



Republic of the Philippines
Marinduque State College
Boac, Marinduque

QUALITY MANUAL

MARINDUQUE STATE COLLEGE	
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QUALITY MANUAL AND QUALITY PROCEDURES

Table of Contents

I.	STATEMENT OF PURPOSE.....	1
II.	ORGANIZATIONAL PROFILE	2
III.	ORGANIZATIONAL STRUCTURE	14
IV.	GENERAL REQUIREMENT	16
4.1	Scope	16
4.2	Exclusion	16
4.3	Process-Based Model	17
4.4	MSC Process Map	18
4.5	MSC Products and Services	18
4.6	Control of Outsourced Processes	20
4.7	Documentation Structure	22
4.8	Quality Manual Amendment & Issuance	23
4.9	Control of Documents	23
4.10	Control of Records	24
V.	MANAGEMENT RESPONSIBILITY	26
5.1	Management Commitment	26
5.2	Customer Focus	26
5.3	Quality Policy	28
5.4	Planning	29
5.5	Responsibility, Authority and Communication	30
5.6	Management Review	34

MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller _____
NOT FOR REPRODUCTION	
Controlled Copy	

Table of Contents

VI. RESOURCE MANAGEMENT AND SUPPORT SERVICES	37
6.1 Provision of Resources	37
6.2 Human Resources	37
6.3 Procurement Services	42
6.4 Supply and Property Management	42
6.5 Physical Plant Management	44
6.6 General Services	45
6.7 Health Services	46
6.8 Financial Management Services	46
6.9 Auxiliary Services	48
 VII. SERVICE REALIZATION	 54
7.1 Planning	54
7.2 Customer-related process	55
7.3 Design and Development	56
7.4 Purchasing	57
7.5 Service Provision	60
7.6 Control of Monitoring and Measuring Equipment.....	64
 VIII. MEASUREMENT, ANALYSIS AND IMPROVEMENT	 66
8.1 General Purpose.....	66
8.2 Monitoring and measurement	66
8.3 Control of Non-Conformity	68
8.4 Analysis of Data	69
8.5 Improvement	69

MARINDUQUE STATE COLLEGE	
No. _____	Initial of Document Controller _____
NOT FOR REPRODUCTION	
Controlled Copy	

	QUALITY MANUAL	Page No.	1
		Revision No.	1.0
MSC-QAAE-QM-01	Quality Message	Effectivity:	August 2016

STATEMENT OF PURPOSE

The challenge to most organizations nowadays is to render quality and standardized service among its clientele. The very same challenge is true to Marinduque State College. Our only way to achieve such state is to level-up as we welcome the changes that the ASEAN Integration brings forth. This can only be realized as we give our concerted efforts to achieve ISO certification. Through ISO 9001:2008, our practices across our organization, to include our branches in Gasan, Sta. Cruz, and Torrijos shall be assured of the following:

- consistent practice in executing processes, functions, and procedures;
- basis for business process analysis for improvement and computerization; and
- continuous improvement.

Such are very important factors to consider in our quest to render quality service in everything that we do and eventually reengineer our old practices to suit the demands of time for the delight of our clientele. This is a demonstration of our strong commitment to excellence as we continuously build a bright future for our students as our contribution to nation building.

The revised MSC-QMS Manual reflects the organizational restructuring implemented early this year as we venture into a new era of management towards the attainment of our vision, mission, goals and objectives. It also presents the control of documents, records, internal audits, and preventive and corrective actions to non-conformances in service delivery.

With the end in view of achieving near-zero defects condition of quality, all the processes of MSC shall be standardized and documented pursuant to the provisions of ISO 9001:2008 Quality Management Standard. The MSC-QMS Manual is hereby established as an institutional policy for the purpose and observance by all concerned.


MERIAN C. MANI, Ed. D.
 SUC President II
 Office of the College President
 Marinduque State College

Vision: "MSC a Premier College in the Region along the fields of Instruction, Research, Extension, and Production."

Mission: "To provide quality, responsive and dynamic leadership in the areas of Education, Technology, Engineering, Environment, Agriculture, Fisheries, Culture, Arts and Sciences to empower GOD – fearing individuals who are innovators and protectors for the sustainable development of the province and the country as a whole."

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
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	QUALITY MANUAL		Page No.	2
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Name of Institution: Marinduque State College

Business Address: Panfilo M. Manguera, Sr. Road
Brgy. Tanza, Boac, Marinduque

Email Address: sucpresident.msc@gmail.com

Website: www.marinduquestatecollege.edu.ph

Telephone Number: (042) 332-2728, (042) 332-2028

Fax Number: (042) 332-2728

Vision: MSC - a premier College in the region along the fields of Instruction, Research, Extension and Production.

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Institutional Functions: Instruction, Research, Extension and Production.

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No. 25

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	QUALITY MANUAL		Page No.	3
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Program Thrusts: Instruction: Thrusts of Academic Affairs Department

- A** Accreditation of Programs (to support President's Agenda No. 1 – Pursue Excellence in Instruction)
- C** Certificate of Program Compliance Awarding (to support President's Agenda No. 1 – Pursue Excellence in Instruction)
- A** Academic Policies and Procedures that are not yet in placed must be codified (to support President's Agenda No. 5 – Promote Students' Affairs, Welfare and Services)
- D** Development of Faculty through attendance to Advanced Education and Research, Extension, Production and Administration capability building programs (to support President's Agenda No. 9 – Pursue Excellence in Human and Organizational Development)
- E** Environmental Advocacies of Academic Community though employment of different strategies (to support President's Agenda No. 4 – Establish the Center for Environment and Renewable Energy)
- M** Marketable graduates in ASEAN Community by way of putting of International Linkages (to support President's Agenda No. 1 – Pursue Excellence in Instruction)
- I** Implementing plans for the offering of Senior High School Program (to support President's Agenda No. 1 – Pursue Excellence in Instruction)
- C** Culture, Arts, Sports, Leadership and Values Development of all Students, Faculty and Personnel (to support President's Agenda No.5 – Promote Students' Affairs, Welfare and Success and Agenda No. 9 - Pursue Excellence in Human and Organizational Development)
- S** Sustainability of Programs Responsive to the Needs and Challenges of time (to support President's Agenda No. 10 – Ensure more Efficient and Effective Resource Generation and Management)

