
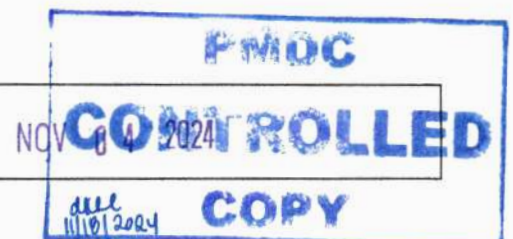
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0.2 QUALITY POLICY

PMDC is committed to its mandate of converting idle mining assets into productive operating mines. To abide by this commitment, we ensure that:

- The PMDC and its Partner- Operators: a) comply with all related laws, rules and regulations, b) abide by the principles of Sustainable Development, and c) undertake exploratory and mining activities in accordance with approved timelines;
- Our employees uphold the value of excellence in the performance of their functions;
- We continually strive to satisfy our customers, and improve our systems and processes; and
- Our Quality Policy and Objectives are fully understood by our employees.

We strive to become the Role Model for Responsible Mining in the industry.

0.3 INTRODUCTION

This Quality Manual defines and clarifies policies, systems, and procedures adopted to implement and continuously improve the PMDC's Quality Management System (QMS).


The Quality Manual, together with associated documents mentioned herein, aims to:

- a. Describe the basic elements of the QMS of PMDC and serve as reference in its implementation and continual improvement;
- b. Ensure the documentation of proper procedures to enable adequate response to customer needs;
- c. Inform the internal and external stakeholders and enable them to observe and implement the QMS that is being maintained by the company; and
- d. Serve as reference and guide for both newly hired and existing personnel, and enable them to appreciate the company's QMS.

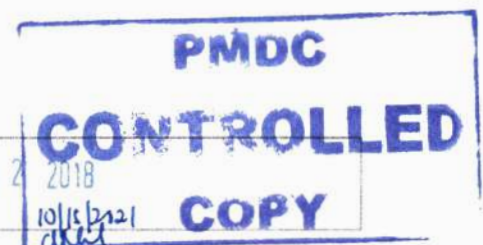
0.4 COMPANY PROFILE

0.4.1 Background

The Philippine Mining Development Corporation (PMDC) is a wholly-owned government corporation attached to the Department of Environment and Natural Resources (DENR). It is mandated to dispose, develop or operate its mining tenements by itself, in partnership or in joint venture with a qualified private party or contractor.

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Date: APR 02 2018





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tenements by itself or in partnership or in joint venture with a qualified private party or contractor.

Due to the huge financial investment required in undertaking exploration and development activities and the financial risks involved, in addition to the inadequate financial resources of PMDC, PMDC management has opted to engage a Partner/Operator to undertake the mining exploration and development, thereby shifting the financial burden and risks to the Partner/Operator. Aside from the up-front and non-refundable commitment fee being charged by PMDC from the winning Partner/Operator, PMDC will receive a royalty fee from the Partner/Operator, in the event that the mining tenement proves to be financially viable. However, in case the mining tenement turns out to be not viable, financially or otherwise, only the Partner/Operator will bear the loss.

PMDC is committed to monitor, in accordance with set standards and regulatory laws, the operation of companies which have been awarded the contract to explore and develop its mining properties and ensure that all relevant rules and regulations are complied with, appropriate revenues for the National Government are generated on time, and host communities benefit therefrom.

0.4.2 Vision and Mission

Vision Statement

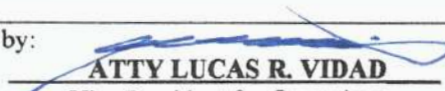
“By 2028, PMDC is a sustainable mining firm generating bigger revenues for the State, embracing first-rate norms and international standards in responsible mining, espousing policies that protect the environment, and helping transform communities into healthy, progressive, and ecologically-sound settlements.”

Mission Statement

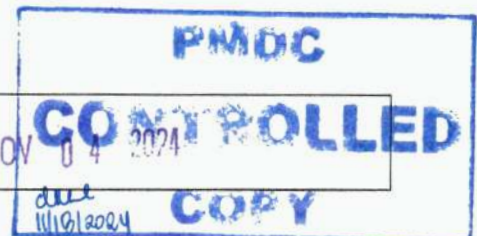
“We serve as the government’s mining arm to generate revenue and develop progressive communities through responsible mining.”

