

Dr. Carlos Primo C. David, Executive Director Engr. Raul C. Sabularse, Deputy Executive Director, QMR Engr. Albert G. Mariño, Chief SRS/DQMR Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD) 4th and 5th Level, Science Heritage Building, Science Community Complex, Gen. Santos Ave., Bicutan, Taguig City, Philippines

2017 March 20

Subject: Re-Certification Audit

Dear Dr. David/ Engr. Sabularse/ Engr. Mariño,

Greetings!

Enclosed is our report on the ISO 9001:2015 Re-Certification Audit conducted last 2017 March 8 for your company.

Thank you.

Best regards,

Geraldine Mas

TÜV Rheinland Philippines Inc.

Technical Support Systems Department

Philippine Council for Industry, Energy and Emerging
Technology Research and Development

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CN 01 100 1432573

Recertification Audit Report as per

TRCert - ISO 9001:2015

for

Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)

4th and 5th Level, Science Heritage Building, Science Community Complex, Gen. Santos Ave., Bicutan, Taguig City, Philippines



Client	Standard(s)	Certification Number(s)	Audit Type
Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)	ISO 9001:2015	CN 01 100 1432573	Re-certification Audit

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Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)	ISO 9001:2015	CN 01 100 1432573	Re-certification Audit

Audit Leader : Jogina Mendiola

Audit Team : Ramoncito Puyat, Lionell Aala, Abigail Salomon

Management System Representative : Dr. Carlos Primo C. David, Executive Director

Engr. Raul C. Sabularse, Deputy Executive Director, QMR

Engr. Albert G. Mariño, Chief SRS/DQMR

Audit Date : 08 March 2017

1 Audit result

Management system effectiveness was verified on site by means of random sampling by an appropriately selected audit team. This applies in particular to the compliance of workflows with standard requirements and the descriptions in management system documentation. The special features of the organization's business activities, the applicable statutory and regulatory requirements and the requirements set forth in other generally applicable documents were also taken into account. This was done by means of a sampling approach, by conducting interviews and reviewing the appropriate documentation. Audit findings and recommendations regarding opportunities for improvement have been set forth in Sections 4 of this report.

	The last audit revealed nonconformities which have been demonstrably corrected. The corrections and corrective actions taken in this respect have been verified.
	A stage 1 audit was performed and the organization found ready for certification. Identified weaknesses, if any, have been eliminated and the respective corrective action verified.
	The current audit revealed the following nonconformities:
7	Standard(s): No. of nonconformity
	ISO 9001:2015 (0) Zero
	The major nonconformities (No. x) with individual standard elements require a re-audit to verify the effectiveness of the corrections and corrective actions (probable date:.ddmmyyyy)
~	The organization has established and maintains an effective system to ensure compliance with its policy and objectives. The audit team confirms in line with the audit targets that the organization's management system complies with, adequately maintains and implements the requirements of the standard(s).
The audi	t team therefore recommends:
Y	Award of the new certificates.
	Maintenance of the existing certification.
	Inclusion of the changes (see Section 3) in the scope of application of existing certifications
	Maintenance or issue of the certificates only after successful completion of a re-audit.

2 Scope

2.1 Description of the organization

The Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD) is the consolidation of the Philippine Council for Advanced Science and Technology Research and Development (PCASTRD) and the Philippine Council for Industry and Energy Research and Development (PCIERD) following the approval of the Rationalization Plan by the Department of Budget and Management on 29 June 2010. The

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consolidation is in compliance with the provisions of Executive Order No. 366 and its Implementing Rules and Regulations. The approved Rationalization Plan was published in the Official Gazette last 13 September 2010.

