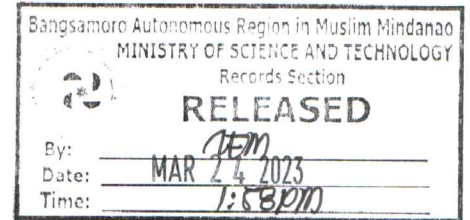




**Office of the Minister**

**SPECIAL ORDER NO:** 021  
**Series of 2023**



**TO :** **NADJIYAH O. SINARIMBO**  
**Senior SRS, Microbiology Laboratory**

**SUBJECT :** **DESIGNATION AS TECHNICAL MANAGER OF  
 MICROBIOLOGY LABORATORY**

**DATE :** **MARCH 24, 2023**

In the exigency of public service and to ensure the technical competence and reliability of analytical results, you are hereby designated as Technical Manager of the Microbiology Laboratory of the Integrated Laboratory Division (ILD) or the Bangsamoro Standards and Halal Testing Laboratories (BSHTL).

As such, you are hereby directed to perform the duties and assume the responsibilities pertinent to the said designation as follows:

- Responsible for the overall administrative and technical operation of assigned laboratory;
- Ensures compliance with the requirements of ISO/IEC 17025:2017;
- Ensures management system procedures, application standards, specification and regulations are followed and executed effectively;
- Ensures competence and gives authority to laboratory personnel who operates specific equipment, performs tests and/or calibration, evaluates results and signs test/calibration report/certificates;
- Ensures that all resources (culture media, chemical, reagents, supplies and materials) needed for laboratory operation are of required quality;
- Ensures proper functioning of equipment and facilities in their respective laboratory;
- Ensures the safekeeping of the laboratory's technical documents in order maintain confidentiality and integrity;
- Ensures that products and services satisfy customer requirements;
- Specifies and/or identifies all methodologies used in each laboratory;
- Responsible for the nonconforming work in the technical operations of the laboratory and ensures that the corrective actions are identified and implemented.

Furthermore, you are hereby authorized to conduct the following, to wit:

- Method Verification and analysis of Heterotrophic Plate Count, Total Coliform Count and Thermotolerant Count (Water Samples)
- Method Verification analysis of Aerobic Plate Count, Total Coliform Count and Thermotolerant Count (Food Samples)
- Measurement of Uncertainty, Quality Assurance and Quality Control
- Reviews and checks Report of Analysis

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