0.4.3 Core Values

- Patriotism
- Integrity
- Excellence
- Spirituality

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0.4.4 Organizational Structure

The PMDC's organizational structure is expressed in the chart below:

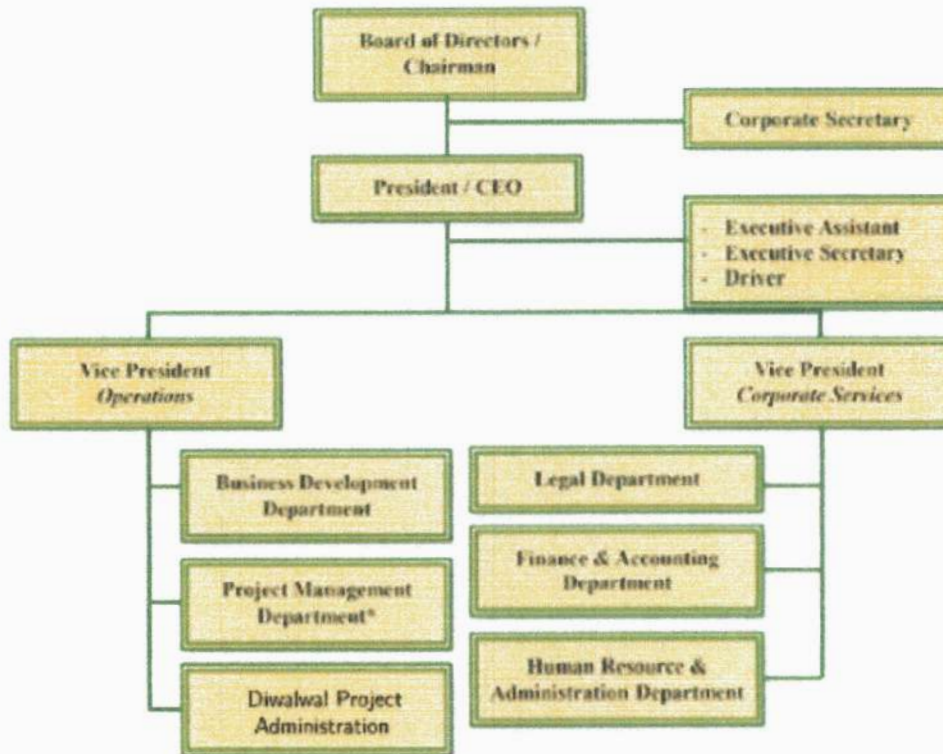


Fig. 1. The PMDC Organizational Structure

1. Quality Management System

1.1 Quality Management System Model

Due to resource constraints, PMDC predominantly operates as an asset management company that oversees the operation of government-owned mining properties by qualified investors, referred to as the company's Partners/Operators. To ensure the efficient and timely operation of said Partners/Operators, a process-based quality management system model has been adopted. Through its adoption of the system, the PMDC aims to efficiently and effectively undertake the operation and management of state-owned mining properties and to establish a credible presence within its host communities.

The PMDC pursues this QMS as part of its objectives of making the state-owned mining properties productive. As such, it intends to work closely with its Partner Operators in



order to ensure that the mining projects operate in accordance with agreed timelines and statutory/regulatory requirements, and accordingly generate the expected revenues for the government.

PMDC's customers are its Partner-Operators, and host communities.