Mandate/Function:

The PCIEERD performs the following mandate to develop national R&D competence in strategic areas of industry, energy and emerging technology:

- Formulate policies and provide R&D directions, plans, programs and strategies for S&T based delineated sectors
- Coordinates, evaluates and monitors R&D programs, projects and activities
- Programs and allocates government and external funds for R&D and generates external resources to support its programs

Programs:

- Research & Development
- Institution Building
- Technology Transfer
- Human Resource Development
- Information Dissemination

Sectoral Coverage:

- Food, Process, Metals and Engineering, Electronics/Semi-Conductor, Mining and Minerals
- Transport, Energy, Construction
- Nanotechnology, Space Technology Application, Photonics, Biotechnology, Genomics, Material Science
- Climate Change Adaptation, Disaster Risk Reduction, Environment

Vision:

"The PCIEERD envisions to be recognize for the quality of its people, leadership and performance and contribute to the nation's productivity and competitiveness"

Mission:

"To lead and partner with the public and private institutions in generating S&T policies, strategies and technologies that will contribute significantly to national economic development"

Core Values:

- Commitment Having faith in the system, we are passionate at what we do. We take the extra mile and make things happen
- · Respect We demonstrate integrity and fairness in all we say and do. We treat everybody with respect
- Excellence Innovative and competitive change agents that is what we are. What we do today is always the priority
- Sense of Urgency Time is of the element. What we do today is always the priority
- Teamwork Our success is characterized by our collective energy and intelligence. We grow, prosper and celebrate success together

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Scope of Products and Services:

The scope of quality management system of PCIEERD is the management of science and technology (S&T) programs and projects which covers the following processes:

S&T Policy Formulation

Consultation with stakeholders and partners

Research and Development (R&D) Management

· Call for Proposals, Receiving, Evaluation, MOA Processing and Monitoring

Research Information and Technology Transfer

- Technology Assessment and Transfer
- Information Dissemination

Human Resource and Institution Development

· Capability Development

Finance and Administrative Services

- Hiring and Selection of Personnel
- Personnel Development
- Disbursement of Funds
- Maintenance of Office Equipment, Facilities and Vehicles
- Procurement, Inspection and Issuance of Goods and Services

Information Technology Resource Management

Information Systems and Technology Management

2.2 Scope of certification

Scope of certification: (per standard):	S&T Policy Formulation; Research and Development Management; Research Information and Technology Transfer; Human Resource and Institution Development; Finance and Administrative Services; and Information Technology Resource Management
ISO 9001 standard requirements to be excluded from the scope:	N/A
Reasons for exclusions:	N/A

Working schedule: 1 shift - flexitime



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The following sites and their scopes are included in the scope of certification:

Site No. (CN ext.)	Sites included in cert. Name/address of site	No. of emp.	Scope and processes	Standard (s)	Audit ed
01	Central office: Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD) 4 th and 5 th Level, Science Heritage Building, Science Community Complex, Gen. Santos Ave., Bicutan, Taguig City, Philippines	(148) 62 Permanent, 86 Contractuals	S&T Policy Formulation; Research and Development Management; Research Information and Technology Transfer; Human Resource and Institution Development; Finance and Administrative Services; and Information Technology Resource Management	ISO 9001: 2015	7

3 Changes in the management system/ Contract review

No major changes have been made to the management system and the management system documentation since the last audit. The order details which form the basis of the audit (including number of employees, scope and sites) reflect the actual situation in the organization.

4 Audit findings

The audit findings related to the audited standards are listed in the Annexes to this report (see. Annex ISO 9001:2015).

All information gained during the audit will be treated with strict confidentiality by the audit team and the certification body. In view of the sampling approach applied to the audit, weaknesses and nonconformities may still exist which have not been identified during the audit.

No.	Unit/Department Site	Positive findings	
1	General	 Auditees are highly receptive and open for any possible improvements in their processes. In general, all personnel were very accommodating during the Audit. Willingness to gain knowledge and understanding the concept of the new standard is note-worthy. Support and cooperation of all auditees in the implementation of quality management system is evident. 	
2	Top Management	Future strategic direction of acquiring certification for ISMS is commendable.	
3	RITTD (Research Information and Technology Transfer Division)	The introduction of the Technical Evaluation Scorecard last 2016 has increased and ensured the business-side analysis of the marketability technical feasibility and readiness for technology transfer readiness. This has lowered the risk that may be encountered in project proposals. This is commendable.	

