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5.1 MISSION AND VISION

Our Vision

PNOC by 2030: to have provided vital energy infrastructure, conducive to a balanced and sustainable growth of the economy.

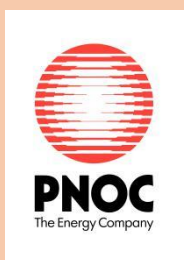
Our Mission

Through the efforts and initiative of world class professionals, PNOC is committed to:

1. Develop and implement projects and programs in a financially prudent and responsible manner aimed at increasing the country's self-sufficiency level in oil, gas and other energy sources;
2. Foster sustainable and environment-friendly sources of energy and promote energy efficiency and conservation; and
3. Maintain the highest standards of service and corporate governance.

Our Core Values

- Service (*Mapaglingkod*):
Puts the interest of the Filipino people above self
- Integrity (*Mapagkakatiwalaan*):
Honest and transparent in dealing with stakeholders
- Professional Excellence (*May mataas na kakayahan*):
Always seeking continuous improvement;
aspiring for high work standards and achievements
- Accountable and results oriented (*May pananagutan*):
Assuming responsibility for all actions
- Teamwork (*May pagkaka-isa*):
United in purpose

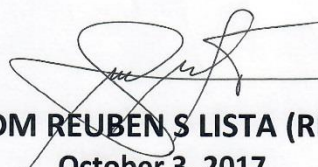
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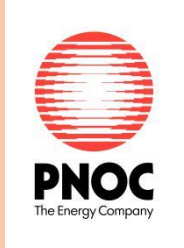
PNOC QUALITY POLICY

The Philippine National Oil Company (PNOC), the government's premier energy company, is committed to ensuring energy security by providing vital energy infrastructure for the country. Our vision is that by year 2030, we have provided vital energy infrastructure, conducive to a balanced, and sustainable growth of the economy.

Anchored on excellence and efficiency, we aim to contribute to sustainable development through the efficient use of resources, while providing the highest quality of service for all.

We further commit to comply with the requirements of ISO 9001:2015 in the implementation of our Quality Management System (QMS), while continuously working on its improvement and communicating our Quality Policy to our employees, stakeholders, and partners.


ADM REUBEN S LISTA (RET)
 October 3, 2017
 Rev 2

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PNOC's GUIDING PRINCIPLES

PNOC's corporate governance in the implementation of projects, will be anchored on principles aimed at guiding the company and its people.

We shall provide Leadership in addressing the Energy requirements of our developing economy with initiatives that pass the test for Legality.

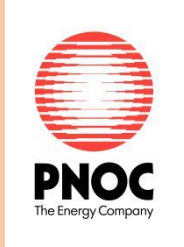
We will pursue Innovative programs as we maintain a high standard of Integrity in all our affairs.

Stakeholders can expect Sincerity in our dealings as we strive to provide the best Service to the nation.

In all this, we will be guided by Truth and Transparency in our endeavors.

And all our undertaking shall be Aboveboard as we are Accountable to the Filipino people.