Quality Management System Model - ISO 9001:2015

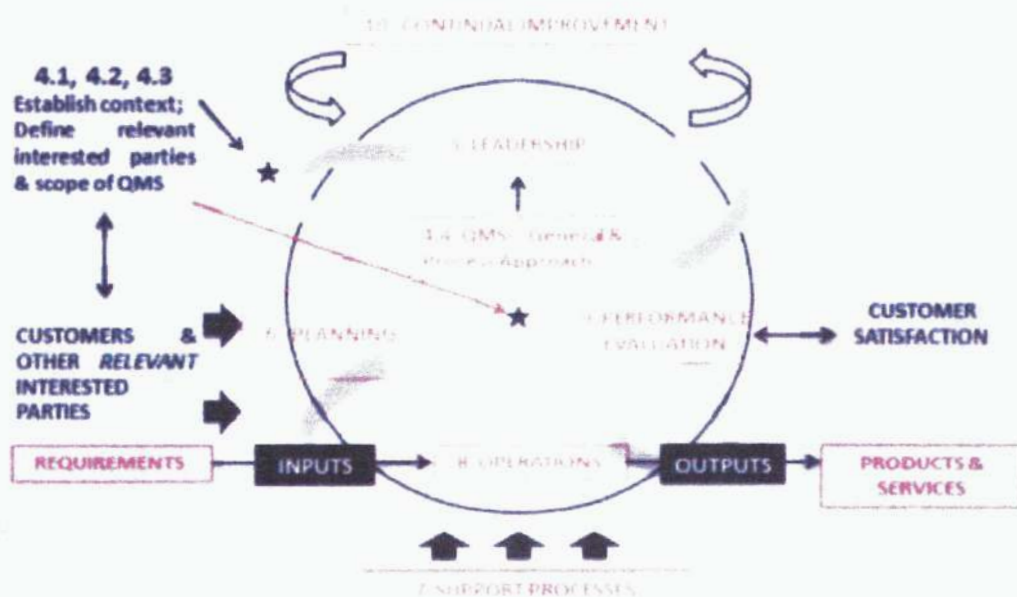


Fig. 2. QMS Framework

1.2 Scope and Application

This Manual applies to the processes relevant to the Project Management function of the company and explains in detail, the 1) Project Generation process from List of Unbidded Tenements to Joint Operating Agreement (JOA) and 2) Project Monitoring processes from Joint Operating Agreement (JOA) Signing to Revenue Entry. The operation and management of state-owned mining properties through PMDC's Partners/Operators, simply referred to as Project Management, as well as the support services rendered by Legal, Finance and Accounting, and HR and Administration Departments are the intangible product or service of PMDC that are being considered for ISO 9001:2015 certification. The system also ensures the availability of information on the procedures of the entire Project Management processes including the support processes interfacing with the established QMS – i.e. Procurement, Human Resources, Legal, Finance, Records and Administrative Support and Management related processes.

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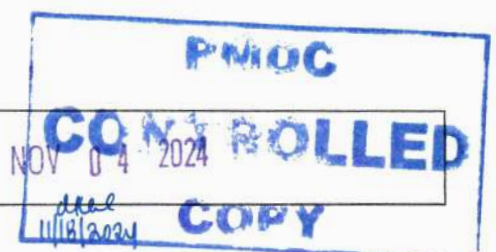
The Manual contains the basic policies, objectives and guidelines as established by the PMDC with regard to the different elements involved in its Project Management system, which can be implemented as a tool for satisfying customer expectations.

1.3 Definition of Terms

- 1.3.1 Active Records – records within the active retention period.
- 1.3.2 Active Retention Period – the period designated for maintaining records relevant to the operations of projects throughout its lifetime and depends on the type of record and its corresponding legal, fiscal, and regulatory requirements.
- 1.3.3 Business Development – refers to the formulation, development, and implementation of relevant new business development strategies, projects and activities to enhance the company’s growth and profitability.
- 1.3.4 Certificate of Analysis – refers to the document issued by a qualified laboratory containing the assay of mineral samples and indicating the method of analysis and preparation duly signed and certified by the authorized representative.
- 1.3.5 Community – refers to the area where the mining property/project is located. It also refers to the group of people directly affected by the mining project. Said group of people, also called the stakeholders, include the local officials, the residents, indigenous people and all other key players.
- 1.3.6 Contract – refers to the written agreement that governs PMDC’s operating relationship with its contractors, called the Partners/Operators. Said contract is referred to as the Joint Operating Agreement (JOA).
- 1.3.7 Control Measures – refers to actions to be taken to prevent occurrence of an identified nonconformity.
- 1.3.8 Controlled Copy – reproduced copy of the original document, latest issued document; indicated by blue “Controlled Copy” stamp.
- 1.3.9 Corrective Action – action to eliminate the cause of a detected nonconformity (NC) or opportunities for improvement (OFI) or other undesirable situation. Corrective action is taken to prevent recurrence. There can be more than root cause for an NC/OFI.
- 1.3.10 Corporate Social Responsibility (CSR) – refers to the program of the Company being undertaken for the welfare and development of the identified and selected host and neighboring communities.

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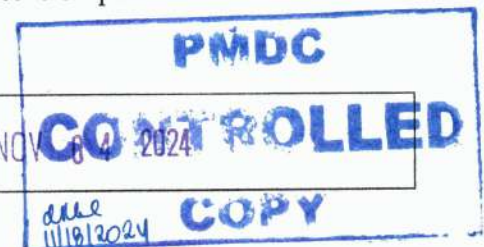
- 1.3.11 Documents – as referred to in the QMS, are the quality procedures, standard operational instructions, the Quality Manual, and other procedures/standard forms indicated in the Document Masterlist.
- 1.3.12 Document Controller/Custodian (DC/C) – Individual/s assigned to oversee the implementation of the Document Control procedure and maintain controlled copies of documents.
- 1.3.13 Documented Information – as referred to, are QMS quality procedures, standard operational instructions, the Quality Manual, and other procedures/standard/form indicated in the Document Masterlist.
- 1.3.14 Document Masterlist – a list of the documents being controlled by the Document Controller/Custodian in terms of creation, approval, revision, distribution, access, and use.
- 1.3.15 Document Feedback Form (DFF) – a form used to suggest any revision to an existing document or manual.
- 1.3.16 External Documents – documents generated from external sources.
- 1.3.17 Environmental Compliance Certificate (ECC) – refers to the document issued by the government agency concerned certifying that the project under consideration will not bring about an unacceptable environmental impact, and that the proponent has complied with the requirements of the environmental impact statement system.
- 1.3.18 Exploration Work Program (EWP) – refers to the comprehensive and strategic plan to delineate the ore body of a deposit through the various stages of exploration methods.
- 1.3.19 Free and Prior Informed Consent (FPIC) – the consensus of all members of the Indigenous Cultural Communities/Indigenous Peoples (ICC/IP) which is determined in accordance with their respective customary laws and practices that is free from any external manipulation, interference and coercion and obtained after fully disclosing the intent and scope of the program/project/activity, in a language and process understandable to the community.