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	QUALITY MANUAL		Page No.	4
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Research

- Research programs/activities with focus on local resources must be strengthened in both basic and applied, and based on regional, national, and multinational thrusts.
- Publication of refereed research outputs in local, national and international journals/magazines, etc.
- Strengthen the role/participation of the College through membership in research organizations.
- Strengthen/encourage research of the College by giving honoraria and incentives to researchers provided that the researches are of economic value.
- Look for funding sources to support research proposals of faculty with corresponding benefits to researchers.

Extension

- Extend programs on which the College has strength to serve as a show window to the community.
- Implementation of collaborative production programs in the province thru the LGU's for the purpose of generating income and providing employment.
- Extend programs of the College to the LGU which will focus on the improvement of the capability of the citizen.
- Extend new extension programs with more impact on the specific beneficiaries based on sectoral needs.

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No. <u>25</u>	Initial of Document Controller
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	QUALITY MANUAL		Page No.	5
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Production

- Put into commercial production a unique research product distinctly identifiable to MSC, using locally available and sustainable raw materials.
- Venture into sensible income generating projects that would increase the income of the College (e.g. low cost animal feeds).
- Mari-culture and inland fish and shrimp culture will be introduced as an income generating project for the College.
- Commercialization of Research output.
- Make the School of Agriculture teach not only to produce the raw agricultural products but rather teach them also to process agricultural products to substantially increase the value of the end product.

Administration

- Establish mechanism for conflict management.
- Enhance of administrative services, to include the development of computerized systems in records management, finance management and the establishment of a data base for all aspects of operation of the College.
- Establish Student Registration Information System (SRIS) and Human Resource Management Information System (HRMIS)
- Strengthen linkages and networking in various modalities that will support institutional development.
- Strengthen policies on rewards and incentives shall to include promotion schemes and awards.

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	QUALITY MANUAL		Page No.	6
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

- Campus Development Plan must be in place - which shall include classroom and building renovations, road network communication lines, etc. - to backstop academe, research and extension.
- Adherence to a simplified but effective and responsive administrative and finance management system.
- Strengthen the Office for Special Programs and Projects as a support system to the administration in implementing new programs and projects especially in establishing linkages and in sourcing fund for the College.

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No. <u>25</u>	Initial of Document Controller
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	QUALITY MANUAL		Page No.	7
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Core Values: Stewardship, Competition, Resilience, Integrity, Balance, Excellence, Service (S.C.R.I.B.E.S)

Stewardship – Everything that we have today is borrowed. Our influence, our power, our environment and our lives. Let us make use of them responsibly and conscientiously because we will never pass this world again.

Competence – An academic institution run by competent people will never go astray. Competence is knowing our job and doing it beyond what is expected of us.

Resilience – We must be strong in trying times, never to surrender nor believe in defeat. Let failure be our defining moments.

Integrity – To be persuasive we must be believable, to be believable we must be credible and to be credible we must be truthful. This is integrity.

Balance – Life is best lived in harmony. Balance then is crucial to a good life. MSC embraces the concept of understanding life and how best to keep it in balance. When there is balance, there is order. This is our holistic approach to the total development of man.

Excellence – There is still no substitute for excellence. It's hard to achieve but it can start as a habit.

Service – Community service and development is what makes a University/College,

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	QUALITY MANUAL		Page No.	8
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Official Motto: Build a Brighter Future with MSC

Official Color: Avocado Green and Beige

Name of Campuses: MSC - Sta. Cruz Branch
Matalaba and Pag-asa, Sta. Cruz, Marinduque
MSC - Torrijos Branch, Poctoy, Torrijos, Marinduque
MSC - Gasan Branch, Banuyo, Gasan, Marinduque
MSC - Tanza, Boac, Marinduque

Curricular Offerings of each branch:

MSC Boac

Doctor of Education

major: Curricular Development and Management

Master of Arts in Education

*majors: Biology Teaching, Educational Management,
Language Teaching, Mathematics Teaching, Chemistry
Teaching, Guidance and Physics Teaching*

Master in Public Administration

with Thesis and Non-Thesis Program

majors: Organizational Studies, Local Government

Bachelor of Science in Civil Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Computer Engineering

Bachelor of Science in Electronics and Communications Engineering

Bachelor of Science in Mechanical Engineering

Bachelor of Secondary Education

*majors: Biological Sciences, Mathematics, Social Sciences,
MAPHE, Physical Sciences, Technology,
Livelihood Education (TLE) and Music Education
Laboratory High School*

Certificate in Teachers Professional Education

Bachelor of Science in Law Enforcement Administration

Bachelor of Science in Entrepreneurship

major: Enterprise Management

Bachelor of Arts

major: English

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No. 25

Initial of Document Controller

NOT FOR REPRODUCTION

Controlled Copy

	QUALITY MANUAL		Page No.	9
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Bachelor of Public Administration
 Bachelor of Arts in Communication
 Bachelor of Science in Social Work
 Bachelor of Science in Environmental Science
 Bachelor of Science in Information System
 Bachelor of Science in Information Technology
 Bachelor of Science in Industrial Technology
 Bachelor of Science in Nursing
 Bachelor of Science in Midwifery
 Diploma in Midwifery

