



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
Bangsamoro Government Center, Cotabato City



SPECIAL ORDER NO: 053
Series of 2022

TO : RUGAYA H. ABDULLAH-MAGANDIA, RCh
SUBJECT : DESIGNATION AS LABORATORY HEAD AND
QUALITY MANAGER
DATE : NOVEMBER 17, 2022

In the exigency of public service and to ensure the technical competence and reliability of analytical results, you are hereby designated as Laboratory Head and Quality Manager of the Bangsamoro Standards and Halal Testing Laboratories (BSHTL).

As such, you are hereby directed to perform the duties and assume the responsibilities appurtenant to the said designated as follow.

Laboratory Head


- Has overall responsibility for the operations of the BSHTL.
- Approves the release of reports of analysis and calibration certificates.
- Responsible for the non-conforming work in the technical operation of the laboratory.
- Ensures the corrective actions and areas for improvements are identified and implemented.
- Notes all actions and correspondences made by the laboratory on customers' complaints.

Quality Manager

- Ensures that the management system is established, implemented, maintained and continuously improved and complies with ISO/IEC 17025:2017.
- Ensures that Laboratory Quality Policy is properly disseminated, understood, and implemented.
- Ensures that Management System Review is scheduled and conducted.
- Plans and implements Document review schedule.
- Represents the laboratory for laboratory accreditation and certification.
- Responsible for the updating and reporting of the laboratory performance and needs for improvement.
- Reports to Director the concerns pertaining to Laboratory Quality Management System (LQMS).
- Approves LQMS documents except Quality Manual, General and Laboratory Procedures.
- Ensure implementation of Management System Internal and External Audit plans and schedules.

This memorandum shall take effect immediately and shall remain in full force unless sooner revoked by the competent authority.

For strict compliance.


ENGR. AIDA M. SILONGAN, MAPDS
Minister

