



**SPECIAL ORDER NO:** 078  
**Series of 2023**

**TO :** **MORSID T. MACALIMPAS**  
*Utility Personnel*

**SUBJECT :** **DESIGNATION AS METROLOGY LABORATORY ANALYST AND LABORATORY AIDE**

**DATE :** **October 11, 2023**

In the exigency of public service and to ensure the technical competence and reliability of analytical results, you are hereby designated as Laboratory Analyst of the Metrology Laboratory 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:

#### **LABORATORY ANALYST**

- Performs calibration/ testing of equipment/ samples for Big Volume Standards Unit and Small Volume Standards Unit.
- Evaluates measurement uncertainty if required
- Prepares calibration certificates and/or test reports
- Participates to Measurement audit and/or proficiency testing as planned
- Conducts method validation/ verification, whenever applicable
- Prepares control, run or trend chart for acquired data, if applicable
- Implements and maintains laboratory's quality management system
- Implements assigned activities and action plans of the laboratory
- Participates to learning and development program as scheduled
- Assists in implementation and maintenance of laboratory documentation
- Checks, monitors, and maintains laboratory equipment and facility requirements
- Attends to technical inquiries and prepares correspondence
- Performs other duties as may be assigned by the immediate supervisor(s)

#### **LABORATORY AIDE**

- Assists the technical manager in the technical activities of the specific laboratory/ unit
- Performs and implements laboratory housekeeping procedures
- Maintains cleanliness and sanitations of glassware and laboratory work areas
- Aids in setting-up and dismantling of laboratory apparatus
- Acts as liaison personnel



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Bangsamoro Government Center, Cotabato City



- Perform administrative work such as filing documents and records, photocopying and routing of documents, etc.
- Performs other duties as assigned by the immediate supervisor

Furthermore, below is your authorization:

- Conducts method verification/ CMC establishment and performs calibration/ testing for the following:
  - Calibration/ Testing of Road tanker, proving tank and test measure.
  - Calibration of Volumetric glassware
  - Other new services that may arise.

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