MSC Gasan Branch

Bachelor of Science in Fisheries

MSC Sta. Cruz Branch

Bachelor of Elementary Education
majors: General Elementary Education
Pre- Elementary Education

Bachelor of Arts in Political Science
 Bachelor of Science in Tourism
 Bachelor of Science in Information System
 Bachelor of Science in Accounting Technology
 Bachelor of Science in Entrepreneurship
major: Wholesale and Retail

MSC Torrijos Branch

Bachelor in Agricultural Technology
 Diploma in Agricultural Technology
 Certificate in Agricultural Science
 Bachelor of Science in Entrepreneurship
major: Agricultural Business

College Governing Board:

Board of Trustees (BOT)

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
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	QUALITY MANUAL		Page No.	10
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

MSC BRIEF HISTORY AND LEGAL BASIS

The Marinduque State College (MSC) had its beginning in 1953 when Republic Act No. 805 authored by then Congressman Panfilo M. Manguera was signed into law by the late President Elpidio Quirino instituting the establishment of the Marinduque School of Arts and Trades (MSAT) in Tanza, Boac, Marinduque. The school was on two levels of education up to 1975; the Two – Year Technical Education and the Four Year Secondary Curricula.

In the School Year 1975-1976, DECS Order No. 28, s. 1975 authorized the school to offer the four-year Bachelor of Science in Industrial Technology (BSIT) curriculum. On the second endorsement of the Secretary of Education, the school was further permitted to offer the Bachelor in Industrial Education (BSIE) curriculum in the School Year 1978-1979.

On April 8, 1983, Batas Pambansa Blg. 377 filed by the Honorable Carmencita O. Reyes was signed into law by President Ferdinand E. Marcos converting the MSAT into the Marinduque Institute of Science and Technology (MIST) providing opportunities to expand its curricular offerings. Bachelor of Science in Civil Engineering (BSCE) was opened in Boac Campus and MIST established its Torrijos Branch offering Bachelor of Science in Agriculture, Bachelor of Science in Fishery.

Congresswoman Carmencita O. Reyes again filed a bill and authored Republic Act No. 6833 changing the name of Marinduque Institute of Science and Technology to Marinduque State College, effective January 5, 1990.

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No. <u>25</u>	Initial of Document Controller
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	QUALITY MANUAL		Page No.	11
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

In her desire to extend the college's service to Marinduqueños, Congresswoman Reyes again authored Republic Act No. 7319_ which was approved on March 30, 1992 making MSC more accessible to the people. The School of Fisheries in Pinggan, Gasan; the School of Agriculture in Poctoy, Torrijos and the former Marinduque Community College were institutionalized as branches of the College, all in the province of Marinduque.

In 1994, the MSC-Torrijos branch was a recipient of a grant by the Austrian government through the Austrian International Development Assistance Bureau (AIDAB) to support the AGRITECH PROJECT. The Torrijos branch had been the site of the five-year development of an entrepreneurship – oriented agricultural curriculum, the Diploma in Agricultural Technology and Bachelor of Agricultural Technology (DAT-BAT).

The establishment of the School of Fisheries as mandated by RA 7319 had to be established in Barangay Pinggan, Gasan. However, it was relocated to Barangay Banuyo, Gasan due to unavailability of suitable sites at the Barangay Pinggan. The relocation was approved through the leadership and relentless efforts of Congresswoman Carmencita O. Reyes and the Hon. Ulyses Ituralde, Mayor of Gasan together with the Sangguniang Bayan Members passing and approving SB Resolution No. 94-57 which strongly favored the relocation of the School of Fisheries to Banuyo. And finally, through the letter of appeal of Prof. Atilano H. Menorca, the MSC Officer-In-Charge to His Excellency Fidel V. Ramos, President of the Philippines, the relocation of the School of Fisheries was approved on April 26, 1995.

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	QUALITY MANUAL		Page No.	12
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

LEGAL MANDATES

Republic Act No. 805

June 21, 1953

"An Act to Establish, Organize, and Maintain One National High School of Arts and Trades in the Municipality of Boac, Province of Marinduque, to be known as the Marinduque School of Arts and Trades and to Authorize the Appropriation of Funds for the Purpose." Authored by the late Representative Panfilo M. Manguera, it was signed into law by the late President Elpidio Quirino in 1952 strategically located in Barangay Tanza, MSAT had been a DEC – supervised institution from 1952 until April 7, 1983.

Batas PambansaBlg. 377

April 8, 1983

"An Act Converting the Marinduque School of Arts and Trades into the Marinduque Institute of Science and Technology broadening for the purpose of its curricular programs in Science and Technology."

Republic Act No. 6833

January 5, 1990

"An Act Changing the name of the Marinduque Institute of Science and Technology in Barangay Tanza, Municipality of Boac, Province of Marinduque, to Marinduque State College."

Republic Act No. 7319

March 30, 1992

"An Act Establishing the College of Agriculture in Barangay Poctoy, Municipality of Torrijos; the College of Fisheries in Barangay Pinggan, Municipality of Gasan; and the Marinduque Community College in the Municipality of Sta. Cruz, all in the Province of Marinduque, as branches of the Marinduque State College."

