

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
MASTERLIST OF FORMS
As of December 5, 2016

AREA: QUALITY MANAGEMENT SYSTEM OFFICE

FORM NAME	FORM NO.	INITIAL ISSUE DATE	REVISION DATE				
			1	2	3	4	5
Document Change Request	PSHS-00-F-QMS-01	5-Dec-16					
Document Change Request Register	PSHS-00-F-QMS-02	5-Dec-16					
Document Control Log	PSHS-00-F-QMS-03	5-Dec-16					
Internal Quality Audit Schedule	PSHS-00-F-QMS-04	5-Dec-16					
IQA Auditor Performance Evaluation Form	PSHS-00-F-QMS-05	5-Dec-16					
Corrective Action Request (CAR) Form	PSHS-00-F-QMS-06	5-Dec-16					
Opportunities For Improvement (OFI) Form	PSHS-00-F-QMS-07	5-Dec-16					
CAR Status Log	PSHS-00-F-QMS-08	5-Dec-16					
OFI Status Log	PSHS-00-F-QMS-09	5-Dec-16					

Prepared By: _____
 Document Controller

Approved By: _____
 Quality Management Representative

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
DOCUMENT CHANGE REQUEST**

DATE : _____
TO : _____
FROM : _____

DCR No. _____

Amend document []

New document []

Delete document []

1. DETAILS OF DOCUMENT

Document Number : _____

Document Title : _____

Revision Status : _____

Note: Please attach draft copy of the document.

2. CHANGE(S) REQUESTED

REASON FOR THE CHANGE

Requested By

3. QMR'S COMMENTS

Request Denied []

Request Accepted []

Signature/Date

4. APPROVING AUTHORITY

Signature Over Printed Name

Date

5. DOCUMENT STATUS

New Document Status

No.: _____

Version: _____

Revision: _____

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
DOCUMENT CONTROL LOG**

TITLE OF MANUAL:

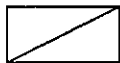
COPY NO.	DOC. NUMBER	PREVIOUS VER./ REV. NO.	NEW VER./ REV. NO.	DOCUMENT HOLDER	DATE ISSUED	SIGNATURE OF RECIPIENT	DATE RETRIEVED	SIGNATURE OF ISSUER/RETRIEVER

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

INTERNAL AUDIT SCHEDULE FOR SCHOOL YEAR _____

AREA/PROCEDURE	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

Legend:



To Be Audited



Audited



Followed-Up



Closed-Out

Prepared By: _____

Noted By: _____

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
IQA Auditor Performance Evaluation

Auditor _____ Evaluation Date _____

Please rate the Auditor 1 – Needs Improvement, 2 – Average, 3 – Good

Part I Criteria	Rating
1. Ethical, i.e. fair, truthful, sincere, honest and discreet	
2. Open-minded, i.e. willing to consider alternative ideas or point of view	
3. Diplomatic, i.e. tactful in dealing with people	
4. Observant, i.e. actively aware of physical surroundings and activities	
5. Perceptive, i.e. instinctively aware of and able to understand situations	
6. Versatile, i.e. adjusts readily to different situations	
7. Tenacious, i.e. persistent, focused on achieving objectives	
8. Decisive, i.e. reaches timely conclusions based on logical reasoning and analysis	
9. Self reliant, i.e. acts and functions independently while interacting effectively with others	
10. Knowledge on management system requirements	
11. Timely preparation of CARs and PARs until closed out	
12. Correct preparation of CARs and PARs	
13. Knowledge in root cause analysis	
Part I Subtotal	/13 =

Part II Additional Criteria for Lead Auditor only	Rating
1. Effective planning of internal audits	
2. Timely preparation of internal audit report	
3. Effective presentation of internal audit results	
Part II Subtotal	/3 =

Lead Auditor Rating: (Part I Subtotal + Part II Subtotal)/2 = _____		
Auditor Rating : Part I Subtotal = _____		
Additional Remarks (if any)		
Evaluated by:	Acknowledged by:	Noted by:

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
Corrective Action Request Form (CAR)**

Dept./Division : _____	Ref. No. : _____
Auditor : _____	CAR No. : _____
Date Reported : _____	ISO CLAUSE : _____
Audit () Complaint () Nonconformity ()	