The Free and Prior Informed Consent is given by the concerned ICCs/IPs upon the signing of the Memorandum of Agreement containing the conditions/requirement, benefits as well as penalties of agreeing parties as basis for the consent.

- 1.3.20 Inactive Records – records within the inactive retention period.

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- 1.3.18 Inactive Records – records within the inactive retention period or records which are rarely used and no longer referred to on a regular basis.
- 1.3.19 Inactive Retention Period – covers a period from 2 to 5 years after their active life and which depends on the type of record and their legal, fiscal and other regulatory requirements.
- 1.3.20 Internal Documents – documents generated from QMS implementation and relevant PMDC operations.
- 1.3.21 Initiator – refers to a PMDC officer or staff who initiated the RFA.
- 1.3.22 Internal Quality Audit (IQA) – refers to the procedures to evaluate the effectiveness of the QMS.
- 1.3.23 Mineral Ore Export Permit (MOEP) – refers to the permit issued by the Department of Environment and Natural Resources (DENR) Secretary or his authorized representative or by the provincial governors for the transport/shipment outside the Philippines of all mineral ore(s), including tailings by permit holders and other mining rights holders, including small scale mining permits.
- 1.3.24 Nonconformity (NC) – refers to a specific finding where ISO 9001:2015 and relevant statutory requirements are not fulfilled.
- 1.3.25 Obsolete Copy – superseded document, indicated by red “Obsolete Copy” stamp.
- 1.3.26 Original Copy – also called the Master Copy; original document kept by the DC/C which bears proper approval signatures, stamped labeling it as “Master Copy” in green ink.
- 1.3.27 Originator/Process Owner – person who initiated document creation/revision and who shall fill-out the “Prepared by” portion of the Document Feedback Form (DFF).
- 1.3.28 Opportunity for Improvement (OFI) – an aspect in the Quality Management System that may cause minor errors or possible problems in PMDC operations and therefore may be further improved to enhance or maintain the effectiveness of the system. This is usually determined during audit.
- 1.3.29 Ore Transport Permit (OTP) – refers to the permit issued by the Mines and Geosciences Bureau (MGB) or the Office of the Provincial Governor to a Contractor, accredited dealer, retailer, processor and other Permit Holders to transport minerals/mineral products.

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1.3.33 Project Management – refers to the activity in which the Project Management Department (PMD) conducts monitoring of the mining projects and activities within the Diwalwal Mineral Reservation Area (DMRA) and other mine sites, verification of compliances with all regulatory requirements at every stage of mining operations, and evaluation of unbidded tenements for eventual packaging and promotion to investors.

Project Monitoring is carried out through site visits, review of reports and work programs, and communication with the Partner-Operator and the stakeholders, as needed, to ensure that problems are addressed or facilitated, relevant programs/projects/services are provided to or implemented in the mining communities, and revenues are generated on time. Project Monitoring also includes periodic checking of the JOA to ensure that all its provisions, particularly the Partner-Operator’s obligations are complied with.

1.3.34 Procurement/Goods and Services – refers to the evaluation and selection of suppliers based on their ability to supply goods or services in accordance with the organization’s requirements and the provisions of the Government Procurement Reform Act. These include the preparation of documentary and reportorial requirements of governing agencies, i.e. DBM-TSO and GPPB, which form part of the BAC Secretariat functions.

1.3.35 Record – evidence of performing a process or activity or an output of a process; information that is created, received, and maintained as evidence by PMDC in the transaction of its day-to-day business or pursuit of legal obligations.

1.3.36 Records Controller – or the Records Officer; the personnel or office which oversees the implementation of the Control of Records procedure.

1.3.37 Records Custodian – refers to identified individuals from each unit who are held responsible for the maintenance, filing and safekeeping of records relevant to evidences of implementation of the Quality Management System processes and procedures. Each Project shall also serve as Records Custodian for the particular project/s he/she handles.