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No. <u>25</u>	Initial of Document Controller
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	QUALITY MANUAL		Page No.	13
			Revision No.	1.0
	MSC-QAAE-QM-02	ORGANIZATIONAL PROFILE	Effectivity:	August 2016

Prepared by:


JULIETA L. GO, Ph.D.
 Director
 Quality Assurance, Accreditation and Evaluation

Reviewed by:


LIZA MARIE M. MANOOS, Ph.D.
 Vice-President for Administration and Finance


LEODEGARIO M. JALOS, Jr. Ed.D.
 Vice-President for Academic Affairs


DIOSDADO P. ZULUETA, DPA, FPP
 Vice-President for Research, Extension & Development

APPROVED:


MERIAN C. MANI, Ed.D.
 SUC President II
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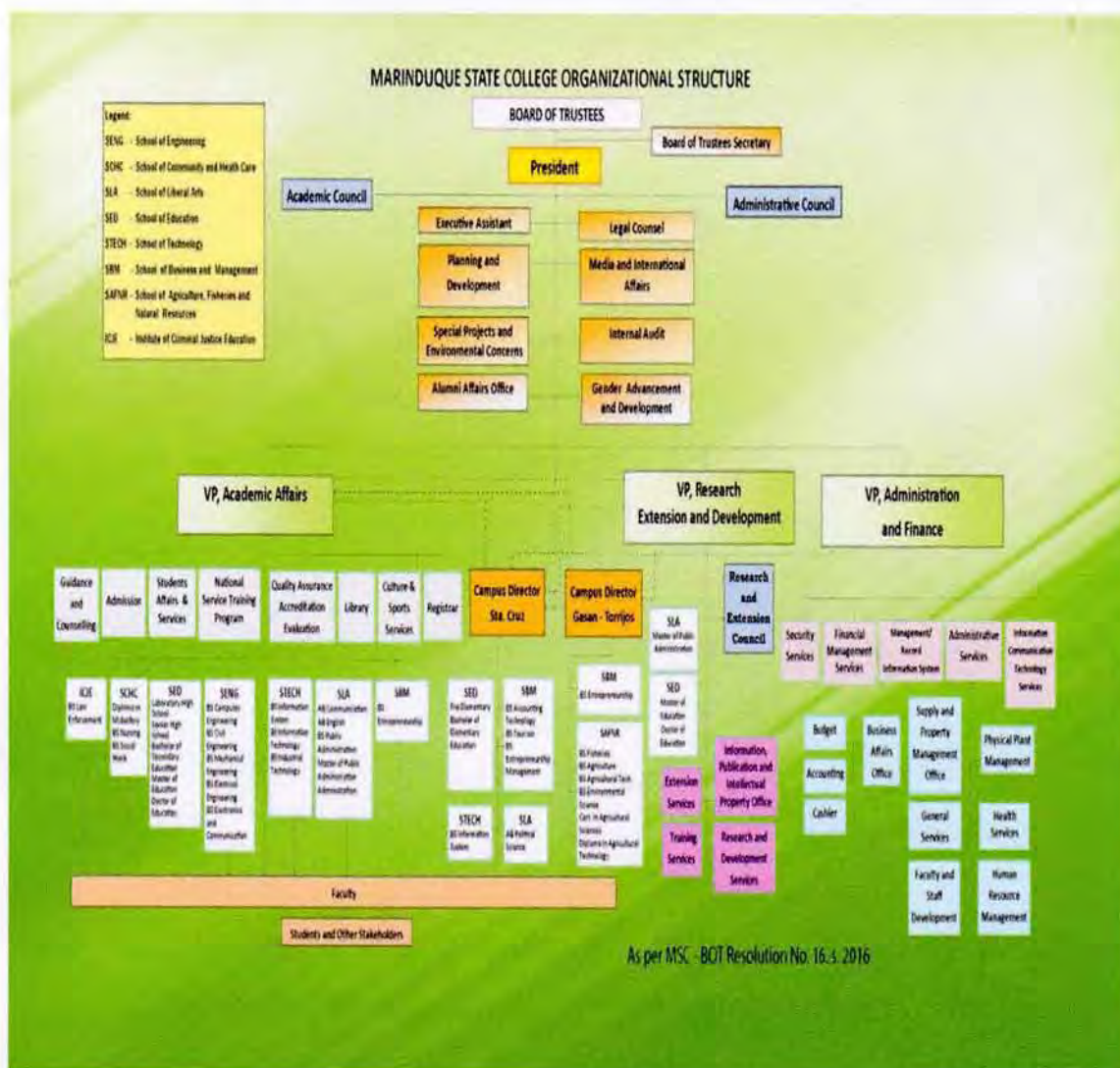
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	QUALITY MANUAL		Page No.	14
			Revision No.	1.0
MSC-QAAE-QM-03	ORGANIZATIONAL STRUCTURE		Effectivity:	August 2016

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Business Address:

Panfilo M. Manguera, Sr. Road
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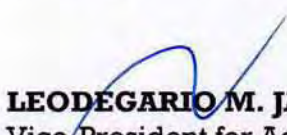
	QUALITY MANUAL		Page No.	15
			Revision No.	1.0
	MSC-QAAE-QM-03	ORGANIZATIONAL STRUCTURE	Effectivity:	August 2016

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 Quality Assurance, Accreditation and Evaluation

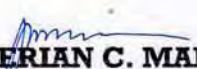
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 Vice-President for Academic Affairs


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	QUALITY MANUAL		Page No.	16
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

4.1 SCOPE

Marinduque State College implements and maintains a quality management system and continually improves the Provision of Instruction, Research and Extension Services covering the following sites of Boac, Sta. Cruz, Torrijos, and Gasan Branches.

4.2 EXCLUSION

There is no exclusion for MSC Quality Management System.

