|  |
| --- |
| **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 |

|  |
| --- |
| **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** |
|  |  |  |  |  |
| **C.2 Process Objective/s** |
|  |  |  |  |  |

2.

| **Section D. Quality Plan** |
| --- |
| ***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)*** |
|  |
|  |  |  |  |  |  |  |
|  |
|  |  |  |  |  |  |  |
| D. **Risk Management Measure**  |
|  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Process OwnerDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reviewed by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Division Chief/Section HeadDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Head of OfficeDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |