	E	4	OCD	4	4.88	E	5	Library	25	4.99	E	6	IT	5	4.73	E	7	HR	26	4.52	E	8	GCU	43	4.94	E	9	GSU	20	4.93	E	10	FAD Chief	3	5.00	E	11	Dormitory - Boys	40	4.56	E	12	Dormitory - Girls	75	4.75	E	13	Discipline	10	4.59	E	14	Clinic	40	4.73	E	15	Cashier	11	4.91	E	-	-	I	-
	Unit or Area	No. of Respondents	Average Rating	Remarks																																																																																	
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RP Albiso	Suggestion boxes will be provided with a NOTE, indicating that in cases where clients provide low ratings of 1 and max ratings of 5 in an office in all criteria, there should always be comments or reasons why these ratings were given; else those ratings were going to be considered as null and void. Max and minimum ratings should be provided with reasons and comments to provide process owners feedbacks on what to improve and what to retain in delivering their respective processes.	QMR	December 2022	A	All suggestion boxes should be provided with a note or a reminder to all clients that an average rating of 1 and 5, should always be followed with reasons and comments for their ratings to be included in the evaluation analysis.
RP Albiso	There are some offices with few respondents in the survey. Concerned personnel are reminded to regularly hand out the client feedback form to their clients after every transaction.	-	-	I	-
<b>3.2. Extent to which quality objectives have been met and process performance and conformity of products and services</b>					
Ms. Abegonia	The IPCR accomplishments from all units, for the period January to September 2020, were accounted to determine the overall status of the accomplishments of the campus. Data were collected from the units and divisions to regularly monitor and measure results that are also presented in system wide assessment and planning workshops such as the midyear performance assessment and catch-up planning. The following are the actual accomplishments for the period <b>January to September 2022:</b>	-	-	I	-





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	<b>CVisC Actual Accomplishments from January to September</b>				
	<b>2022</b>				
		<b>Target</b>	<b>Actual</b>		
	A.1.1 Percentage of PSHS graduates pursuing STEM	90%	96.67%		
	A.1.2 Cohort survival rate (Batch 2022)	90%	98.89%		
	A.2.1 No. of scholars supported for SY:2019-2020	534	537		
	A.3.1 Percentage of winnings in international competitions	85%	162.00%		
	A.3.2 Percentage of winnings in local or national competitions	85%	162.33%		
	A.4.1 Percentile of PSHS students in the US-based SAT	80	92		
	A.4.2 Rank of the campus in UPCAT scores	20	NO Ranking		
	B.1.1 Number of municipalities/cities that are recipients of promotional activities	64	127		
	B.1.2 Percentage of municipalities with applicants to the NCE	30%	68.94%		
	B.1.3 Percentage of freshmen who were able to get a GWA of 2.5 or better in the 2 <sup>nd</sup> quarter of SY: 2021-2022	90%	100%		
	C.1 Budget Utilization Rate (as of September 2022)	85%	83%		
	C.2 No. of ISO processes certified as compliant to ISO 9001:2015	2	ONGOING		
	D.1 No. of policies and actions resolved by the MANCOM	5	52		
	D.2 No. of academic activities conducted	3	37		
	D.3 No. of administrative activities	7	26		



