



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

MEMORANDUM CIRCULAR NO. 044

**TO :** All Officials, Officers and Personnel in the Department including DOJ Prosecution Offices Nationwide

**SUBJECT :** ISO Quality Management System Certification

**DATE :** 28 December 2018

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- 1.0 This pertains to the implementation of Quality Management System (QMS) in line with the ISO 9001:2015 Certification of the Department effective 14 December 2018, covering the following:
- 1.1 Provision of Case Management in the National Prosecution Service, particularly in the Makati Prosecution Service; and
  - 1.2 Provision of Support Services by the DOJ Proper.
- 2.0 Officials, offices and employees responsible shall implement the system and recommendations provided by the external auditors towards sustained certification and continuous improvement of the management system (covered by a separate issuance), as follows:
- 2.1 DOJ top management including the Secretary, Undersecretaries, Assistant Secretaries and designated Quality Management Representative (QMR);
  - 2.2 Makati City Prosecution Office including all prosecutors and support staff/personnel;
  - 2.3 DOJ Support Services including the Planning and Management Service, Administrative Service (i.e. Appointment Section, Training Section, Property Management Section, Maintenance Section, Cashier Section), Financial Service; and
  - 2.4 Bids and Awards Committee members and secretariat.
- 3.0 Compliance of the said officials, officers and employees concerned to ISO QMS requirements shall form part of internal eligibility requirements for the grant of CY 2019 PBB, subject to further oversight and Department guidelines.

- 4.0 All officials and employees concerned are also directed to observe the following proper use and application of Test Marks<sup>1</sup> with Logo provided by TUV Rheinland Philippines, Inc.:
- 4.1 The said Test Mark and Logo can be used for the following (i.e. without a particular size requirement but the text should be legible enough to be read and the QR code is huge enough to be scanned):
- 4.1.1 On DOJ website with appropriate resizing with at least 300 pixels, but without altering the placement of test mark or the QR code;
- 4.1.2 In any internal and external form including business cards, letter heads, envelopes, and all other forms including letters and certificates of officials, offices and employees specifically covered by the ISO certification and QMS implementation; and
- 4.1.3 In DOJ advertisement, promotions or announcements including brochures and flyers.
- 4.2 The DOJ is only allowed to use the four (4) variations of Test Marks provided, hence not allowed to use the certified symbol alone or do any alteration of any kind, change of proportions, color, removal or addition of any parts of the test mark, otherwise it will be considered counterfeiting.
- 4.3 Use of the Test Mark and Logo shall be formally requested from and authorized by the designated QMR thru the QMS document control officer. Unauthorized use and counterfeiting of the Test Mark/Logo will be subject to appropriate sanctions.
- 5.0 This Circular takes effect immediately.

For information, guidance and compliance.

**ADRIAN FERDINAND S. SUGAY**  
*Undersecretary & Officer-in-Charge*  
*(per D.O. No. 759 dated 20 November 2018)*

Department of Justice  
CN: O201901005

