

**PHILIPPINE RECLAMATION AUTHORITY**

**ISO 9001 : 2015**

**1<sup>st</sup> MANAGEMENT REVIEW MEETING**

**21 December 2017 - 10:00 AM**

**PRA Boardroom**

**ATTENDANCE :**

**MANAGEMENT COMMITTEE (MANCOM)**

GM/CEO Janilo E. Rubiato  
AGM Joselito D. Gonzales  
AGM Cristina A. Mortel  
AGM Arminda A. Alaras  
AGM Joseph John M. Literal  
AGM Delfin C. Torrecampo  
SACH Jeanelle C. Lee

**SECRETARIAT : (CORPLAN)**

DM Thaddeus G. Querubin  
Ms. Maria April C. Suarez  
Ms. Baeman P. Querubin  
Ms Unice B. Robles

**OTHERS PRESENT (PROCESS OWNERS) :**

DM Johanna Gargantiel  
DM Sharon D. Larga  
DM Celestino A. Custodio  
DM Floro C. Urcia  
DM Diomedes M. Tan  
DM Aurea Victoria M. Delos Santos

OIC-DM Rolando V. Majadas  
DM Elizabeth S. Mendoza  
Ms. Aya Karlota C. Joson  
Ms. Chona T. Flores  
Ms. Rachel M. Gumarang

- 
- The Management Committee of PRA conducted on 21 December 2017 at 10:00 A.M. its 1<sup>st</sup> Management Review Meeting.
  - The MANCOM as a collegial body shall periodically review PRA's QMS to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organization.
  - The said management review by MANCOM presided by the QMS Leader AGM Gonzales assisted by the Secretariat was undertaken to determine and evaluate the following :
    1. Changes in the external and internal issues that are relevant to the QMS
    2. Customer Feedback/Satisfaction Data Results and Analysis
    3. Feedback from Relevant Interested Parties (RIP)
    4. Status of Performance vis-à-vis Quality Objectives
    5. OPCR Results/Status
    6. Non-Conformities and Corrective Actions via RFAs and RFA Registry
    7. Relevant Trends Related to Operational Process
    8. Internal Audit Results
    9. Performance of External Providers
    10. Resource Issues/Needs and Status
    11. Effectiveness of Actions to Identified Risks via Risk Registry
    12. Risks and Opportunities
    13. Suitability of the Quality Policy
    14. Changes Affecting the QMS
    15. Recommendations for Improvement

- The body analyzed the key drivers of change that have a significant impact on the organization.

AGENDA ITEM	DISCUSSION/OUTCOME	ACTIONS TO BE UNDERTAKEN
<p><i>Changes in the external and internal issues that are relevant to the QMS</i></p>	<p>Intensive discussion ensued only on the glaring issues enumerated in PRA's PESTLE analysis pertaining to the external and internal influences, to wit :</p> <p><b>Political :</b></p> <ol style="list-style-type: none"> <li>1. Difficulty in dealing with other government agencies and LGUs;</li> <li>2. Change in Leadership (priorities and policies), Political pressure/influences, Red Tape</li> </ol> <p><b>Economic :</b></p> <p>Land sharing issues between PRA and LGUs/proponents</p> <p><b>Sociological :</b></p> <p>Opposition and negative acceptance on reclamation projects from stakeholders (i.e. organized groups like fishermen, bird watchers, environmentalists, etc...)</p> <p><b>Technological :</b></p> <ol style="list-style-type: none"> <li>1. Dependency on the other countries with respect to modern reclamation technology and equipment</li> <li>2. Limited local experts in Dredging and Reclamation</li> <li>3. Limited exposure of personnel on actual reclamation projects</li> </ol> <p><b>Legal :</b></p> <p><u>Combine 1,2&amp;3</u></p> <ol style="list-style-type: none"> <li>1. Issue with respect to the Writ of Kalikasan as well as other environmental rules and regulations; Court cases/ TRO /injunction on other infrastructure projects; Cases filed against the project;</li> <li>2. Add another issue relative to the Classification of reclaimed land as</li> </ol>	<p>Amendatory Executive Order (EO) to re-attach PRA to the Office of the President (OP) and detach from the Department of Environment and Natural Resources (DENR).</p> <p>Creation of a policy setting on the minimum land share (percentage); Need to study what is the minimum; Policy determination with respect to optimal sharing percentages.</p> <p>Increase information and educational campaigns, IEC, FGDs; Conduct more summits and dialogues with concerned sectors; Require LGU or private investor to fund the cost of relocation of the affected informal settlers.</p> <p>Capacity building programs; Conduct more trainings and exposure to other reclamation projects whether domestic or foreign; Knowledge transfer from international experts.</p> <p>Seek congressional intervention on the SC rules on environments cases; Seek DOJ Opinion for conflicting/overlapping mandate with other government agencies; Constitutional amendment on the re-classification of reclaimed land as agricultural</p>

