



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER No. 03 Series of 2018

ESTABLISHMENT OF A QUALITY MANAGEMENT SYSTEM AND STRUCTURE IN THE MUNICIPALITY OF BAYAMBANG FOR INTERNATIONAL ORGANIZATION FOR STANDARDIZATION ISO 9001:2015 CERTIFICATION

WHEREAS, the International Organization for Standardization, the world's largest developer of International Standards, is non-government organization that helps create standards to help both the government sector and private companies;

WHEREAS, the Local Government Unit of Bayambang aims to be awarded with ISO 9001:2015 Certification from the International Organization for Standardization;

WHEREAS, a Quality Management System must be put in place to prepare and develop the Local Government to meet the quality standards for the award of the Certification;

WHEREAS, a Quality Management Team is needed and their duties and responsibilities be set for the Quality Management System Project to be successful.

NOW THEREFORE, I, DR. CEZAR T. QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby establish, organize and mobilize a Quality Management System and Structure for the Municipality to plan, prepare, execute quality management measures:

SECTION 1. COMPOSITION: The **Quality Management Team** is hereby created and organized with the following Composition:

TOP MANAGEMENT / SENIOR LEADERS

DR. CEZAR T. QUIAMBAO – Municipal Mayor
ATTY. RAYMUNDO B. BAUTISTA JR. – Municipal Legal Officer



QUALITY MANAGEMENT REPRESENTATIVES

MR. ISMAEL D. MALICDEM - Local Civil Registrar
DR. PAZ F. VALLO - Municipal Health Officer

AUDIT TEAM LEADERS

MRS. ERLINDA S. ALVAREZ - Audit Unit Head
MRS. ELSIE C. DULAY - OIC-Municipal Accountant

OVERALL DOCUMENT CONTROLLER

MS. CARMELA A. SANTILLAN - OIC-ICT

QMS PROJECT LOGISTICS TEAM

MRS. LUISITA B. DANAN - Municipal Treasurer
MRS. CHINITA S. DE VERA - OIC-GSO
ENGR. EDDIE A. MELICORIO - Municipal Engineer
MR. RESTY ODON - Public Information Officer

SECTION 2. DUTIES and RESPONSIBILITIES. The Quality Management Team shall have the following respective functions:

A. The **TOP MANAGEMENT / SENIOR LEADERS** has the following responsibilities that cannot be delegated to others:

- a. Provide and establish overall quality policy direction and guidance
- b. Ensure quality objectives fit the strategic direction
- c. Ensure QMS requirements are integrated into the organization's business processes
- d. Ensure resources needed for the QMS are available
- e. Communicate the importance of the QMS requirements
- f. Engage, direct and support people to participate in the QMS
- g. Ensure customer and legal requirements are met
- h. Ensure that risks and opportunities are identified and addressed
- i. Assign responsibility for the QMS, its processes, reporting, and for managing change
- j. Appoint persons responsible for the efficient implementation of QMS
- k. Review the QMS at planned intervals

B. The **QUALITY MANAGEMENT REPRESENTATIVE** shall

- a. Be the main point-person responsible for the development of the quality system
- b. Assume responsibility for on-going system operation
- c. Act as the internal project manager for the ISO 9001 certification project
- d. Work closely with hired Project Team and ensures that all their instructions are carried out by the LGU
- e. Ensure that the organization remains focused on the customers and the measures proposed to meet customer requirements are deliver such as trainings, induction for new hires, updating policies, sharing customer feedback
- f. Ensure that company third party accreditations are obtained and maintained
- g. Ensure all company policies, procedures, and work instructions are documented in a clear, simple, and concise manner
- h. Assist in the preparation of tenders by providing management system related documents
- i. Train all company personnel in the documented company policies
- j. Identify relevant legislative requirements
- k. Control and maintain the company audit and risk assessed as competent to perform tasks.
- l. Conduct safety, quality and environmental system compliance audit
- m. Ensure personnel have received appropriate training and are assessed as competent to perform task
- n. Prepare and submit monthly management reports relating to company systems, compliance and incidents
- o. Maintain the company library of compliance resources including standards
- p. Work hand-in-hand with ISO Project Team

C. The **AUDIT TEAM LEADER** shall

- a. Make the Audit Plan
- b. Make the Audit Program
- c. Manage the Audit Team
- d. Be competent in terms of in-depth knowledge of ISO standard
- e. Be familiar of processes, procedures and work instructions in the LGU
- f. Be objective, independent, impartial and can identify areas for improvement
- g. Be diplomatic and can raise audit results without conflict

D. The **OVERALL DOCUMENT CONTROLLER** shall

- a. Handle all document controllers per office
- b. Be familiar with the processes of the LGU
- c. Document the step by step processes
- d. Manage and oversee documents for the entire LGU

- e. Organize and archive documents
- f. Fulfill document retrieval requests of employees and clients
- g. Maintain documents through document edit or review
- h. Train employees in the proper way of creating and filling out LGU documents

E. The **QUALITY MANAGEMENT PROJECT LOGISTICS TEAM** shall

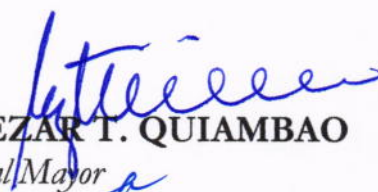
- a. Ensure project implementation according to the calendar
- b. Closely communicate with the Project Team
- c. Keep records such as attendance sheets and ensure that activity titles, dates, attendees and position title are indicated in the forms
- d. Ensure all logistics requirement are ready
- e. Provide documents and photos for documentation
- f. Act as Scribe and Secretariat

SECTION 3. FLOW OF INFORMATION. There shall be a complete Freedom for Flow of Information within the Quality Management System organization to the possible extent. Orders, directives, resource request and status changes must follow the chain of command, unless otherwise directed.

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Let copies of this Order be furnished to Offices concerned for their information and guidance.

DONE this 11th day of February, 2019 in the Municipality of Bayambang, Pangasinan, Philippines.


DR. CEZAR T. QUIAMBAO
Municipal Mayor





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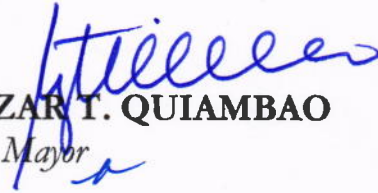
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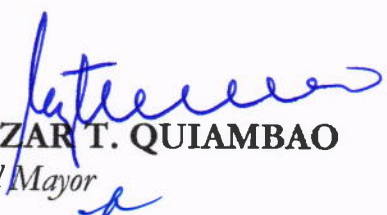
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