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4	OED (Office of the Executive Director)	The campaign and primer "A New Mindset & Branding for 2017" from the Executive Director is commendable.	
5	IG	 Executive Director is commendable. The heavy use of Social Media channels (e.g. Facebook, Instagram, Twitter, Website) to promote PCIEERD & the "Innovation Council" to the Filipino netizens is very commendable. The use of "hip" Facebook page "Pinoy Science" as a PCIEERD awareness tool is commendable. The publishing of over 500 articles in 2016 is a PCIEERD record breaker. This is highly noteworthy. The release of the new video "Gawang Pinoy Bakit Hindi?" last 03 Mar 2017 at exactly 6PM has produced at audit time (within 5 days) a 45,000 reach, over 14,000 views, 256 shares and 14 comments. This is highly noteworthy. 	
6	Operation	The acquisition of service for Enhancement of the Procurement and Inventory System (PIS); an overhaul improvement as cited during audit is commendable.	
7	Milestones	Achieved PQA Level 1 status	

The following recommendations and opportunities for improvement provided by the audit team are intended to contribute to the continuous improvement of the management system.

No.	Unit/Department Site	Recommendations and opportunities for improvement		
1	PCMD – Policy Coordination and Monitoring Division	May consider deriving percentage of allowable proposals that is more than 72 days in the functional objective: "To ensure that 100% of the proposals received are evaluated within 72 working days"		
2	Recruitment and Selection of Personnel	May review the processing time of 22 days for recruitment/hiring and selection stated in the functional objectives		
3	Learning and Development	 Ensure to review the 2016 PCIEERD Competency Framework in assessing: Core, Leadership, Functional (Organizational), and Technical Ensure to take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken 		
4	IT / Management	The non-applicability of Clause 7.1.5.2 needs to be reviewed in light of the use of network monitoring tools in the WatchGuard XTM515 Unified Threat Management (UTM) device.		
5	IT Group	 Highly consider reviewing the proposed configuration of the network in terms of increasing efficiency of the network and reducing device-caused network latencies. Consider reviewing alternative options for the acquisition of MS Office 365 licenses. 		
6	Internal Audit	 Consider to revisit the classification of audit findings. Currently, positive observations are mixed with OFI's as cited during audit. Consider to designate additional time for risk and assessment during internal audit. Currently, risk is only integrated per process. Consider to provide method in determining effectiveness of internal audit. May need to enhance the assessment for audit findings taken into consideration the appropriate findings classification. 		

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	·	
7	ITDD – Industry Technology Development Division	Consider the need to document the identified risk and treatment plan for delayed submission of terminal report from proponent (e.g. Black Sand Mineral Characterization Project)
8	Procurement / Outsource Provider	 Consider to merge "supplier performance sheet" with "supplier's transaction documents" to lessen difficulties of filing and records retrieval. Ensure "KPI / Quality Objectives" are appropriately monitored. Currently, monitoring is not updated — only until June 2016 transaction was monitored. Likewise, redundancy with PIS manual monitoring may be checked. Consider to improve itemization of changes or improvement plan for every procured service to easily identify if expectations are met prior to full implementation (e.g. Enhanced PIS)
9	Quality Objectives (HRIDD/ EUSTDD)	Ensure to establish corrective actions for unmet quality objectives.
10	Risk and Opportunities Assessment	Monitoring, analysis and evaluation of effectiveness of controls identified on key issues will be checked on the next audit.
11	EUSTDD (Energy and Utilities Systems Technology Development Division)	 Ensure to determine action plans on the identified risks and opportunities (e.g. only category with 'Very High' has defined action plans and none for 'High' and 'Tolerable' level). Ensure all documentary requirements are completely on file (e.g. no copy of notice of approval for 03515)
12	PMIS	 Ensure correctness of data inputs in the system. Code 03515: in PMIS date of evaluation and approval is on July 23, 2015 while on May 22, 2015 there is already issued letter of invitation Code 02873: in PMIS date received is on May 29, 2013 and approved on May 31, 2013 while there is already technical evaluation on January 21, 2013.
13	HRIDD-IDP	Ensure to determine risks and opportunities and action plans to address them. This will be checked on the next audit.
14	Preventive Maintenance	Ensure completeness of all entries required in documented information (e.g. Regular Service Report for elevator, some have no date, time-in, time-out, and signature). Furthermore, uniformity of data inputs should be observed (e.g. some have 'check sign and slash sign' for both operational condition.
15	Disbursement of Funds	 Revisit risk and opportunities assessment as some of the identified risks in 'Very High' maybe downgraded into 'Tolerable' level (e.g. signatories are out of the office for official business where there is available alternate authorized signatories). May consider the following to include in functional objectives: Utilization of budget Reduction of disbursement fund processed beyond target of five (5) working days (i.e. BY 2016: 20%)