4.3 PROCESS-BASED MODEL

The MSC model of a process-based QMS illustrates the linkages among the management, core and support processes. The model shows that the students, LGU's, NGO's, Coop and Private Organizations play a significant role in defining requirements as inputs which goes through the transformation process together with Instruction, Research, Extension and Support Process to address the TNA, Information and Expressed Community Needs that will result to Quality Research Knowledge and Info-Technology Research.

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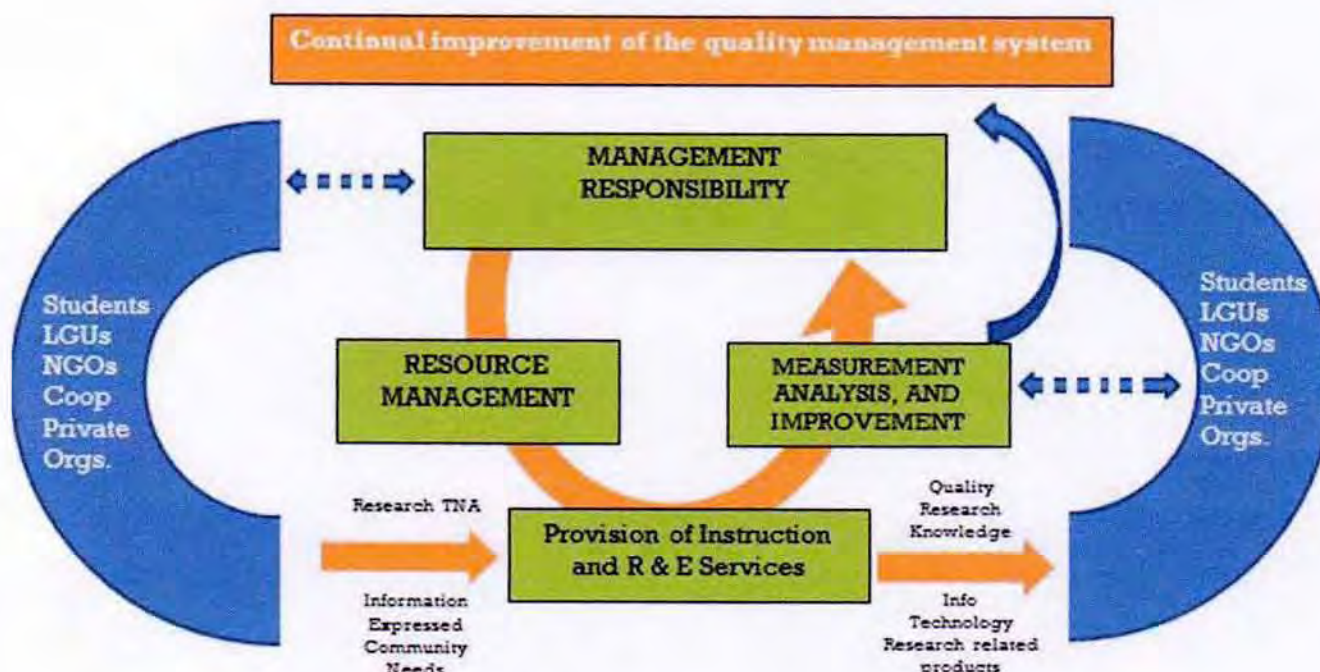
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	QUALITY MANUAL		Page No.	17
			Revision No.	1.0
MSC-QAAE-QM-04	GENERAL REQUIREMENT		Effectivity:	August 2016

Model of a Process – Based QMS



Continual improvement of the QMS starts with Students, LGUs, NGOs, Cooperatives and Private Organizations as stakeholders – inputs to the components of the transformation process from management responsibility passed on to resource management to the provision of Instruction and R & E services. Also, Research TNA information and Expressed community needs are considered in the provision of Instruction and Research & Extension Services to come up with Quality Research knowledge information technology research – related products. Measurement analysis and improvement are done at the end of the transformation process before it will be delivered to the stakeholders as outputs.

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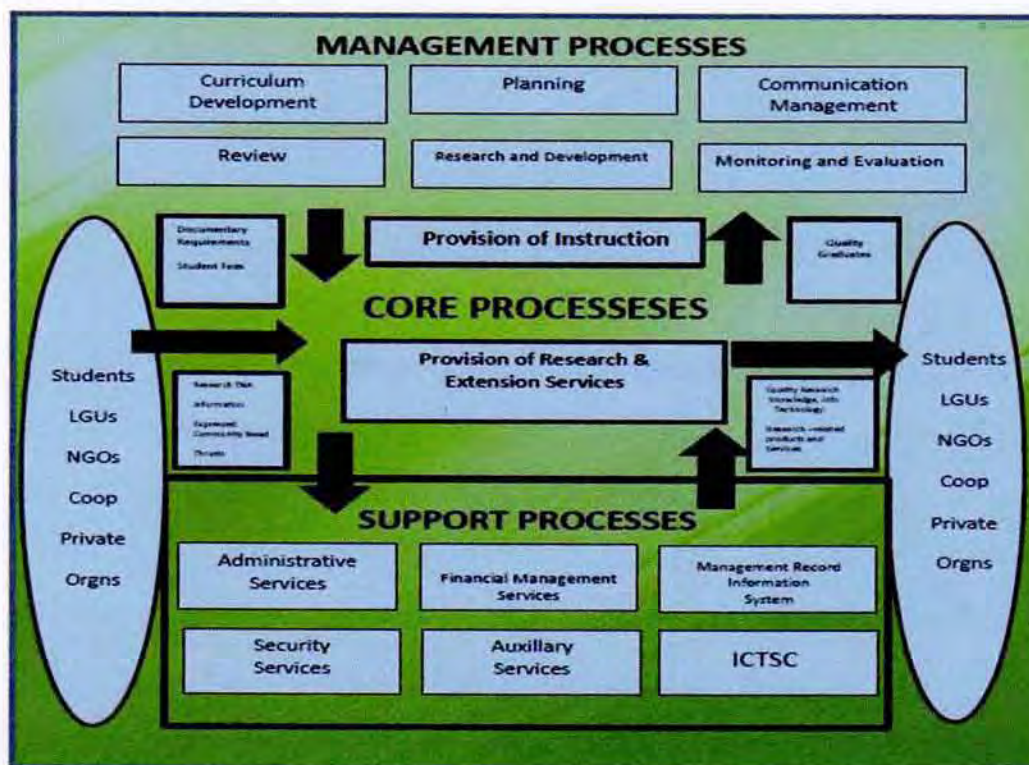
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	QUALITY MANUAL		Page No.	18
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