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RP Albiso	As of September 2022, most of the key performance indicators were meet and there are even key indicators which are or more than the target.	-	-	I	-												
Dr. RLV Rica	For the key indicator A.4.2, this key indicator is not included since ranking of campuses were NOT released during the 2021 UPCA.	-	-	I	-												
Dr. RLV Rica	For the key indicator C.1, though the budget utilization is low compared to the target, but this is considered positive since the 83% budget utilization is as of September 2022. The 83% budget utilization as of September 2022 has only a gap of 2% between the target and the actual accomplishment. The three months remaining for the year 2022 is quite plenty to accomplish the remaining 2% of the target.	-	-	I	-												
RP Albiso	We cannot declare our accomplishment yet for C.3 because we must wait for the result of the surveillance audit on December 2, 2022.	-	-	I	-												
<b>3.3. Process Performance and Conformity of Products and Services</b>																	
R Albiso	<p><b>A. Evaluation of Teachers by the Students for SY: 2021-2022</b></p> <p>a.1) lowest rating: 3.81 –Satisfactory            a.2) highest rating: 5.00 – Excellent            a.3) average rating: 4.66 – Very Satisfactory</p> <p>Out of 50 teachers, 48 got a Very Satisfactory rating, 1 got and Excellent rating and 1 got a Needs Improvement Rating</p> <p><b>B. IPCR Ratings of faculty and staff from January 2021 to May 2021 (for faculty) and January 2021 to June 2021 (for staff)</b></p> <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">Faculty</th> <th style="text-align: center;">Staff</th> </tr> </thead> <tbody> <tr> <td>b.1) lowest rating:</td> <td style="text-align: center;">4.25 – VS</td> <td style="text-align: center;">4.55 – VS</td> </tr> <tr> <td>b.2) highest rating:</td> <td style="text-align: center;">4.99 – VS</td> <td style="text-align: center;">4.99 – VS</td> </tr> <tr> <td>b.3) average rating:</td> <td style="text-align: center;">4.78 – VS</td> <td style="text-align: center;">4.83 – VS</td> </tr> </tbody> </table> <p>All the personnel for both faculty and staff have a Very Satisfactory IPCR rating.</p>		Faculty	Staff	b.1) lowest rating:	4.25 – VS	4.55 – VS	b.2) highest rating:	4.99 – VS	4.99 – VS	b.3) average rating:	4.78 – VS	4.83 – VS				
	Faculty	Staff															
b.1) lowest rating:	4.25 – VS	4.55 – VS															
b.2) highest rating:	4.99 – VS	4.99 – VS															
b.3) average rating:	4.78 – VS	4.83 – VS															



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<b>3.4. Nonconformities and Corrective actions</b>					
GE Carumba	<b>HUMAN RESOURCE MANAGEMENT UNIT</b> ISO Clause FAM 4.3 on Career Pathing under Procedures no. 4-8 and no. 12. "Incomplete outputs of the other divisions for the Career pathing of employees and non-submission of consolidated progress report to FAD chief"	-	-	C	-
GE Carumba	<b>HUMAN RESOURCE MANAGEMENT UNIT</b> Nonconformity in FAM 4.12 Employee Health and Wellness Program under policies 4.12.3.8.4 (annual dental results)	-	-	A	-
GE Carumba	<b>INCIDENT COMMAND SYSTEM</b> No Incident Action Plan, Risk Reduction Strategy, and Emergency Response Plan (FAM 15, 4.5.5)	Incident Management Team	-	I	-
E Guia	The crafting of the Incident Action Plan, Risk Reduction Strategy, and Emergency Response Plan has already started. These were not yet finalized since the scope and the coverage of these plans is big and there are many situations which needs to be addressed and considered in the plans. The plans were already forwarded to the planning officer for comments and suggestions for the already.	Incident Management Team	November 2022	A	-
GE Carumba	<b>INCIDENT COMMAND SYSTEM</b> No information on Point of Contact posted in website and conspicuous place (FAM 15 4.6)	Incident Management Team	-	I	-
RP Albiso	Point of Contact will be posted on the PSHS CVisC website, and this is care off by the campus' Information Systems Analyst. Point of Contact could also be displayed in the TV in the administration building's lobby. IT personnel will be provided with the information for the Point of Contact of PSHS CVisC which is to be posted or displayed in the TV.	Mr. Cyril Magallanes	November 2022	A	-



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GE Carumba	<b>INCIDENT COMMAND SYSTEM</b> No designated post/office/base for the Incident Management Team (FAM 15.0 5.1.4)	Incident Management Team	-	A	-
GE Carumba	The extra room on the first floor of the ACA 3 building could be used as a designated post/office/base for the Incident Management Team.	-	December 2022	I	-
GE Carumba	<b>GENERAL SERVICES MANAGEMENT UNIT</b> Preventive maintenance Schedule (PMS) for 2022 was presented by the Physical Plant and Facilities Head (PPF) during the audit in which the status of maintenance for each equipment was indicated. Several equipment listed have not undergone preventive maintenance as scheduled.	-	-	A	-
Engr. J Oyangoren	Preventive maintenance to school vehicles and equipment were done but records was not updated. Records were already backed tracked and its being finalized and will be available next week.	Engr Jerl Oyangoren	November 2022	A	-
<b>3.5. Monitoring and measurement results</b>					
RP Albiso	<i>Presented comparative analysis of targets and accomplishments from 2017-2019</i>	-	-	I	-