1.3.38 Request for Action (RFA) Form – used to initiate and record the identified NC/OFI and monitor the status and actions taken relative to the NC/OFI.

1.3.39 Uncontrolled Copy – reproduced copy of a controlled copy document strictly for reference use. It is a copy issued to non-copy holders or non-Process Owners.

1.3.40 Vital Records – records that are essential for resuming and/or continuing operations during an emergency.

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1.4 Applicability

The requirements of ISO 9001:2015 are all applicable to the QMS except for:

- a) Clause 8.5.3 – Property Belonging to Customers or External Providers.

PMDC does not use any property belonging to its customers.

- b) Clause 8.3 – Design and Development of Products and Services

This clause is likewise not applicable to PMDC since it does not have design and development processes.

1.5 Quality Manual Amendment

The introduction of new procedures or services may necessitate amendments to the existing Quality Manual and relevant procedures.

A re-issue of this Quality Manual shall be done when:

- a. there is a change in the scope of certification;
- b. there is a change in the management and/or organizational structure;
- c. there is a change in the Business Process scope; and
- d. 50% of its pages have undergone revisions (see section 6.5.8 of the Quality Procedure on Control of Documents

Requests or suggestions shall be made in writing to Management or its representative for evaluation. Changes in the manual shall be properly communicated to all process owners.

The Quality Manual and other quality documents shall be reviewed at least once a year to ensure currency and relevance.

1.6 Confidentiality and Distribution

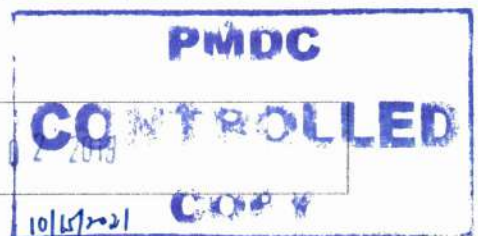
The Quality Manual and its related documents are treated as confidential and shall not be brought outside the company's premises without prior authorization from Management or its representative.

The Document Controller/Custodian (DC/C) is responsible for safekeeping and promptly incorporating the necessary revisions to the Manual.

It is also the responsibility of the DC/C to distribute the necessary documents and keep a list of authorized holder/s of the Quality Manual. Controlled copies of the Manual are issued only to authorized holders identified by the Management Representative and registered with the DC/C.

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All uncontrolled documents shall not bear any control marks by the DC/C and shall not be updated. These may be distributed to customers or stakeholders when considered commercially beneficial or when demanded as a contract requirement. All external distribution shall be subject to the approval of Management.

2. Management Responsibility

2.1 Management Commitment

The Top Management recognizes the importance of demonstrating leadership and commitment with respect to the company's quality management system.

The following are the Quality Objectives set by the company:

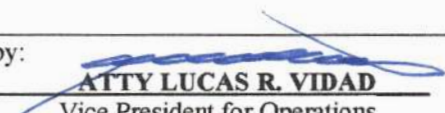
1. Enhanced company profitability;
2. Enhance Operator's Capacity;
3. Sustain Progressive Communities through Responsible Mining;
4. Develop the Diwalwal Mining Area and other Mining Tenements
5. Enhance Operational Efficiency;
6. Improve manpower competence and management effectiveness; and
7. Institutionalize the Quality Management System

The company measures the attainment of these objectives through the use of a performance scorecard which is reviewed periodically.

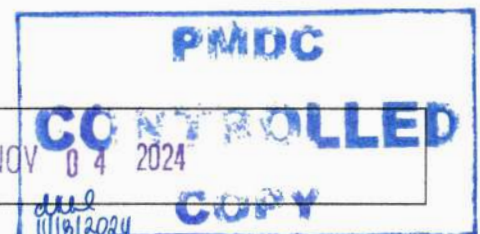
2.2 Quality Management System Planning

The Company's strategic and operational plans are the results of the annual corporate planning processes. This is the venue where the strategic thrusts of the company are defined, commitments obtained, and resource requirements determined and allocated. Objectives and targets are set and prioritized at appropriate levels, with specific quality objectives defined in relation to the company's business processes and customer satisfaction.

Prior to the conduct of corporate planning activities, the various operating units conduct pre-planning activities to assess performance, identify prior year's weaknesses/problems using the 7S framework, gather information on customer feedback, requirements and expectations, etc. The outputs of the planning process include, among others: strategies for business and operational improvement; pursuit of the company's mandates; and, innovations or improvements for enhancing citizen-focused services.

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Date:





In between the annual planning schedules, reviews of corporate plans are held periodically or as seen fit by Management to ensure that the responses to the actual needs and expectations of customers/citizens are adequately provided or even exceeded.