4.4 MSC PROCESS MAP



- The MSC Process Map illustrates the interface among the management, Core and Support Processes. The Management includes: Curriculum Development, Planning, Communications Management, Review, Research and Development, Monitoring and Evaluation.
- The Core Process includes: Provision of Instruction and Provision of Research and Extension Services. The Support Processes includes: Administrative Services, Financial Management Services, Management Record Information System, Security Services, Auxiliary Services and Information and Communication Technology Services Center

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
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Controlled Copy	

	QUALITY MANUAL		Page No.	19
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

4.5 MSC PRODUCTS AND SERVICES

- MSC products and services are categorized into Core and Support Services. The Core services include Instruction, Research & Extension. The Support Services includes: Administrative Services, Financial Management Services, Management Record Information System, Security Services, Auxiliary Services and Information and Communication Technology Services Center.

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No. <u>25</u>	Initial of Document Controller
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Controlled Copy	

	QUALITY MANUAL		Page No.	20
			Revision No.	1.0
MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016	

4.6 CONTROL OF OUTSOURCED PROCESSES

Services (Item/ Product)	Suppliers/ Providers	Type of Control	Unit Responsible
Construction	Dealer of Construction Materials	Contract (for outsourced construction company); Purchase Order if construction shall be done by administration Inspection and Acceptance Report Supplier Evaluation*	Supply and Property Management Office End User
Security	Security Services	Contract of Service Service Evaluation*	Civil Security Unit
Supplies IT/ Laboratory Equipment	Dealer of Supplies and IT/ Laboratory Equipment	Contract of Service Agreement Inspection and Acceptance Report	Supply and Property Management Office End User
Training/ Lectures/ Seminar/ Workshop	Resource Speakers Trainers	Letter of Invitation Training Evaluation	Administration Research Unit/ School Responsible/ Office of the Student Affairs, Extension Unit, Training Organizer
Facilities/Venue	Supplier	Purchase Request Purchase Order	Organizer

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
NOT FOR REPRODUCTION	
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	QUALITY MANUAL		Page No.	21
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

		Service Evaluation	
Catering Services	Supplier	Purchase Request Purchase Order Service Evaluation	Organizer
Transportation Service	Service Provider	Purchase Request Contract of Service Service Evaluation	Organizer
Medical and Dental Services	Dentist / Physician	Contract of Service Service Evaluation*	Health Services Unit
Insurance Services	Insuring Agency	Contract of Service Service Evaluation*	Office of the Student Affairs
Test and Analysis Services	Testing institution	Test Result Acknowledgment Receipt of Sample	End User

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No. 25

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NOT FOR REPRODUCTION

Controlled Copy

	QUALITY MANUAL		Page No.	22
			Revision No.	1.0
MSC-QAAE-QM-04	GENERAL REQUIREMENT		Effectivity:	August 2016



4.7 DOCUMENTATION STRUCTURE

This Quality Manual defines and clarifies policies, systems and procedures adopted to implement and continually improve the MSC-QMS. Likewise, it serves as the reference and guide for College faculty, staff and administration to make them familiar with and appreciate the MSC-QMS.

- Policies are documents referring to approved guidelines, Implementing Rules and Regulations (IRRs), BOT Resolutions, Memorandum Circular, Office Circulars, Administrative Orders and Council & Board of Trustees Resolutions disseminated by the College and Board Secretary.
- Quality Manual is the primer which describes the scope, institutional function and legal basis of MSC, including the documented procedures for the general requirements, management responsibility, resource management, service realization and measurement analysis.

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
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Controlled Copy	

	QUALITY MANUAL		Page No.	23
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

- MSC Procedures are the guidelines referring to the six mandatory procedures (Control of Documents, Control of Records, Control of Non-Conforming Products and Services, Corrective and Preventive Action, Internal Quality Audit) in relation to the implementation of the core processes.
- Unit Manual, Handbook, and Publication are the primers describing the functions of each unit which serve as guidelines for faculty, staff and administration.
- Records are established to provide evidence of conformity to requirements and of effective operation of the QMS.

4.8 QUALITY MANUAL AMENDMENT & ISSUANCE

Directives from the management such as change in organizational structure, mandate, Vision and Mission may necessitate amendments and/or total revision to existing Quality Manual and relevant procedures. Request or suggestions are made in writing to the Quality Management Representative for his/her consideration to ensure that such changes are reflected in the manual.

4.9 CONTROL OF DOCUMENTS

This procedure defines the controls needed for the approval of adequate documents to be used; review and update as necessary; ensure identification of changes and current revision status; ensure the determination of external documents necessary for the planning and operation of the quality managements system and the control of distribution; ensure the documents are legible and readily identifiable; and the prevention of unintended use of obsolete documents and the application of suitable identification if retained for any purpose.