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	<b>CVIsC Actual Accomplishments from January to September 2022</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">2020</th> <th colspan="2">2021</th> <th colspan="2">2022</th> </tr> <tr> <th>Target</th> <th>Actual</th> <th>Target</th> <th>Actual</th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>A.1.1 Percentage of PSHS graduates pursuing STEM</td> <td>90%</td> <td>100%</td> <td>90%</td> <td>99%</td> <td>90%</td> <td>96.67%</td> </tr> <tr> <td>A.1.2 Cohort survival rate (Batch 2022)</td> <td>90%</td> <td>90%</td> <td>90%</td> <td>98%</td> <td>90%</td> <td>98.89%</td> </tr> <tr> <td>A.2.1 No. of scholars supported for SY:2019-2020</td> <td>534</td> <td>538</td> <td>535</td> <td>539</td> <td>534</td> <td>537</td> </tr> <tr> <td>A.3.1 Percentage of winnings in international competitions</td> <td>80%</td> <td>NA</td> <td>80%</td> <td>550%</td> <td>85%</td> <td>162%</td> </tr> <tr> <td>A.3.2 Percentage of winnings in local or national competitions</td> <td>90%</td> <td>NA</td> <td>80%</td> <td>133%</td> <td>85%</td> <td>162.33%</td> </tr> <tr> <td>A.4.1 Percentile of PSHS students in the US-based SAT</td> <td>80</td> <td>NA</td> <td>80</td> <td>NO SAT</td> <td>80</td> <td>92</td> </tr> <tr> <td>A.4.2 Rank of the campus in UPCAT scores</td> <td>20</td> <td>9</td> <td>20</td> <td>1</td> <td>20</td> <td></td> </tr> <tr> <td>B.1.1 Number of municipalities/cities that are recipients of promotional activities</td> <td>50</td> <td>92</td> <td>50</td> <td>104</td> <td>64</td> <td>127</td> </tr> <tr> <td>B.1.2 Percentage of municipalities with applicants to the NCE</td> <td>50%</td> <td>61.0%</td> <td>30%</td> <td>61%</td> <td>30%</td> <td>68.94%</td> </tr> <tr> <td>B.1.3 Percentage of freshmen who were able to get a GWA of 2.5 or better in the 2<sup>nd</sup> quarter of SY: 2021-2022</td> <td>85%</td> <td>100%</td> <td>90%</td> <td>94%</td> <td>90%</td> <td>100%</td> </tr> <tr> <td>C.1 Budget Utilization Rate (as of September 2022)</td> <td>85%</td> <td>79%</td> <td>85%</td> <td>81%</td> <td>85%</td> <td>83%</td> </tr> <tr> <td>C.2 No. of ISO processes certified as compliant to ISO 9001:2015</td> <td>2</td> <td>4</td> <td>1</td> <td>4</td> <td>2</td> <td>ONGOING</td> </tr> <tr> <td>D.1 No. of policies and actions resolved by the MANCOM</td> <td>5</td> <td>12</td> <td>5</td> <td>48</td> <td>5</td> <td>52</td> </tr> <tr> <td>D.2 No. of academic activities conducted</td> <td>4</td> <td>10</td> <td>5</td> <td>13</td> <td>3</td> <td>37</td> </tr> <tr> <td>D.3 No. of administrative activities conducted</td> <td>2</td> <td>5</td> <td>5</td> <td>7</td> <td>7</td> <td>26</td> </tr> </tbody> </table>		2020		2021		2022		Target	Actual	Target	Actual	Target	Actual	A.1.1 Percentage of PSHS graduates pursuing STEM	90%	100%	90%	99%	90%	96.67%	A.1.2 Cohort survival rate (Batch 2022)	90%	90%	90%	98%	90%	98.89%	A.2.1 No. of scholars supported for SY:2019-2020	534	538	535	539	534	537	A.3.1 Percentage of winnings in international competitions	80%	NA	80%	550%	85%	162%	A.3.2 Percentage of winnings in local or national competitions	90%	NA	80%	133%	85%	162.33%	A.4.1 Percentile of PSHS students in the US-based SAT	80	NA	80	NO SAT	80	92	A.4.2 Rank of the campus in UPCAT scores	20	9	20	1	20		B.1.1 Number of municipalities/cities that are recipients of promotional activities	50	92	50	104	64	127	B.1.2 Percentage of municipalities with applicants to the NCE	50%	61.0%	30%	61%	30%	68.94%	B.1.3 Percentage of freshmen who were able to get a GWA of 2.5 or better in the 2 <sup>nd</sup> quarter of SY: 2021-2022	85%	100%	90%	94%	90%	100%	C.1 Budget Utilization Rate (as of September 2022)	85%	79%	85%	81%	85%	83%	C.2 No. of ISO processes certified as compliant to ISO 9001:2015	2	4	1	4	2	ONGOING	D.1 No. of policies and actions resolved by the MANCOM	5	12	5	48	5	52	D.2 No. of academic activities conducted	4	10	5	13	3	37	D.3 No. of administrative activities conducted	2	5	5	7	7	26				
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GE Carumba	The 2022 internal quality audit of the campus was held on September 19-23, 2022 covering all areas of PSHS-CVisC. The result of the internal audit showed 6 new nonconformities -CAR (as discussed in agenda 3.4) with 1 closed already and 7 new observations (OFI).	-	-	I	-																																																																																																																						



