



DILG REGIONAL OFFICE 02
**SYSTEM
 PROCEDURE (SP)**

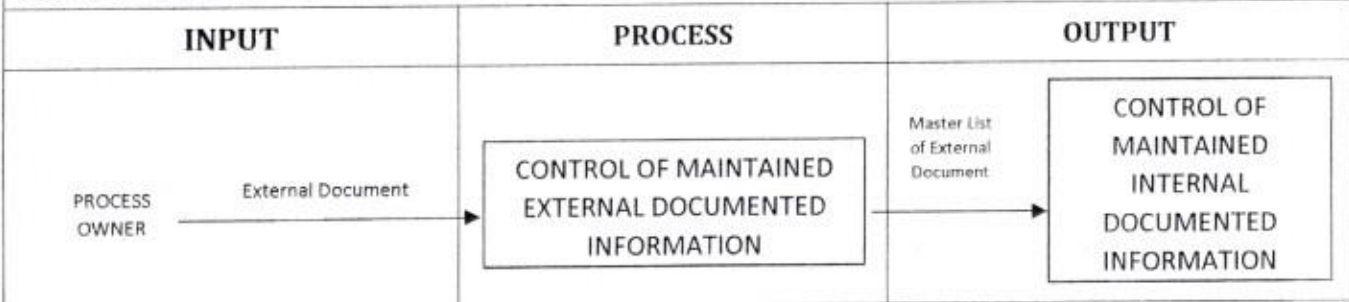
Document Code

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PROCEDURE TITLE	CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION
SCOPE	This process starts from identification of the need for acquisition up to registration of the external document in the QMS through the Master List of External Document and subjecting the Master List to document control.
PURPOSE	To define the controls for managing and controlling the acquisition and registration of external document to the QMS through the Master List and accordingly subjecting the Master List to document control.

PROCESS DESCRIPTION:



DESCRIPTIVE STATEMENT:

The process owner identifies and acquires the relevant external document, submits a duly accomplished and signed DCR to the Regional Document Controller who registers the external document in the QMS through the Master List of External Document then subjects the Master List to control including stamping, recall (if, any) and distribution in accordance with the Control of Maintained Documented Information Procedure.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	PROCESS OWNER	Identify the need for acquisition of external document	<ul style="list-style-type: none"> Identify the relevant external documents needed for the planning and operation of the QMS processes. 	
2	PROCESS OWNER	Acquire the external document	<ul style="list-style-type: none"> Acquire copy of the needed external document thru purchasing, downloading or by other means (e.g. supplied manuals or references.) Accomplish the Document Control Request (DCR) Form (External Document) and have it signed by authorized signatories. Submit the signed DCR to the Regional Document Controller for updating of the Master List of External Documents. <p>Note: Use of external documents is generally under the control of</p>	<ul style="list-style-type: none"> External Document Document Control Request Form (External Document)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			each concerned Office only. Thus, distribution and identification of control status for external documents is not practiced except for ISO standards, for internal audit purposes.	
3	REGIONAL DOCUMENT CONTROLLER (RDC)	Update the Master List of External Documents	<ul style="list-style-type: none"> Update the Master List of External Documents indicating the version/edition, if any, of the acquired document. 	<ul style="list-style-type: none"> Master List of External Documents
4	REGIONAL DOCUMENT CONTROLLER (RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	Control the master copy of the updated Master List	<ul style="list-style-type: none"> Control the master copy of the updated Master List, including, stamping, recall (if any), and distribution in accordance with the Control of Maintained Internal Documented Information Procedure. 	<ul style="list-style-type: none"> Master copy Control of Maintained Internal Documented Information
5	REGIONAL DOCUMENT CONTROLLER (RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	Retain Records	<ul style="list-style-type: none"> Retain records in accordance with the Control of Retained Documented Information Procedure and Master List of Records 	<ul style="list-style-type: none"> Master List of External Document Control of Retained Documented Information Master List of Records

Prepared By	Reviewed By	Approved By
 IVE B. SALUDEZ	 ATTY. ODILON L. PASARABA, CESO V Regional Quality Management Representative	 JONATHAN PAUL M. LEUSEN, JR., CESO IV Regional Director
QMS Secretariat Head		

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DILG REGIONAL OFFICE 02
**DOCUMENT CONTROL
 REQUEST (DCR) FORM
 (External Document)**

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DATE OF REQUEST				
REQUEST FOR <small>Please tick ✓ appropriate checkbox.</small>		<input type="checkbox"/> CREATION	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DELETION
TITLE OF DOCUMENT				
DOCUMENT CODE				
PROPOSED CHANGE				
REVISION NO.	FROM/CURRENT:		TO:	
EFFECTIVITY DATE				

REASON FOR THE REQUEST (State Purpose of the New Document or Reason for Change or Deletion)	

Note: For creation (new document), signatories are as identified in the Document Responsibility Matrix. For change and creation, signatories are the same with the signatories in the original document being requested for revision/deletion.

Prepared By:	Reviewed By:	Approved By:
Name:	Name:	Name:
Date:	Date:	Date:
Position Title:	Position Title:	Position Title:
Date Received by the QMS Secretariat		DCR Control No. _____

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Name of Office:

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
(Procedure)							

Prepared By

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 Regional Document Controller

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 Deputy QMRs

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