	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte		DOCUMENT CODE	P-AD02
	QUALITY PROCEDURES MANUAL		REVISION	00
			EFFECTIVITY DATE	20 October 2015
	MANAGEMENT REVIEW PROCEDURES			

1. Purpose

To illustrate the process undertaken by the management in reviewing the organization's quality management system aimed to ensure its suitability, adequacy and effectiveness.

2. Scope

This covers the general review policy, review input and output.


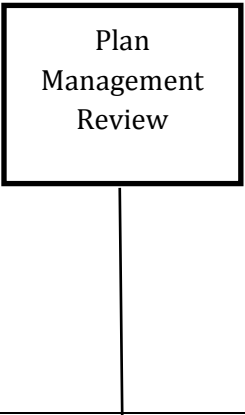

3. Reference


ISO 9001:2008 quality standard

4. Definition of Terms


Management Review - establishing quality policy and objectives, ensuring the availability of resources and disseminating information on the appropriate legal requirements as well as on the significance of meeting customer satisfaction.

5. Process Flow


Step No.	Process Flow	Details	Forms	Criteria	Responsible Person
					
1		<ul style="list-style-type: none"> The President, together with other key officials, shall plan management review based on the information received on the performance and effectiveness of a certain policy. 	Feedback Forms	Non-conformance Status of NC Reports Status of Objectives and Programs Status of Customers' Satisfaction Services	President and other Key Officials
2		<ul style="list-style-type: none"> The President shall convene all the concerned personnel to come up with preventive and corrective actions that could enhance the quality management system. 	Notice Of Meeting	Non-conformance Status of NC Reports Status of Customers'	President

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				Satisfaction Services	
3	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">Identify Action Plans</div>	<ul style="list-style-type: none"> The management reviews decisions and actions relative to the effectiveness of the quality management system and its processes as well as the measures/actions that would contribute to the improvement of services related to customer satisfaction. 	Memo Order	Status of Customers' Satisfaction Services	Management Committee
4	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">Presentation to the University Councils</div>	<ul style="list-style-type: none"> The reviewed policies will be presented to the University Administrative and University Academic Council Meetings for deliberation and endorsement to the Board of Regents. If the policy need not to be approved by the BOR, it will only be presented to the said Councils for confirmation. 	Minutes of Meeting Memo Order	Endorsement by the Council Members Confirmation by the Council Members	University Quality Assurance Officer
5	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">Approval of the Board of Regents</div>	<ul style="list-style-type: none"> The Board shall approve such policies as endorsed by the said Councils for implementation. 	BOR Resolutions	Approved BOR Resolutions	President
6	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">Dissemination</div>	The approved policy will be disseminated to the employees, students and stakeholders.	Memo Order	Status of Customers' Satisfaction Services	President
7	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">Verify Implementation</div>	The management shall verify up to what extent the quality policies/objectives	Feedback Forms	Non-conformance	Management Committee

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		have been met		Status of NC Reports Status of Objectives and Programs Status of Customers' Satisfaction Services	
	<div style="border: 2px solid orange; border-radius: 15px; padding: 5px; display: inline-block;">End</div>				

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Guidelines:

1. Font/Size – Cambria 11
2. Margins – Left 1.5 x Top 1 x Bottom 1 x Right 1
3. Don't forget the “flowcharting” or the basic shapes to be used for your respective processes