1. DESCRIPTION OF NONCONFORMITY/COMPLAINT:

OBJECTIVE EVIDENCE:

CONSEQUENCE:

_____	_____	_____
Area Representative	Auditor	Agreed Date of
(Signature over Printed Name)	(Signature over Printed Name)	Correction Completion

2. CORRECTION (To be filled out by the Area Representative)

Actual Date of Completion: _____ Noted By: _____

3. ROOT CAUSE ANALYSIS (Use back page as guide.)

Conducted by: _____ Date: _____ Noted by: _____ Date: _____

3. CORRECTION ACTION (To be filled out by the Area Representative)

Actual Date of Completion: _____ Noted By: _____

4. RISK/OPPORTUNITY ASSESSMENT REQUIRES UPDATING?

____ NO ____ YES, Date Updated: _____ Verified By: _____

5. QMS REQUIRES UPDATING?

____ NO ____ YES, DCR No: _____ Verified By: _____

6. FOLLOW-UP COMMENTS

Date	Status	Signature		Effective? (Y/N)
		Auditor	Representative	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

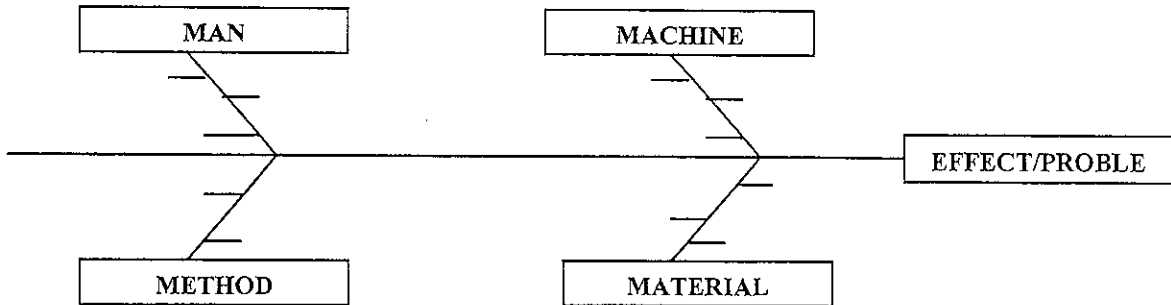
7. CASE CLOSED

Quality Management Representative

Date

Noted By (Area Head)

8. CAUSE AND EFFECT DIAGRAM



Man	Machine	Material	Method
WHY?	WHY?	WHY?	WHY?

Others	Why?
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**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
OPPORTUNITIES FOR IMPROVEMENT FORM**

DATE : _____ REF. NO : _____
TO : _____ OFI NO. : _____
Area Concerned
FROM : _____ ISO Clause : _____
(if applicable)
SOURCE: IQA [] Employee Feedback [] Survey [] System Review [] Others [] _____

1. SUGGESTION/RECOMMENDATION

Area Representative Requested By Agreed Date
(Signature over Printed Name) (Signature over Printed Name) 1st Follow-up

2. ANALYSIS (To be filled out by the Area Representative)

IMPACT/ASSOCIATED RISKS

ACTION

Area Representative/Date Area Head/Date

3. RISK/OPPORTUNITY ASSESSMENT REQUIRES UPDATING?

___ NO ___ YES, Date Updated: _____ Verified By: _____

4. QMS REQUIRES UPDATING?

___ NO ___ YES, DCR No: _____ Verified By: _____

5. FOLLOW-UP

Date	Status/Comments	Effective? (Y/N)	Auditor	Signature Representative
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. CASE CLOSED

Quality Management Representative Date Noted By (Area Head)

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CORRECTIVE ACTION REQUEST STATUS LOG**

REFERENCE NO: _____

CAR NO.	AREA	DATE REPORTED	AGREED DATE/S	FOLLOW-UP DATES	ACTUAL DATE IMPLEMENTED	DATE CLOSED

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
OPPORTUNITIES FOR IMPROVEMENT STATUS LOG**

REFERENCE NO: _____

CAR NO.	AREA	DATE REPORTED	AGREED DATE/S	FOLLOW-UP DATES	ACTUAL DATE IMPLEMENTED	DATE CLOSED