



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



SPECIAL ORDER NO: 070  
 Series of 2023

**TO :** MOTAYAM T. SAKANDAL  
*Project Technical Assistant II*

**SUBJECT :** DESIGNATION AS DEPUTY DOCUMENT CONTROLLER

**DATE :** October 2, 2023

In the exigency of public service and to ensure the competence, quality, and reliability of control of laboratory documents, you are hereby designated as Deputy Document Controller (DDC) 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 designation, as follows:

- Ensures that the BSHTL documents are properly reviewed, approved and controlled by authorized personnel prior to use;
- Assists in the proper implementation of the Laboratory Quality Management System (LQMS) based on ISO/IEC 17025:2017;
- Ensures that only authorized editions/ copies of appropriate documents are distributed and available at all intended locations;
- Ensures that invalid and/or obsolete documents are removed from file and properly dispose of;
- Ensures that only one (1) set of obsolete documents is retained on file for reference within its retention period;
- Performs functions of Document Controller (DC) in case of absence, and
- Perform other related tasks as may be assigned by the supervisor.

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