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FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
GE Carumba	<b>POSITIVE OBSERVATIONS</b> <ul style="list-style-type: none"> <li>Documents are updated, properly labeled, organized, and filed properly (<i>LU, SDU, RHU, HSU, GSU, RU, CID, RMU, BAC, OCD, AU, PRU, SSD, HRMU, CMU</i>)</li> <li>In-charge/process owners are well-versed on their unit's processes. <b>Processes are systematically followed</b> (<i>LU, RHU, SDU, HSU, GSU, RU, Chem &amp; Bio Lab, RMU, ITU, SPMU</i>)</li> </ul>	-	-		-
	<b>POSITIVE OBSERVATIONS</b> <b>Guidance Services Unit</b> <ul style="list-style-type: none"> <li><i>Tiang up with a third party to aid in the administration, scoring, and interpretation of psychological tests is commendable.</i></li> <li><i>Career development services were given and assessed.</i></li> </ul>	-	-		-
	<b>POSITIVE OBSERVATIONS</b> <b>Health Services Unit</b> <ul style="list-style-type: none"> <li><i>Close monitoring and proper protocol are employed to contain spreading of infectious diseases</i></li> <li><i>Telemedicine is provided</i></li> </ul>	-	-		-
	<b>POSITIVE OBSERVATIONS</b> <b>Registrar</b> <ul style="list-style-type: none"> <li><i>Campaign plans were well-conceptualized. Implementations of plans were properly executed and documented.</i></li> <li><i>Completion of enrolment requirements were guaranteed through constant communication, follow-up, and posting in Pisayconnect.</i></li> </ul>	-	-		-
	<b>POSITIVE OBSERVATIONS</b> <b>Curriculum and Instruction Division</b> <ul style="list-style-type: none"> <li><i>Types of exams are varied and time pressured</i></li> <li><i>Scholars are well-informed of their grades.</i></li> <li><i>Creation of Pisayconnect is an advantage for teachers</i></li> <li><i>Chem and Bio Lab are clean, neat. Instrument/pieces of equipment are kept in cabinet</i></li> </ul>	-	-		-



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	<b>POSITIVE OBSERVATIONS</b> <b>Incident Command System</b> <ul style="list-style-type: none"> <li>Conducts Fire and Earthquake Drill annually</li> <li>Prepared Public Service Continuity Plan in response to the pandemic</li> </ul>	-	-	I	-
GE Carumba	<b>AREAS FOR IMPROVEMENT</b> General Services Management Unit <ul style="list-style-type: none"> <li>Ms. Bañados, as administrative aide, is found to be working on multiple units of FAD that is not indicated as targets in her IPCR.</li> <li>Proper delineation of administrative aide function or a dedicated administrative aid for GSMU is suggested.</li> </ul>	GSMU	2023	A	All functions performed by Ms. Banados should be reflected in her IPCR targets. Special Order should be issued to specify Ms. Banados' administrative functions.
GE Carumba	<b>AREAS FOR IMPROVEMENT</b> Incident Command System <ul style="list-style-type: none"> <li>Public Service Continuity Plan must be updated after October 2022</li> </ul>	Incident Management Team	2022	A	-
GE Carumba	<b>AREAS FOR IMPROVEMENT</b> Curriculum and Instruction Division <ul style="list-style-type: none"> <li>ISO Clause 9.1 Monitoring, measurement, analysis and evaluation: "Monitoring of attendance of teachers to their classes should be conducted regularly."</li> </ul>	CID	-	C	-
GE Carumba	<b>AREAS FOR IMPROVEMENT</b> General Services Management Unit <ul style="list-style-type: none"> <li>Proper identification and storage of cleaning/disinfection materials should be observed to ensure preservation.</li> </ul>	GSMU	-	C	-



