

Republic of the Philippines  
DEPARTMENT OF HEALTH

*PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE*

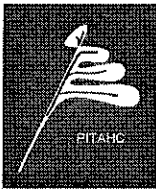


## **MANAGEMENT REVIEW MINUTES OF THE MEETING**

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Meeting Date: January 26, 2018

Meeting Location: PITAHC Bldg., East Avenue Medical Center  
Compound, Barangay Central, Quezon City



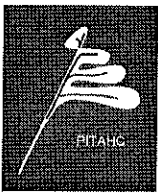
## Attendees

The Management Review was attended by the following officials of the Philippine Institute of Traditional and Alternative Health Care, and one (1) documenter:

Name	Position
Dr. Annabelle Pabiona-De Guzman	Director General
Ms. Eva A. Beltran	Planning Officer V
Atty. Carmencita D. Castro-Santos	Legal Officer V
Ms. Ofelia G. Empaynado	Chief Financial Management Specialist
Ms. Emeline Rose R. Mariano	Chief Administrative Officer/ Quality Management Representative
Dr. Maria Teresa B. Mendoza	Chief Science Research Specialist
Dr. Francis Vicente S. Ras	Health Education and Promotion Officer V/ Vice Quality Management Representative
Ms. Juris C. Triunfante	Division Chief IV
Ms. Kristine Marie B. Gapor	Health Education and Promotion Officer III/ Secretariat

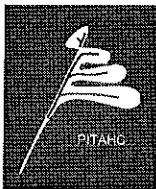
## Agenda

1. Results of Internal Quality Audit on the *Evaluation Process of Research Proposal*
2. Other concerns



### Matters Discussed and Agreed Upon

Issues	Agreements/Resolution
1. The responsibilities for relevant roles are not well-communicated and understood within the organization.	Top management will ensure that the responsibilities and authorities for relevant roles are assigned, well-communicated and understood.
2. The process owners were not able to determine their internal and external issues, and were not able to conduct risk assessment of their processes.	The process owners will determine their internal and external issues and conduct risk assessment.
3. The process owners were not able to establish quality objectives and quality plans for their evaluation process.	The process owners will establish quality objectives and plans.
4. Key responsibilities should not be included in the Operations Manual of the R&D Division.	The duties and responsibilities of the personnel should be in their respective 201 files.
5. Critical duties and responsibilities assigned to the Supervising Science Research Specialist to be carried out in order to do the evaluation process of research proposals. The Senior Health Research Specialist had to do the responsibilities of both the Supervising Science Research Specialist and the Senior Health Research Specialist.	The process owner was directed to comply with the ISO standard.  Formulate policies on the delineation of duties and responsibilities in case of vacancy or long leave/absence.



Issues	Agreements/Resolution
6. Forms necessary to carry out the evaluation process of research proposals must be included in the Operations Manual.	The process owner was directed to comply with the ISO standard.
7. The <i>In-House Review of Research Proposals</i> that were filled-out contains a signatory while there is no signatory in Appendix D.	The process owner was directed to comply with the ISO standard.
8. The research proposals should be kept and stored properly.	The process owner was directed to comply with the ISO standard.
9. The history of the research proposals cannot be tracked and is not easily understood.	The process owner was directed to comply with the ISO standard.
10. There is no back-up of existing files of the R&D Division. The files are not appropriately disseminated within the division, and only the Science Health Research Specialist holds the important files.	The process owner was directed to comply with the ISO standard. Orient the research staff and document controller of their duties and responsibilities.
11. There is a need to relocate the R&D Division in order to secure and prevent the possible loss of documents.	The process owner was directed to comply with the ISO standard, and the proper storage of R&D documents.
12. Amendment to the process being implemented must be documented.	The process owner was directed to comply with the ISO standard.



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Prepared By:

**KRISTINE MARIE B. GAPOR**  
HEPO III/Designated Executive Assistant

Noted by:

**EMELINE ROSE R. MARIANO**  
Quality Management Representative

Approved by:

**DR. ANNABELLE P. DE GUZMAN, MHA, FPAP, MAMed(UK), CESE**  
Director General