ADM REUBEN S. LISTA (RET)
October 3, 2017

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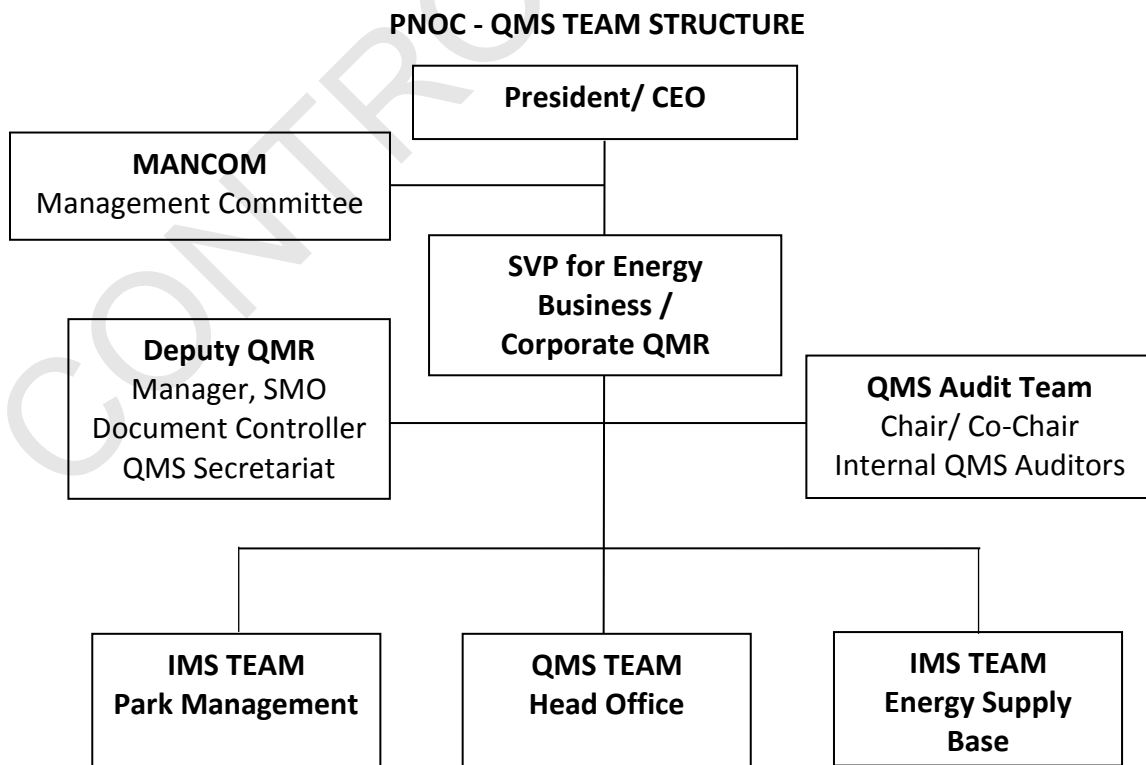
5.2 QMS POLICY


A QMS Policy has been defined for PNOC Mother Company. This QMS Policy shall contain the commitments of PNOC to quality. All PNOC Personnel shall understand this policy and pursue to incorporate this in their respective activities. Suppliers, service providers, PNOC Industrial Park, PNOC Energy Supply Base, and other relevant parties shall be made aware of this policy so they can be encouraged to participate in its realization. The policy shall be reviewed to ensure that it captures the organization's dynamism and progress.

5.3 ROLES, RESPONSIBILITIES AND AUTHORITIES

PNOC Mother's organizational structure shall be optimally designed to support the operations of the organization. The roles, responsibilities, and authority of each person shall be defined in the Position Description Form. Additional or special tasks may be defined through Special Orders and Temporary Designations. Specific duties and tasks may be defined in procedures, terms of reference, and guidelines.

A QMS Team structure shall be created for all matters related to quality management (see figure below) Appointment of personnel shall be covered in a Special Order (SO).



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The following shall be the responsibilities and authorities related to the QMS:

5.3.1 President and CEO

- 5.3.1.1 Directs and manages the activities of the QMS Team in establishing, implementing, and maintaining the QMS in accordance with ISO 9001:2015,
- 5.3.1.2 Ensures provision of resources needed for the effective implementation, maintenance, and improvement of the QMS
- 5.3.1.3 Authorizes the QMS Policy
- 5.3.1.4 Authorizes members of the QMS Team
- 5.3.1.5 Authorizes improvement plans

5.3.2 Corporate QMR – SVP Energy Business


- 5.3.2.1 Reviews QMS documentation to ensure alignment with PNOC policies and determine the extent of compliance with standard requirements
- 5.3.2.2 Endorses the QMS Policy to the Board of Directors. The QMS Policy provides the overall directions and commitment of the company on the quality of its services
- 5.3.2.3 Reports QMS performance to PNOC Management

5.3.3 Deputy QMR

- 5.3.3.1 Assists the Corporate QMR in the performance of all QMS activities
- 5.3.3.2 Understands the requirements of ISO 9001:2015 and PNOC's system processes
- 5.3.3.3 Promotes awareness and appreciation of the QMS and its elements
- 5.3.3.4 Monitors and reports to the QMR the progress of QMS Team's activities whenever there are projects or programs
- 5.3.3.5 Conducts management review meeting
- 5.3.3.6 Coordinate with PSD for the training needed for the QMS and Internal Audit Team

5.3.4 Management Committee (MANCOM)

- 5.3.3.1 Responsible for the formulation of policies and guidelines, rules and regulations affecting the day to day operations of PNOC
- 5.3.3.2 Recommend to PNOC Board plans and programs of the company