2.3 Responsibility and Authority

The responsibilities and authorities for relevant roles in the QMS were assigned through the issuance of Office Orders, as follows:

Vice Presidents and Managers	<ul style="list-style-type: none"> - Ensure that the quality management system conforms to the requirements of ISO 9001:2015; - Ensure that the processes deliver their intended outputs; - Ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented; and - Ensure the promotion of customer focus throughout the organization.
Internal Quality Audit Team	<ul style="list-style-type: none"> - Reports to top management the performance of the quality management system and the opportunities for improvement;

The Vice Presidents for Operations, and Support Services were also authorized to sign and approve the Quality Procedures and other related documents pertaining to Operations and Support Services, respectively.

The Risk Management and Monitoring Committee was likewise created to:

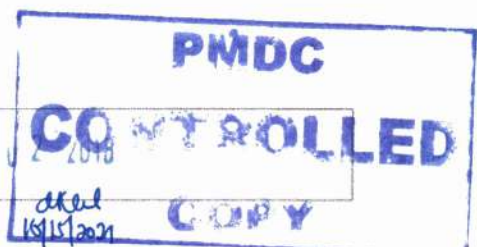
1. Identify and categorize the risks facing the organization;
2. Analyze and evaluate the identified risks;
3. Recommend measures to the Chairman and CEO to mitigate the risks;
4. Manage and monitor risks to minimize and control the probability or impact of occurrence that may affect the company's quality management system and the achievement of intended results; and
5. Submit periodic reports and updates to the Chairman and CEO.

The following are the specific roles and responsibilities of units in the PMDC's quality management structure:

a. Top Management

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 Vice President for Operations

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- Establishes, reviews, and maintains the quality policy of the company;
- Ensures that quality policy and quality objectives are established for the QMS and are compatible with the context and strategic direction of the organization;
- Ensures the integration of the QMS requirements into the organization's business processes;
- Ensures allocation of available resources to support the implementation of the company's QMS.
- Defines the responsibilities and authorities of each function in the organization.
- Reviews the effectiveness of the company's quality management system, evaluates and approves revisions (if any) of the Quality Procedures, and monitors the implementation of action plans.
- Ensures that communication mechanisms are effective and established across the ranks.
- The office head shall in turn be responsible for communicating the Quality Policy of the Organization.


b. Document and Records Controller/Custodian

- Establishes, documents, implements, and maintains a procedure for the identification, organization, maintenance, and preservation of documents and records.
- Maintains the master copies and masterlist of the Quality Manual and Quality Procedures, as well as the masterlist of externally generated documents and references.
- Ensures the availability of current versions of relevant documents and records at point of use as well as their proper disposition according to relevant laws and standards.
- Ensures the traceability, authenticity, and integrity of documents used.
- Prevents unintended use of obsolete documents as well as the unauthorized use of relevant documents and records.
- Recommends policies for the enhancement of the procedure for control of records.

c. Internal Quality Audit Team

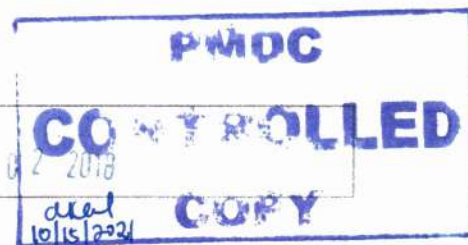
- Prepares the audit plan, coordinates, and implements PMDC's QMS Audit Program.
- Identifies the necessary resources for managing the Company's Audit Program.
- Provides inputs during management review regarding audit findings.
- Monitors and maintains records of implementation of corrective and preventive actions for non-conformances found during audits.

d. Training and Education Team

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- Ensures that concerned employees are aware of their roles and responsibilities relative to the attainment of the company's goals and objectives.
- Reviews the results of competence evaluation conducted for employees performing functions that affect product or service quality.
- Facilitates the conduct of appropriate HR interventions to enhance their capabilities.
- Monitors and evaluates the effectiveness of HR actions taken.
- Ensures that the records of education, training, skill, and experience are maintained accordingly.

e. Procurement of Goods and Services Team

- Handles the procurement of property, equipment, materials, supplies, and services which are necessary in the conduct of operations in accordance with the provisions of R.A. 9184;
- Prepares and submits all the periodic documents and reports required by the procurement governing entities. (See Quality Procedure on BAC Secretariat Functions)

f. Project Management Department

- Implements the Project Management processes;
- Establishes familiarity with Joint Operating Agreements;
- Adopts the procedures indicated in PMDC's quality management system at all times;
- Generates, maintains and keeps necessary records as proof or evidences for compliance;
- Maintains close coordination and communication with the Partners/Operators and the community;
- Prepares and submits reports to management on time;


g. Project Management Head

- Ensures that all mining projects are moving and in consonance with agreed timelines.