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5 Dates

Due Date for the next audit

2018 May 27

Agreed date for the next audit

+3/-0mos

20 March 2017

Jogina Mendiola

Date

Audit Leader / Auditor(s)



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Item	Audit result
Context of the organization	The organization has determined internal and external issues related to the following subject areas (Note: subject areas can be legal requirements, co-operations, competition, community etc.)
	External Issues
	Legal – Intellectual Property (i.e Patent, Technology Transfer Act)
	Culture – Culture of Entrepreneurship, Lack of Information/dissemination
	Internal Issues
	Competency Assessment
	Incentives for Researchers
	Limited plantilla positions (use of Job Contracts)
	The organization has identified interested parties and the requirements of these parties. Examples for such determined interested parties are:
	Internal Administrative and Technical Divisions
	Management
	Governing Council
	 External Department of Science and Technology System General Public Industry Academe Scientists and Researchers Scholars Research and Development Institutes
	Media
Policy / objectives	Other Government Agencies, e.g., DBM, NEDA, COA Top Management has declared its quality policy binding and implemented. The quality policy is appropriate and provides a framework for the respective quality objectives. It commits all employees to pursue continuous quality system improvement.
	Key quality objectives include:
	To attain a "very satisfactory" customer satisfaction rating for the year through the continual improvement
	To deliver required services according to mutually agreed terms and conditions and existing applicable statutory and regulatory requirements
Process control including outsourced processes	The processes available in the organization have been identified and documented. Process workflows and interactions have been described and appropriately controlled. The processes are evaluated at regular intervals by means of key performance indicators.

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Item	Audit result
	Key processes: The scope of quality management system of PCIEERD is the management of science and technology (S&T) programs and projects which covers the following processes:
	S&T Policy Formulation Consultation with stakeholders and partners
	Research and Development (R&D) Management • Call for Proposals, Receiving, Evaluation, MOA Processing and
	Monitoring
	Research Information and Technology Transfer • Technology Assessment and Transfer
	Information Dissemination
•	Human Resource and Institution Development
	Capability Development Finance and Administrative Services
	Hiring and Selection of Personnel
	Personnel Development
	Disbursement of Funds Assistance of Office Funished Togething and Validate
	 Maintenance of Office Equipment, Facilities and Vehicles Procurement, Inspection and Issuance of Goods and Services
	Information Technology Resource Management
	Information Systems and Technology Management
	These processes are appropriately reviewed and controlled.
	There are no processes outsourced by DOST PCIEERD.
Risk-based thinking	Risk based thinking is considered qualitatively for the processes: Policy Development and Advocacy; Technology Assessment and Transfer; Capability Building and Institutional Building; Information Dissemination; Human Resource; and Information Technology
	Concerning risk based thinking, a Risk Register is used (a risk assessment worksheet with risk treatment plan)
Customer-related and other requirements	The organization analyses and evaluates customer requirements and/or enquiries and any documented, assumed, statutory and regulatory requirements within the scope of a production and feasibility study performed in a team.
	The following process requirements significantly affect product or service quality:
	 PCMD: within 2 working days to acknowledge receipt of project proposal PCMD / Tech. Division: turn-around time of 72 working days upon proposal
	received from PCMD to GC disposition excluding waiting time for revision form Proponent and postponement schedule of TP, PMT, GC and DOST- Execom meetings
	 Process of evaluation of proposal involving Tech Division, Technical Panel, PMT, GC & Execom
	- Preparation of MOA – within 5 working days.
	- Project Monitoring, including submission of terminal reports within 3 months after