	<p>agricultural land 3. Three Dividend laws (UDHA, CISFA, AFMA) affecting PRA</p> <p><b>Environmental :</b> Difficulty of acquiring the ECC and GSQP and Area Clearance for the project and sources of fill materials</p>	<p>land.</p> <p>Institutionalizing Inter-Agency Committees (IAC) on the processing of ECCs, Area Clearance and GSQP</p>
<i>Customer Feedback/Satisfaction Data Results and Analysis</i>	To ascertain any positive or negative feedback from the government and the private sector.	PRA shall continue to be supportive and consistent in all its processes and deliverables; PRA shall conduct good maintenance of its infrastructure projects and also to be efficient in its operation.
<i>Feedback from Relevant Interested Parties (RIP)</i>	To ascertain any positive or negative feedback from RIP	PRA shall be consistent in all its processes and deliverables; PRA shall conduct good maintenance of its infrastructure projects and also to be efficient in its operation.
<i>Status of Performance vis-à-vis Quality Objectives and OPCR Results</i>	<p>For CY 2017 the Quality Objectives, GCG Directives and Core Functions were accomplished.</p> <p>Officers in charge were called to report on the status of performance vis-à-vis the quality objectives and their respective OPCR Results/Status for the body to assess the quality objectives that are achievable.</p> <p><b>OGM :</b> Submission of matters for the BOD</p> <p><b>Technical :</b> To date the team's undertaking is more on road repairs, maintenance, occasional fencing works, technical assistance and surveying Reported on methods to ensure their quality of work</p> <p><b>Finance :</b> Reported on compliances to</p>	<p>The body addressed the actions to be undertaken per department, to wit :</p> <p>Come up with a standing policy on the timeframe for the submission of BOD matters; If urgent and not extremely urgent.</p> <p>Consider looking into other projects wherein PRA can invest its savings, ex : building projects. Particularly mentioned Ombudsman, Davao</p> <p>Re-orient GCG on the role of</p>



	<p><b>Marketing and Estates Management :</b> Reported on its effective management, administration and disposition of PRA properties through various activities.</p> <p><b>Planning and Evaluation Department :</b> Reported on the eight (8) projects due for issuance of reclamation permit and the three(3) projects that have been approved.</p> <p><b>IRD :</b> Reported that revised TOR for BASECO has been submitted to BAC.</p> <p><b>EMD :</b> Reported on its undertakings particularly the activities relative to coastal defense. PRA overlapping on the role of DENR on non-reclamation activities like mangrove planting was briefly discussed</p>	<p>The proposed PRA guidelines on swiss challenge is undergoing review by Mancom and is due for another round of discussion</p> <p>Add to Quality Objective : To ensure compliance with the requirements for regularization; Change : “timely legalization” to “effective regularization” PRA to reinforce the Corporate Social Responsibility (CSR) component in its mandate.</p> <p>Possible integration of coastal defense in reclamation as a strategy</p>
<p><i>Non-Conformities and Corrective Actions via RFAs and RFA Registry and Internal Audit Results</i></p>	<p>The audit was conducted on 05 December 2017. Intensive discussion ensued on the nature of the audit findings relative to the non-conformity for Marketing and Estates Management. Clarification with the audit team was sought on the matter. Also discussed was the audit finding for Land Development Construction, Management and Technical Services.</p>	<p><u>Audit Findings for Marketing :</u> <b>Verbal requests/instructions not consistent with the process flowchart</b> – Re-assessment of the said audit results in view of the findings by the AGM concerned.</p> <p><u>Audit Findings for Technical :</u> <b>Absence of documented process or manual</b> – Collation and integration of flowcharts must reflect the actual process.</p> <p>These non-conformities shall be deliberated again during the January 2018 Planning Session.</p>
<p><i>Performance of External Providers</i></p>	<p>The identified outsourced services and products of PRA are the following :</p> <ol style="list-style-type: none"> <li>1. Security and Janitorial</li> <li>2. Repair and Renovation</li> </ol>	<p>On DBM procurement sources sometimes run out of stock; Procurement to be advanced by one (1) quarter</p>

	<ul style="list-style-type: none"> <li>3. Repair &amp; Renovation Materials</li> <li>4. Supplies</li> <li>5. Equipment</li> <li>6. Equipment Rental</li> <li>7. Equipment &amp; Vehicle Repair &amp; Maintenance</li> <li>8. Individual Services through Service Contract</li> <li>9. Utilities</li> <li>10. Training Services</li> <li>11. Office &amp; Parking Space</li> </ul>	
<i>Resource Issues/Needs and Status</i>	This has been addressed by the Annual Procurement Plan (APP)	To be deliberated during the January 2018 Planning Session.
<i>Effectiveness of Actions to Identified Risks via Risk Registry Risks and Opportunities</i>	Several risks and opportunities have been identified as per the Risk Registry submitted.	To be deliberated during the January 2018 Planning Session.
<i>Suitability of the Quality Policy</i>	As per MANCOM the Quality Policy is still suitable and the same shall be adopted.	
<i>Changes Affecting the QMS</i>		Subject for improvement and review during the January 2018 Planning Session.
<i>Recommendations for Improvement</i>		

Prepared by :

- *Original Signed* -  
**MARIA APRIL C. SUAREZ**  
QMS Secretariat, Member