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GE Carumba	<b>AREAS FOR IMPROVEMENT</b> Human Resource and Management Unit <ul style="list-style-type: none"> <li>Guidelines for Health and Wellness Activities not updated</li> </ul>	HRMU	-	C	-
GE Carumba	<b>AREAS FOR IMPROVEMENT</b> Health Services Unit <ul style="list-style-type: none"> <li>Profiling and organizing the Gr 8-12 requirements are still ongoing specially for those not in the campus Profiling and organizing the Gr 8-12 requirements are still ongoing specially for those not in the campus</li> </ul>	HSU	November 2022	A	Already completed but OFI forms were not yet forwarded to the Internal Lead Auditor since Internal Quality auditor is on official business and is on travel.
GE Carumba	<b>AREAS FOR IMPROVEMENT</b> Biology and Chemistry Laboratory <ul style="list-style-type: none"> <li>No property tag of some light microscope in the laboratory.</li> <li>Updating of History Card of Instruments/Equipment.</li> <li>History Card is not updated.</li> </ul>	Ms. Rose Tejones and Mr. Paul Isaac Dizon	November 2022	A	Already completed but OFI forms were not yet forwarded to the Internal Lead Auditor since Internal Quality auditor is on official business and is on travel.
<b>3.7. Performance of external providers</b>					
RP Albiso	The evaluation of external providers is regularly conducted using the external provider performance evaluation form. The evaluation results show that the overall performance of all personnel in the janitorial and security services were all outstanding for January to June 2022 rating period. There were NO personnel from the external providers with a rating that falls below the satisfactory level.	-	-	I	-





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<b>4. Adequacy of Resources</b>																																																																																																																																					
RP Albiso	Utilization of budget as of, September 2022 PS: 85% MOOE: 81% CO – Equipment Outlay: 0% CO – LFP: 74% Overall Utilization: 83%	-	-		-																																																																																																																																
RP Albiso	Number of filled positions for plantilla items: CID = 51/63, SSD = 7/7, FAD = 15/15, Total = 63/85	-	-		-																																																																																																																																
	There are 9 vacant teaching positions under CID (3 SST III and 6 SST II) which shall be filled in by those who qualify for promotion or hiring.	-	-		-																																																																																																																																
	Number of existing External Provided Services (manpower): CID = 4, SSD = 14, FAD = 13, Total = 29	-	-		-																																																																																																																																
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MF Saquibal	For the next Fiscal Year 2023, there will be 2 additional security guards and 5 more additional janitorial personnel to cater the new and additional buildings in the campus.	-	-	I	-
<b>5. Effectiveness of actions taken to address risks and opportunities</b>					
Dr. RLV Rica	<p><b>Damages to school vehicle and facilities due to accidents and natural causes.</b></p> <p>All school vehicle and all school facilities were insured. Old vehicles are to be checked and assessed if their insurance is greater than their refurbishing value. If their refurbishing value is greater than the insurance value these vehicles will not be used anymore and will only be used inside the campus for transport of facilities and equipment during school activities.</p>	-	-	I	-
RL Duaban	<p><b>Students' safety and security (mental health issues, food poisoning,)</b></p> <p><i>Mental Health issues</i></p> <p>The Guidance and Councelling Unit have a lot of activities lined up for Mental Health issues in the month October. In fact, almost all Wednesday in the month of October have activities to promote awareness of Mental health Problems</p>	-	-	Addressed and Completed	-
JA Villaflor	<p><i>Food Poisoning</i></p> <p>There is a weekly checking on the canteen by the Food Services Unit</p>	-	-	I	-
JA Villaflor	<p><b>COVID 19 – Related risks</b></p> <p>Health Protocols were implemented during the In-person classes. Health screening for students and teachers were done upon entry inside the campus. In cases of suspected COVID 19 cases, antigen tests were available in the clinic for testing. Availability of the Contact</p>	-	-	I	-