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	QUALITY MANUAL		Page No.	24
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

Refer to MSC-QAAE-QP-001 Control of Documents.

4.10 CONTROL OF RECORDS

This procedure defines the control needed to ensure identification of records; easy retrieval; access when needed; provision of adequate and suitable storage; protection from physical deterioration, loss or damage; security from data tampering or unauthorized access; retained as needed, and disposed properly when use is no longer needed.

Refer to MSC-QAAE-QP-002 Control of Records.

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	QUALITY MANUAL		Page No.	25
			Revision No.	1.0
	MSC-QAAE-QM-04	GENERAL REQUIREMENT	Effectivity:	August 2016

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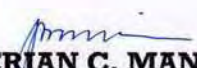
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No. 25

Initial of Document Controller

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Controlled Copy

	QUALITY MANUAL	Page No.	26
		Revision No.	1.0
MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

5. MANAGEMENT RESPONSIBILITY

5.1 Management Commitment

Marinduque State College is strongly committed to provide quality services that meet and exceed customer expectations and needs. This can be demonstrated by incorporating quality in all aspects of the core, management and support functions ensuring sustained excellence towards satisfying customer/employee/stakeholders.

Top management shall ensure that client needs, expectations and requirements are communicated in all departments, offices, schools and units thus ensuring the highest degree of excellence in delivering its mandated services/functions.

Top management further commits that resources are appropriated towards the efficient and effective implementation, monitoring and evaluation towards the improvement of the MSC-QMS and consequently, its services.

5.2. Customer Focus

The Marinduque State College shall at all times, uphold its commitment to meet and exceed current and future customer needs and expectations through the conduct of consultative assemblies, dialogues and other similar mechanisms.

The Public Assistance and Complaints Desk (PACD) shall immediately address the concerns of walk-in clients. Further, customer feedbacks are solicited through the provision of suggestion boxes in order to improve the delivery of frontline services. Further, the College website shall be strengthened and continuously improved to be a

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No. <u>25</u>	Initial of Document Controller
NOT FOR REPRODUCTION	
Controlled Copy	

	QUALITY MANUAL		Page No.	27
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

mechanism in gathering inputs from clients towards improving the quality of services.

Each department, office, school or unit and its officials shall ensure the immediate implementation of actions based on customers' inputs (e.g. feedbacks, comments, and suggestions).

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No. 25

Initial of Document Controller

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Controlled Copy

	QUALITY MANUAL		Page No.	28
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

5.3. Quality Policy

Marinduque State College commits to maintain the highest degree of excellence in the field of Instruction, Research, Extension and Production towards meeting customer satisfaction by adhering to globally-adopted quality standards.

We endeavour to:

1. Establish harmonious partnership with our stakeholders and clients in order to effect mutually-beneficial results.
2. Maintain the highest degree of work excellence and work ethics that respect the innate dedication and commitment of our employees and stakeholders.
3. Develop a culture of continual improvement in our processes.
4. Sustain effective, efficient and accessible delivery of goods and services to meet the needs of the College.
5. Maintain accountable transparent, consultative and participative leadership between and among employees and stakeholders in decision-making processes.


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No. 25

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Controlled Copy

	QUALITY MANUAL		Page No.	29
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

5.4 Planning

5.4.1 Quality Objectives

The MSC sets measurable targets in compliance with the Quality Policy, CHED issuances, National, Regional and Provincial Governance Thrusts, Strategic Performance Management System and Organizational Performance Indicator Framework - Performance Indicators and other planning and development evaluation tools as prescribed by statutory or regulatory authorities. Plans are prepared, implemented, monitored and evaluated to ensure that set targets are met. Targets and objectives herein set shall be communicated in all of MSC's departments, branches, offices, schools and units, reviewed at least once a year and revised, if necessary, to ensure that such objectives fit the College's operational requirements, thrusts and mandates.

Targets, objectives and plans are formulated considering the outputs of management review and customer feedbacks which will in turn identify the necessary interventions to address current and future organizational needs, requirements, services, process improvements, customer satisfaction and resources needed.

5.4.2 Quality Management System Planning

Marinduque State College conducts annual planning and budgeting, regular and special council meetings which serve as venue in defining the direction, commitment, service and resource requirements to meet the changing needs and expectations of its customers, clients and stakeholders.

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
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Controlled Copy	

	QUALITY MANUAL		Page No.	30
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

5.5 Responsibility, Authority and Communication

5.5.1 Responsibility and authority

The top management shall ensure that the functions, duties and responsibilities are defined and communicated within the organization.

5.5.2 Management Representative

The Quality Management Representative (QMR) is designated by the MSC President thru a memorandum. The designation is backed up by an endorsement from the committee created for the purpose.

A. Top Management

1. Ensures availability of necessary resources.
2. Establishes and maintains quality policy of the organization.
3. Reviews the quality management system periodically and ensure that results of management reviews are in the form of specific actions.
4. Ensures that appropriate communication processes are established within the organization
5. Ensures that continual improvement of the quality management system is effectively planned and implemented.

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No. 25

Initial of Document Controller

NOT FOR REPRODUCTION

Controlled Copy

	QUALITY MANUAL		Page No.	31
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

Quality Management Representative (QMR)

1. Provides over-all supervision in the implementation of the Quality Management System.
2. Ensures compliance of all the functions per ISO 9001 standard.
3. Reports on the performance of the QMS and any improvements needed.
4. Leads in promoting awareness of customer requirements throughout the organization.
5. Represents the management during certification and surveillance audits.
6. Prepares Management Review Meeting Schedule and conduct management review meetings.
7. Prepares audit schedules, conduct internal audits, prepare audit reports, write non-conformity reports.
8. Communicates to the top management quality issues/non-conformities and audit reports.
9. Initiates necessary corrective and preventive action.
10. Periodically reviews the Quality Policy as to its efficiency, effectiveness, compliance and relevance.
11. Reviews all functions in terms of effectiveness of the implementation of the Quality Management System.