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Item	Audit result		
	project completion		
		e of evaluation of application for scholarship	
	1	d customer-related requirements include:	
	E.O.366	Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who May Be Affected by the Rationalization of the Functions and Agencies of the Executive Branch	
	DBM Letter dated	(29 June 2010) Approval of the Rationalization Plan (RP) for the consolidation of the Philippine Council for Industry and Energy Research and Development (PCIERD) and Philippine Council for Advanced Science and Technology Research and Development (PCASTRD) to a Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)	
	R.A. 8293	Intellectual Property Code of the Philippines	
	R.A. 10055	An Act Providing the Framework and Support System for the Ownership, Management, Use, and Commercialization of Intellectual Property Generated From Research and Development Funded By Government and For Other Purposes	
	R.A. 6713	Code of Conduct and Ethical Standards for Public Officials and Employees	
	R.A. 8439	An Act Providing a Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government	
	P.D. 1096	National Building Code of the Philippines	
	R.A.8291	Government Service Insurance System Act of 1997	
	R.A. 7875	Philippine National Health Insurance Act of 1995	
	R.A. 8424	Tax Reform Act of 1997	
	R.A. 9184	Government Procurement Reform Act, its IRR and Resolution No. 22-2006 Amending Sections 23.6 and 24.7 of IRR	
	R.A. 9154 IRR	Comprehensive Fire Code of the Philippines and its	
	COA Circular	New Government Accounting System (NGAS)	
Customer satisfaction and complaints	The organization maintains documented and effective procedures governing the handling of information, data analyses, improvement actions and responses to customer feedback. A walk-in client satisfaction survey was conducted from October 2016 to February 2017. There were a total of 179 respondents with "Satisfaction" rating. Likewise, the Management formed a Customer-Relations Management Committee to look into the mechanism on how to address the gaps or issues raised/forwarded by the customers		
Internal audit and	Internal Audit		
management review		QMS implementation, maintenance and effectiveness by	

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Item	Audit result	
means of annually scheduled system audits (twice a year), where recently is audit was held last January 27, 30-31, February 1, 2017. The organization get carried out the audit in accordance to the requirements. There were forty fix Nonconformity and twenty (20) Opportunities for Improvement issued. At the audit, all NCs raised await verification of the corrective action applied.		
	Management Review	
	The DOST PCIEERD management review of the suitability and effectiveness of the QMS is conducted at least annually as the need arises – February 14, 2017 and February 21, 2017	
	The agenda includes the following inputs but not limited to the following areas – • Customer Satisfaction and Feedback from relevant Interested Parties	
	Extent to which Quality Objectives have been met	
	Process performance and conformity to services	
	Audit Results	
	Nonconformities and Corrective Actions Monitoring and Management Regults	
	Monitoring and Measurement Results Performance of External Providers	
	Result of Risk Management	
Use of certificate and logo	The organization uses the logo and the certificate (e.g. on business cards, company brochures, websites etc.) in compliance with the requirements.	

Chapter of standard	4.1	4.2	4.3	4.4	5.1	5.2	5.3	6.1	6.2	6.3		
Rating *	1	1	1	1	1	1	1	1	1	1		
No. of nonconformity	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Chapter of standard	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	8.6	8.7
Rating *	1	1	1	1	1	1	1	1	1	1	1	1
No. of nonconformity	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Chapter of standard	9.1	9.2	9.3	10.1	10.2	10.3						
Rating *	1	1	1	1	1	1						
No. of nonconformity	n/a	n/a	n/a	n/a	n/a	n/a						

* Rating:

1 = conforming

2 = not audited in this audit

3 = failed/nonconformity (see nonconformity report))

4 = not applicable

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Certificate

Standard

ISO 9001:2015

Certificate Registr. No.

01 100 1432573

Certificate Holder:



Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)

4th and 5th Level, Science Heritage Building, Science Community Complex, Gen. Santos Ave., Bicutan, Taguig City, Philippines

Scope:

S&T Policy Formulation; Research and Development Management; Research Information and Technology Transfer; Human Resource and Institution Development; Finance and Administrative Services; and Information Technology Resource Management

Proof has been furnished by means of an audit that the requirements of ISO 9001:2015 are met.

Validity:

The certificate is valid from 2017-05-04 until 2020-05-03.



2017-05-04







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