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	Tracing Committee helps identify those who have interactions to those who were COVID 19 positive.				
<b>6. Opportunities for improvement</b>					
Dr. RLV Rica	<p style="text-align: center;"><b>1. Rehabilitation, repair and improvement of school buildings and facilities (ACA 1,2&amp;3, Dormitories, Admin)</b></p> <p>Rehabilitation of school buildings were on going and some buildings were already rehabilitated. The Administration building was just rehabbed this year. The old Boys Dormitory is under rehabilitation and expected to be finished in 2023. The ACA3 (Academic Building 3) is also for rehabilitation with a budget of 9 million and expected to start construction this 2023.</p>	-	-	I	-
Dr. RLV Rica	<p style="text-align: center;"><b>2. Availability of extra-rooms to optimize function and processes (ICS, Records &amp; GCU)</b></p> <p>Availability of extra rooms for Records will be provided after the Property Building for the Supply Unit will be available. The isolated area/lobby in the New Boys Dormitory could be used as the extra room requested by the Guidance and Counseling Unit. For the Incident Command System office, they can use the extra room in ACA3 as their office. Letter Request to the Physics Unit Head to allow Incident Command System to use the extra room in ACA 3.</p>	ICS and QMR	-	A	Letter requesting the Physics Unit Head to let the ICS use the extra room in ACA 3
Dr. RLV Rica	<p style="text-align: center;"><b>3. Availability of extra vehicle (HSU, Procurement Unit &amp; GSMU)</b></p> <p>Availability of extra school vehicle is not possible since the PSHS CVisC's request for additional vehicle was NOT approved. Request for extra school vehicle is requested yearly.</p>	Budget and Campus Director	-	A	Request for extra school vehicle



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FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
JA Villaflor	<p><b>4. Computerization and digitalization of services and evaluation (SSD, Food Services, Registrar)</b></p> <p><i>Food Services</i></p> <p>It would be nice if evaluation for food and services be computerized and digitalized.</p> <p>The use of QR Codes in evaluating the services of the Canteen could be implemented. Ask Mr. Tabay how to implement online evaluation of the Canteen just like what he taught the canteen management in implementation of Gcash Payment.</p>	Ms. Jessica Athena Villaflor and Mr. Anthony Tabay	January 2023	A	-
KC Balili	<p><i>SSD Services</i></p> <p>The use of pisay connect in computerization and digitalization of SSD functions or process will be done in 2024. This is in accordance with the proposed plan in the implementation of pisay connect.</p>	SSD Chief, Mr. Felix Calvo and Pisay Connect Project Management Team	2024	A	
Dr. RLV Rica	<p><b>5. Acquisition of tools and equipment for preventive maintenance – GSMU</b></p> <p>Acquisition of tools and equipment will be done only after the property is going to be completed. Tools and equipment for the meantime will stored in the supply office.</p>	GSMU	-	I	-
Dr. RLV Rica	<p><b>6. Contract of external MH Professional Psychiatrist for higher level care cases – GCU</b></p> <p>Contracting external professional Psychiatrist has a special way of procurement. GCU should consult the BAC about the mode of procurement of contracting a Professional Psychiatrist to have budget allocation for 2023.</p>	-	-	I	-



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FROM	ISSUES/CONCERNS	RESPONSIBILITY	TARGET DATE	STATUS	REMARKS
	<b>7. Availability of Dental Services – HSU</b>				
JA Villaflor	The 2022 budget for the Students' Dental services were realigned to facemasks, isopropyl alcohols and other COVID 19 mitigation equipment.	-	-	I	-
Dr. RLV Rica	The General PTA could be informed and asked if they could shoulder the Students Dental Services through a PTA project. Mobile dental services were available and very applicable in our set up just like what was done few years back.	Liaison Officer	2023	A	Inform and ask the PTA if it is possible that they could shoulder the Dental Services of PSHS CVisC scholars
	<b>8. Participation in capacity-building trainings and seminars of personnel – SSD &amp; CID</b>				
KC Balili and MJM Villamora	All personnel under SSD and CID participated capacity building trainings and seminars this fiscal year 2022.	-	-	C	-
<b>7. Any need for changes to the quality management system</b>					
RP Albiso	In our campus level and as of now, NO changes to the quality management system have been identified.	-	-	I	-
<b>8. Resources</b>					
RP Albiso	The resources needed and identified in Opportunities for Improvement and Effectiveness of actions taken to address risks and opportunities were listed below:  1. Additional rooms or offices 2. Additional vehicle 3. Tools and equipment for preventive maintenance	-	-	I	-
<b>9. Other Matters</b>					
-	No Other Matters were brought up	-	-	I	-



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**Part 3 – ADJOURNMENT**

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There having no more issues to be discussed, the meeting was adjourned at 4:00 PM.

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Prepared by:

**ROMIL P. ALBISO**  
Quality Management Representative

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Noted by:

**RACHEL LUZ V. RICA, PhD**  
Campus Director

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