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MARINDUQUE STATE COLLEGE	
No. <u>25</u>	Initial of Document Controller
NOT FOR REPRODUCTION	
Controlled Copy	

	QUALITY MANUAL	Page No.	32
		Revision No.	1.0
MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

Deputy Quality Management Representative (DQMR)

1. Assists the Quality Management Representative in the implementation of QMS in the campuses.
2. Coordinates with the QMR all matters relating to the implementation of the QMS in the campuses.
3. Assists in ensuring compliance of all processes and procedures to ISO 9001 standard.
4. Assists in preparing reports needed.
5. Promotes awareness of customer requirements throughout the campuses.

B. Internal Quality Audit (IQA) Team

1. Determines conformance of the QMS to the planned arrangements and to the requirements of ISO 9001: 2008.
2. Determines whether the QMS is effectively implemented and maintained.
3. Provides input to management review regarding the results of audits.
4. Keeps track of the implementation of the corrective and preventive actions for non-conformance raised during the audits

C. Workplace Organization Team

1. Ensures that the work environments needed to achieve conformity to service requirements are managed.
2. Ensures consistent implementation of 5S programs.
3. Monitors and assesses workplace cleanliness, orderliness and safety.

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Controlled Copy

	QUALITY MANUAL		Page No.	33
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

D. Training and Promotion Team

1. Provides administrative support to successfully implement and sustain the QMS
2. Plans and coordinates effective deployment and efficient use of human, financial and other physical resources of the project in-line with QMS activities.
3. Plans and coordinates echoing sessions on the concepts, principles, and requirements of ISO 9001:2008 and other relevant approaches (e.g. 5S and WIT) in order to promote understanding, active participation, commitment and cooperation towards the establishment and sustainability of the organization's QMS.

E. Documents and Records Control Team

1. Ensures that changes and the current revision status of documents are identified.
2. Ensures that relevant versions of applicable documents are available at points of use.
3. Ensures that documents remain legible and readily identifiable and retrievable.
4. Prevents the unintended use of obsolete documents.
5. Ensures controls are established for identification, storage, protection, retrieval, retention time and disposition of records.

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No. <u>25</u>	Initial of Document Controller
NOT FOR REPRODUCTION	
Controlled Copy	

	QUALITY MANUAL		Page No.	34
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

5.6 Management Review

Top management reviews the QMS at least once a year or as may be deemed necessary to determine continued suitability, adequacy and effectiveness in satisfying the organization's requirements including the statutory and regulatory requirements and ISO 9001:2008 standards. This review includes assessment of opportunities for improvement and an evaluation of the need for changes to the QMS, including the quality policy and objectives.

The Office of the College President thru the Office of the Quality Assurance Director (QAD) issues a memorandum on the schedule of the management review at least two weeks after the conduct of IQA.

The management review is done with the participation of all college officials from the President to Unit Heads, representing all branches. The QAD reports to the Top Management (College President) the implementation, assessment of the effectiveness and the overall performance of the MSC-QMS.

5.6.1 Review Input

This review may include but not limited to, current performance and improvement opportunities related to the following:

- Results of audits, internal and external audits.
- Results of client and/or citizen feedback.
- Status of service conformities and support process' performance vis-à-vis Quality Plan.
- Status of preventive and corrective actions.
- Follow-up actions of previous management reviews.

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	QUALITY MANUAL		Page No.	35
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

- f. Changes that could affect the QMS.
- g. Recommendations for improvement.

5.6.2 Review Output

Outputs from the management review include, but are not limited to, any decision and actions related to:

- a. Improvement of the effectiveness of the QMS and its processes;
- b. Improvement of services related to client needs; and,
- c. Resource needs

Corrective actions identified from these reviews are forwarded to the concerned departments/office/schools/units for timely implementation and evaluation of the effectiveness of planned actions.

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NOT FOR REPRODUCTION	
Controlled Copy	

	QUALITY MANUAL		Page No.	36
			Revision No.	1.0
	MSC-QAAE-QM-05	MANAGEMENT RESPONSIBILITY	Effectivity:	August 2016

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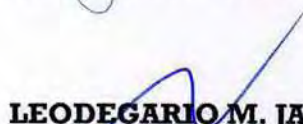
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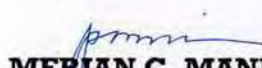

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	QUALITY MANUAL		Page No.	37
			Revision No.	1.0
MSC-QAAE-QM-06	RESOURCE MANAGEMENT AND SUPPORT SERVICES	Effectivity:	August 2016	

6.0 Resource Management and Support Processes

6.1. Provision of Resources

The Marinduque State College determines and ensures provision of appropriate resources needed to deliver services required by clients. Resources include the following:

- Human Resources
- Facilities
- Workstations
- Equipment
- Finance Requirements

6.2. Human Resources

Human resources are selected based on the established Merit Promotion Plan (MPP) for the Non-Teaching Personnel and Selection and Promotion System (SPS) for Faculty and Academic Staff of the College in accordance with the CSC rules and regulations.

6.2.1 Recruitment, Selection, and Appointment

Recruitment and selection process conducted by the Human Resource Management Office includes the following activities:

- 6.2.1.1 Preparation of notice for vacant positions for submission to the CSC and for posting.
- 6.2.1.2 Acceptance of application letters with supporting credentials.
- 6.2.1.3 Conduct of initial interview with the applicants.

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