



NATIONAL POWER CORPORATION

CORPORATE PROCEDURE

NPC-005

Document Code

PLANNING AND REVIEW

Document Title

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Document Title: **PLANNING AND REVIEW**

1.0 PURPOSE

To provide guidelines in the conduct of planning and review at various levels to ensure that:

- 1.1 policies, directions, plans and programs are established/identified and reviewed;
- 1.2 action plans and strategies for implementing NPC business operations and processes are formulated;
- 1.3 decisions and actions are determined relating to (a) improvement of NPC QMS effectiveness (b) improvement of output/product and services and (c) required resources.

2.0 SCOPE

This procedure covers the following:

- 2.1 Strategic Planning (Corporate Level)
- 2.2 Management Conference
- 2.3 Operational Planning (FGs, Departments, Divisions, Power Plants & Field Units)
- 2.4 Management Committee (ManCom) Meeting
- 2.5 Management Review (ManCom & FGs)
- 2.6 Operations Review (Departments, Divisions & Field Units)
- 2.7 Other meetings

Strategic Planning for the succeeding year shall be conducted at the last quarter of the current year. Management Conference and Operational Planning follow subsequently. Management Reviews shall be conducted every semester at ManCom and FG levels, and Operations Review shall be conducted quarterly at the Department level and below.

3.0 DEFINITIONS/ACRONYMS

3.1 Definitions

- 3.1.1 Agenda - list of topics/issues to be discussed.
- 3.1.2 Assigned Secretariat - designated personnel responsible for the facilitation of planning, reviews or meetings and recording of minutes.
- 3.1.3 Strategic Planning - planning conducted at the corporate level focusing on the vision, mission and long-term goals/objectives of NPC.
- 3.1.4 Operational Planning - planning conducted at FG level and below to set priorities and align the resources to achieve short-term goals/objectives.
- 3.1.5 Field Units - NPC satellite offices.
- 3.1.6 Management Review - assessment conducted at NPC Top Management & FG levels to serve as platform for discussion and evaluation of the inputs from Operations Review.
- 3.1.7 MANCOM Meeting - any gathering of NPC Top Management for the purpose of discussing corporate policies, plans and programs, objectives/targets/performance, required resources and actions to be taken.
- 3.1.8 Meeting - any gathering for the purpose of discussing agenda and agreements.
- 3.1.9 Minutes of Meeting - written record of discussions and agreements during a meeting.
- 3.1.10 Notice of Meeting - a notification sent to intended participants on the agenda, date, time, location and other information of the meeting.
- 3.1.11 Operations Review - assessment conducted at Departments, Divisions, Field Units and Committees/TWGs/Task Forces levels to serve as platform for discussion and evaluation of operation results.
- 3.1.12 Top Management - the President & CEO, Sr. Vice President & COO, Vice Presidents and extended Management Committee Member(s).

3.2 Acronyms

3.2.1	CEO	-	Chief Executive Officer
3.2.2	COO	-	Chief Operating Officer
3.2.3	DCCO	-	Document Control Center Officer
3.2.4	DCO	-	Document Control Officer
3.2.5	FG	-	Functional Group
3.2.6	ISO	-	International Organization for Standardization
3.2.7	MANCOM	-	Management Committee
3.2.8	NPC	-	National Power Corporation
3.2.9	QMR	-	Quality Management Representative
3.2.10	QMS	-	Quality Management System
3.2.11	RO	-	Records Officer
3.2.13	TWG	-	Technical Working Group
3.2.14	VP	-	Vice President

4.0 REFERENCES

- 4.1 Philippine National Standard - ISO 9000:2015 Quality Management Systems, Fundamentals and Vocabulary
- 4.2 Philippine National Standard - ISO 9001:2015 Quality Management Systems, Requirements

5.0 APPENDICES

- 5.1 NPC-005.F01, Notice of Meeting
- 5.2 NPC-005.F02, Attendance Sheet
- 5.3 NPC-005.F03, Minutes of Meeting
- 5.4 NPC-005.F04, Workplan