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- 5.3.3.3 Reviews and assess the results of internal audits conducted.
- 5.3.3.4 Reviews and assess the performance of the QMS performance
- 5.3.3.5 Reviews and recommends improvement plans to the President/CEO

5.3.5 Document Controller

- 5.3.5.1 Ensures that only duly approved documents are registered in the central QMS Documentation
- 5.3.5.2 Facilitates the availability, distribution, and accessibility of QMS documents to authorized users
- 5.3.5.3 Ensures storage and protection of QMS documents from physical damage or loss
- 5.3.5.4 Ensures security and confidentiality of classified information
- 5.3.5.5 Ensures that no uncontrolled document or obsolete documents circulate and used inadvertently
- 5.3.5.6 Controls the reproduction, release, and borrowing of QMS documents
- 5.3.5.7 Facilitates/ supervises the control of records by authorized custodians.

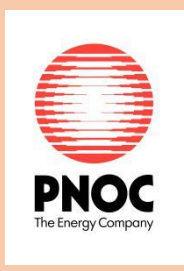
5.3.6 QMS Secretariat

- 5.3.5.1 Preparation of correspondences related to PNOC QMS
- 5.3.5.2 Preparation of the Meeting Notifications
- 5.3.5.3 Taking down of minutes of the meeting of the QMS Team
- 5.3.5.4 Monitoring of the attendance of members during the meeting
- 5.3.5.5 Filing of documents related to PNOC QMS
- 5.3.5.6 Other tasks that may be assigned from time to time by the Deputy QMR

5.3.7 QMS Team – Department/Division representatives

- 5.3.7.1 Conduct, review, and update the systems and procedures including risk assessment
- 5.3.7.2 Write, review, and update QMS documentation for their respective department/division, including OPCR's, IPCR's procedures and support documents
- 5.3.7.3 Cascade and promote QMS Policy, systems, and procedures in their respective department/division

5.3.8 Internal QMS Audit Team

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The Internal Audit Team shall, at defined intervals, determine the implementation, effectiveness, continuing suitability, and improvement areas of the QMS.

5.3.9 Internal QMS Audit Chair


- 5.3.9.1 Coordinates the activities of the Internal Audit Team from audit planning, preparation, implementation, reporting of results, and follow up
- 5.3.9.2 Establishes the Audit Plan and schedules
- 5.3.9.3 Makes necessary arrangements for the conduct of the audit
- 5.3.9.4 Serves as the spokesperson of the Internal Audit Team during opening and closing meetings.
- 5.3.9.5 Resolves conflicts in the Auditors' findings and opinions, evaluate the evidence, and makes the final decision
- 5.3.9.6 Collates internal audit results and prepares the Audit Report
- 5.3.9.7 Monitors the progress and actions taken on the audit findings
- 5.3.9.8 Recommends trainings needed for the Internal Audit Team

5.3.10 Internal QMS Audit Team Members

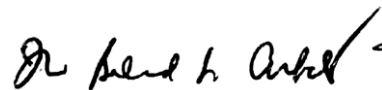


- 5.3.10.1 Prepare audit checklists
- 5.3.10.2 Conduct Internal QMS Audits and follow up audits based on the documented procedure and approved Audit Plan
- 5.3.10.3 Submit to the Audit Leader the audit results and records, including filled up checklists, other forms of audit evidence, and nonconformity reports.

5.3.11 All personnel

- 5.3.11.1 Become aware of policies and procedures that are relevant to their jobs
- 5.3.11.2 Implement policies and procedures assigned to them and maintain records
- 5.3.11.3 Participate in the realization of objectives, targets, and programs
- 5.3.11.4 Make suggestions for improvement
- 5.3.11.5 Report incidents or communications (internal or external) that may affect the QMS

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0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.
1	Page 1 Page 4 Page 6 Page 7 All	Replaced Mission statement as approved by GCG Revised the PNOC QMS Structure to show SVP Energy Business as the Corporate QMR; OIC Manager as Deputy QMR and inclusion of QMS Secretariat in the structure Added responsibilities of the Deputy QMR and QMS Secretariat Removed "management review" in 5.3.9.4 Change of signatory and effectivity dates

Prepared by	Reviewed by	Approved by
 M. B. L. Cubelo	 Atty. G. M. Barleta	 Atty. G. M. Barleta
OIC Manager - Strategy Management Office	SVP for Energy Business	OIC President and CEO