



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
SYSTEM PROCEDURE

Document Code		
SP-DILG-01B		
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01B CONTROL OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION

Scope:

This process starts with the identification of the need for acquisition up to the registration of the external document in the QMS through the Master List of External Document and subjecting the Master List to document control.

Description of Service:

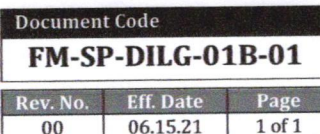
The process owner identifies and acquires the relevant external document, submits a duly accomplish and signed DCR to the Central Document Controller who register the external document in the QMS through the Master List of External Document then subjects the Master List to control in accordance with the Control of Maintained Documented Information Procedure.

No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	Identify the need for the acquisition of external documents.	<ul style="list-style-type: none">Identify the relevant external documents needed for the planning and operation of the QMS processes.	Process Owner	
2	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 Central Document Controller for updating of the Master List of External Documents.	Process Owner	<ul style="list-style-type: none">External DocumentDocument Control Request Form (External Document)

**SYSTEM PROCEDURE**

No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		Note: Use of external documents is generally under the control of each concerned Office only. Thus, distribution and identification of control status for external documents are not practiced except for ISO standards, for internal audit purposes.		
3	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. 	Central Document Controller	<ul style="list-style-type: none"> Master List of External Documents
4	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 and recall (if any) in accordance with the Control of Maintained Internal Documented Information Procedure. 	Central Document Controller	<ul style="list-style-type: none"> Master Copy Control of Maintained Internal Documented Information
5	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"> Master List of External Documents Control of Retained Documented Information Procedure Master List of Records
End of Transaction				

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

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Position Title:		Position Title:		Position Title:	
Date Received by the QMS Secretariat: _____				DCR Control No. _____	



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

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
SYSTEM PROCEDURE							
SP-DILG-01B	Control of Maintained External Documented Information	06.15.21					
FM-SP-DILG-01B-01	DCR Form-External	06.15.21					
FM-SP-DILG-01B-02	Master List of External Documented Information	06.15.21					

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Name of Bureau/Service/Office/Division:

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