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| **Section A: General Information** |
| **A.1 Office:** DOH- National Capital Regional Office |
| **A.2 Division/Section/Unit:** MSSD-KNOWLEDGE MANAGEMENT AND INFORMATION TECHNOLOGY SECTION |
| **A.3 Program/Project:** Support to Operations |
| **Section B: Directives** |
| **B.1 *KP Goals*:** Responsive Health System |
| **B.2 Strategic Thrusts:** Health Governance Improved |
| **B.3 *OPIF (Organizational Outcomes)*:** Health Governance Improved |
| **B.4 *MFO*:** Support to Operations |
| **B.5 Quality Policy:** Continually improve our QMS to the satisfaction of our citizens |

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| **Section C: Quality Objectives** | | | | |
| **Quality Objective Statements**  ***(Column A)*** | **Measurable**  **Target**  ***(Column B)*** | **Frequency of Monitoring**  ***(Column C)*** | **Measurement of Target**  **(How to measure)**  ***(Column D)*** | **Records/**  **Evidences**  ***(Column E)*** |
| **C.1 Office Objective/s** | | | | |
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| **C.2 Process Objective/s** | | | | |
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| **Section D. Quality Plan** | | | | | | |
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| ***Strategies & Activities***  ***(Column F)*** | ***Performance Indicator***  ***(Column G)*** | ***Target***  ***(Column H)*** | ***Schedule***  ***(Column I)*** | **Resource Requirement (Column J)** | **Persons Responsible**  ***(Column K)*** | **Related Documents**  ***(Column L)*** |
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| D. **Risk Management Measure** | | | | | | |
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| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Process Owner  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reviewed by:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Division Chief/Section Head  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Head of Office  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |