



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



SPECIAL ORDER NO: 019
 Series of 2024

TO : MOTAYAM T. SAKANDAL
Project Technical Assistant II

SUBJECT : DESIGNATION AS DEPUTY CUSTOMER RELATION OFFICER

DATE : March 4, 2024

In the exigency of public service and to ensure the competence, quality, and reliability of sample validation and receiving, and report of analysis releasing, you are hereby designated as Deputy Customer Relation Officer (DCRO) 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:

- Responsible for receiving customer test sample and informing customer regarding guidelines on BSHTL testing, analysis, and calibration services.
- Responsible for the releasing of test reports/ calibration certificates to the customer.
- Attends to customer inquiry and provides quotation as per request.
- Ensures the control of electronic data, protection of integrity and confidentiality of data entry, collection, storage, transmission, processing and back-up, and to prevent unauthorized access and amendments thereof (eULIMS).
- Ensures that documents within the unit are properly filed.

This order 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