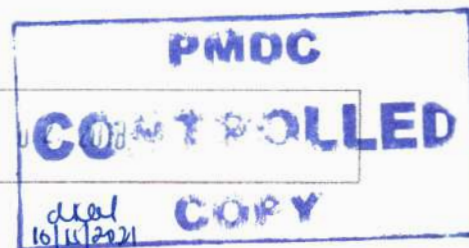
h. ISO Secretariat

- Incorporates changes or revisions to the QMS documents upon instruction;
- Documents meetings, proceedings and other activities as related to the QMS and its implementation.

2.4 Management Review

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Vice President for Operations

Date: APR 16, 2018





The review of the established quality management system is conducted at least once a year or whenever deemed necessary by the Top Management to ensure continuing suitability and effectiveness of the system in satisfying the requirements of customers, citizens, and other stakeholders.

The inputs for the review cover, but are not limited to, the following items:

- Matters arising from the previous management review meeting/status of actions from previous management review meetings;
- Changes in external and internal issues that are relevant to the quality management system;
- Information on the performance and effectiveness of the quality management system;
- The adequacy of resources;
- The effectiveness of actions taken to address risk and opportunities;
- Opportunities for improvement.

On the other hand, the outputs of the review may reflect the following points:

- Opportunities for improvement;
- Any need for changes to the quality management system;
- Resource needs;

3. Resource Management

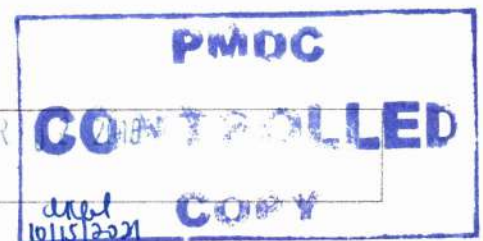
3.1 Human Resource Management

The company believes that its human resources are its most valuable assets. To ensure that the staff is equipped with the necessary knowledge and skills required to efficiently perform their functions, the HR and Administration Department (HRAD) has established and maintained policies to ensure that the personnel are highly competent in the performance of their functions on the basis of education, training and/or experience. As such, the HRAD maintains records for undertaking the following functions:

- Determining the capability building needs of personnel performing work affecting product/service quality;
- Organizing seminars and training courses to meet the identified needs;
- Evaluating the effectiveness of HR interventions;
- Orienting the personnel on their roles and responsibilities as they affect achievement of objectives; and
- Facilitating the placement of qualified personnel to meet the capacity requirements of operations.

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Vice President for Operations

Date: APR





The training of personnel includes both formal and informal modes such as coaching, and on-the-job-training. It also includes orientation and cascading sessions conducted by the ISO Team or the concerned resource team/person.

Recruitment is handled by HRAD based on training, skills, and education. Processing of employment is based on the recommendation of the concerned department and approval of the President and CEO, after conducting screenings and interview processes. (see Quality Procedure on Hiring)

Appropriate records of academic qualifications and training are maintained for all personnel by the HRAD.

3.2 Infrastructure Management

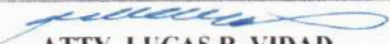
It is the policy of the company to determine, provide, and maintain the infrastructure needed to deliver services required by the customers/clients and citizens. This includes the office building, work stations with computer units, training/conference facilities and equipment, meeting rooms, customer receiving areas, transportation service, communication and internet facilities, relevant software, storage facilities for supplies, and areas for auxiliary services such as photocopying, printing, etc. The administrative section of HRAD handles the management and maintenance of these infrastructures.

3.3 Work Environment

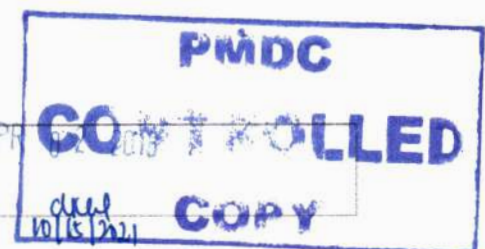
It is the policy of the PMDC to promote the well-being, satisfaction, and motivation of its officers and staff by providing them a work environment that:

- promotes teamwork through sharing of project learning, internal collaborations, technology sharing, etc.; and
- is conducive for working and learning where workstations are provided, and quality workplace standards are formulated and observed.

The end objective of this is to establish a quality work-life for the company's staff in order to work more effectively and efficiently.

