



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
SYSTEM PROCEDURE

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01A CONTROL OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

Scope:

This procedure defines the process of managing and controlling the creation, revision and updating, deletion and approval of internally generated QMS documents maintained by the DILG Central Document Controller and relevant support units.

Description of Service:

The process owner submits a duly accomplished Document Control Request Form together with the draft of the document to be changed to the Central Document Controller who reviews the request and the attached draft of the document, layouts accordingly and return to the process owner for review and approval by the designated signatories. Upon approval, the document controller subject the document to control, which includes updating the Master List, stamping of control status, recalling obsolete copies and uploading to the *Documented Information Management System (DIMS)*.

No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	Identify the need/s for creation/revision/deletion of documented information	<ul style="list-style-type: none"> Prepare Document Control Request (DCR) for the identified need for document creation or revision with attached supporting editable/unsigned documents, and for deletion, as appropriate. <p>Note: Concerned regional process owner may coordinate with the concerned Bureau/Service QMS Focal Person of primary responsibility for any proposed documents/changes.</p> <ul style="list-style-type: none"> Secure concurrence of the designated Bureau or Service QMS Focal Person and submit to Division Chief for review and to Bureau/Service Deputy QMR for approval. Submit the accomplished DCR to the Central Document Controller (CDC) - FMS - 	<p>Process Owner</p> <p>Bureau or Service QMS Focal Person, Division Chief, Bureau/Service Deputy QMR</p> <p>Bureau or Service QMS Focal Person</p>	<ul style="list-style-type: none"> Document Control Request (DCR) with editable copy Proposed document/ revision with editable copy



relevant regulations such as Brand Identity, Process Streamlining (ARTA).



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No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
3	Update the Master List	<ul style="list-style-type: none">Update the corresponding Master List of Maintained Internal Documented Information. <p>Note: For deleted documents, retain the title of the document but indicate the word '(deleted)' at the end of the title.</p>	Central Document Controller Team	<ul style="list-style-type: none">Master List of Maintained Internal Documented Information
4	<i>Prepare memoranda and seek approval of the document</i>	<ul style="list-style-type: none"><i>Prepare the following relevant documents and secure the signature of Overall Deputy QMR or QMR, to wit:</i> <i>1. Memorandum addressed to Approving Authority for signature of the document with attached updated Master List of Maintained Internal Documented Information; and</i> <i>2. Memorandum addressed to concerned office/s for information/reference of the approval of the document and its effectivity date.</i> <p>Note: For Levels 1 and 2 documents forward to Overall Deputy QMR for approval; for Level 3, proceed to step 6.</p>	Central Document Controller; Overall Deputy QMR or QMR	<ul style="list-style-type: none">MemorandumDocumentQM Section 7.5 (QMS Documentation Responsibility Matrix)
5	Approve document and memoranda	<ul style="list-style-type: none">Review and sign the document and memos to indicate approval and return to CDC.	Overall DILG Deputy QMR	<ul style="list-style-type: none">Document
6	Control the approved document	<ul style="list-style-type: none">Stamp 'MASTER COPY' at the back (lower right-hand corner) of each page of the approved document and affix initial.	Central Document Controller Team	<ul style="list-style-type: none">Master CopyGdrive



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No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
6	Control the Obsolete Master Copy	<ul style="list-style-type: none"> Stamp "OBSOLETE COPY" on the lower left-hand corner and affix initial. Retain the obsolete master copy and record the document in the Registry of Obsolete Documents. 	Central Document Controller	<ul style="list-style-type: none"> Obsolete master copy Registry of Obsolete Documents
7	Manage documents in the Documented Information Management System (DIMS)	<ul style="list-style-type: none"> Upload and manage updated documents and delete obsolete copies in the Documented Information Management System (DIMS). 	Central Document Controller	<ul style="list-style-type: none"> Documented Information Management System (DIMS)
8	Notify concerned office/s	<ul style="list-style-type: none"> Notify the concerned Bureaus/Services Focal Persons or Regional QMS Secretariat by disseminating memorandum approved by the Overall Deputy QMR for information/reference that changes are accessible thru DIMS. 	Central Document Controller, Overall Deputy QMR	<ul style="list-style-type: none"> Memorandum Documented Information Management System (DIMS)
8	Retain Records	<ul style="list-style-type: none"> Retain records in accordance with the Control of Retained Documented Information procedure and the Master List of Records. 	Central Document Controller	<ul style="list-style-type: none"> Control of Retained Documented Information Procedure Master List of Records
End of Transaction				

Definition of Terms:

- Documented Information** - any document that is generated by the QMS Secretariat and relevant support units within the QMS (i.e. procedures, work instructions, guidelines, forms, etc.)
- Documented Information Management System (DIMS)** - is an online system accessible thru the DILG Intranet developed to demonstrate evidence of conformity in the existing document control process, knowledge sharing, communication of information, and ease of access to all materials including manuals, procedures, forms/templates being controlled and maintained in the National QMS.



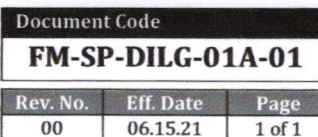
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- **Document Control Request (DCR)** - is the prescribed form to be used when requesting the creation of new documented information or revision of existing documents or deletion from the QMS whenever they become irrelevant and outdated.
- **Master Copy** - an original copy of the approved document.
- **Controlled Copy** - a copy of document controlled and updated for use and implementation.

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QMS Secretariat Head	Overall Deputy Quality Management Representative	Quality Management Representative

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Always refer to the Documented Information Management System for the Controlled Copy



REASON FOR THE REQUEST (State Purpose of the New Document or Reason for Change or 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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Noted by:

Central Document Controller

[illegible]

Prepared by:

Noted by:

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OMS Secretariat

Central Document Controller

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: DILG OFFICES

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SYSTEM PROCEDURE							
SP-DILG-01A	Control of Maintained Internal Documented Information	06.15.21	06.01.22				
FM-SP-DILG-01A-01	Document Control Request (DCR) Form (Internal Document)	06.15.21					
FM-SP-DILG-01A-02	Master List of Maintained Internal Documented Information	06.15.21					
FM-SP-DILG-01A-03	DCR Log Sheet	06.15.21					
FM-SP-DILG-01A-04	Registry of Obsolete Documents	06.15.21					

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