6.0 PROCEDURE

6.1 Conduct Planning and Review

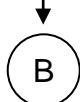
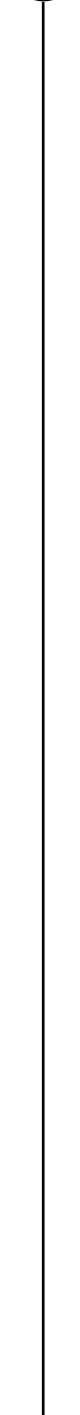
<u>Flowchart</u>	<u>Responsibility</u>	<u>Details</u>
<pre> graph TD Start([Start]) --> Prep[1 Prepare Notice of Meeting] Prep --> A((A)) </pre>	Assigned Secretariat	<p>1.1 Prepare NPC-005.F01, Notice of Meeting to reflect the required agendas.</p> <p>Notes:</p> <p>A. Office Order can be used for Strategic/Operational Planning and Management Conference.</p> <p>B. Listed below are the minimum agendas:</p> <ol style="list-style-type: none"> 1. Strategic / Operational Planning & Management Conference <ul style="list-style-type: none"> • <i>Corporate/FG/Department/Division/Field Office Policies/ Programs</i> • <i>Accomplishment of previous year</i> • <i>Objectives/Targets</i> • <i>Required Resources</i> • <i>Risks, Risk Treatment and Opportunities</i> • <i>Needs, expectations and issues of interested internal/ external parties</i> 2. Management/Operations Review <ul style="list-style-type: none"> • <i>Status of actions from previous Management/Operations Review</i> • <i>Changes in external and internal issues that are</i>

relevant

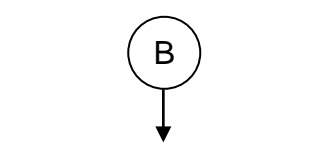
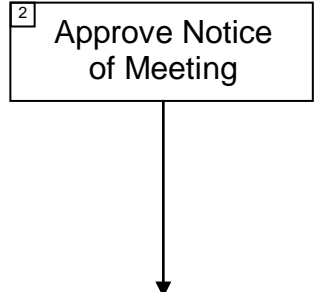
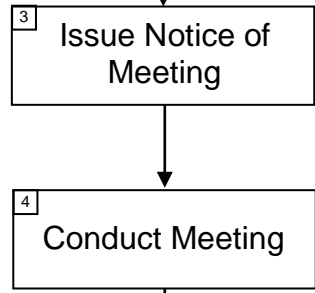
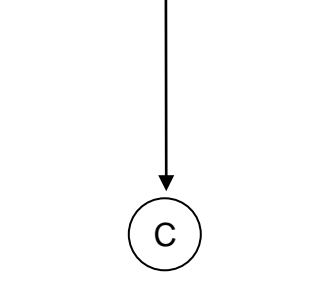
Flowchart

Responsibility

Details



- *Performance of the QMS effectiveness*
 - *Work Plan (Objectives / Targets / Accomplishments)*
 - *Customer Satisfaction and Feedback from relevant interested parties*
 - *Process performance, product/services requirements and conformity*
 - *Effectiveness of Corrective Actions for Nonconformities*
 - *Monitoring and measurement results*
 - *Audit results*
 - *Performance of External Providers*
 - *Adequacy of resources*
 - *Effectiveness of actions taken to address risks and opportunities*
 - *Opportunities for improvement*
 - *Communication Plan (to be discussed during the 2nd Semester Management Review)*
3. *ManCom Meetings - agendas are submitted by the FG Heads*
 4. *Other Meetings - agendas are prepared by the personnel who is in charge or organizes the meeting*

<u>Flowchart</u>	<u>Responsibility</u>	<u>Details</u>
	President & CEO VP/FG Head Dept./Div. Manager Plant/Field Unit Head QMR Comm. Chairperson	2.1 Review and approve the Notice of Meeting .
	Assigned Secretariat	3.1 Issue Notice of Meeting .
	President & CEO VP/FG Head Dept./Div. Manager Plant/Field Unit Head QMR Comm. Chairperson	4.1 Preside over the meeting.
	Assigned Secretariat	4.2 Pass attendance sheet using NPC-005.F02, Attendance Sheet . Note: Attendance Sheet of TDD-HRD can be used for Strategic/Operational Planning and Management Conference.
	Assigned Secretariat (Dept. down)	4.3 Record discussions for transcription. Note: Prepare list of agreed targets using NPC-005.F04, Workplan after the conduct of:
		- Operational Planning/Review
		4.4 Recap agreements.