Approved by: 
ATTY. LUCAS R. VIDAD
Vice President for Operations

Date: APR 16 2018

4.0 PMDC's Business Process and Scope of QMS

4.1 PMDC Business Process Map

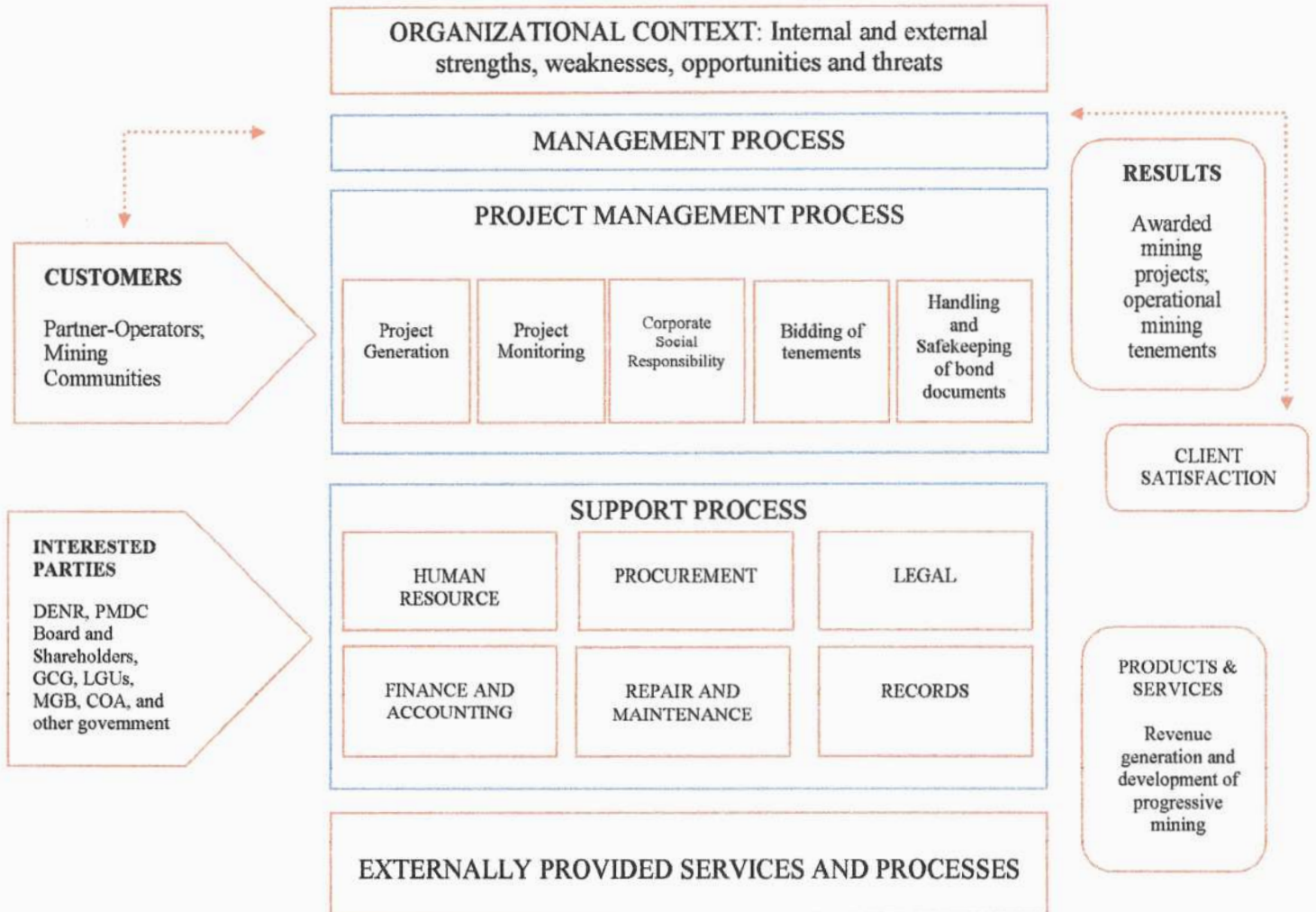


Fig 3. PMDC Business Process Map

The details of the processes under Project Management and Support Services are reflected in the respective Quality Procedures.

The table below shows the input required and output expected from each processes, as well as the responsible units/departments.

PROCESS	INPUT	OUTPUT	RESPONSIBILITIES AND AUTHORITIES
Project Generation	List of Unbidded Tenements	Joint Operating Agreement (JOA)	Project Management Department (PMD)
Project Monitoring	JOA	Revenue Entry	Project Management Department (PMD)

Approved by: ATTY LUCAS R. VIDAD
Vice President for Operations

Date: NOV 04 2024