



**SPECIAL ORDER NO. 020**  
**Series of 2024**

**TO :** **GLADYS G. PAGLINAWAN, RCh**  
Senior SRS, Physico-Chemistry Laboratory

**SUBJECT :** **DESIGNATION AS OFFICER-IN-CHARGE TECHNICAL MANAGER  
OF MICROBIOLOGY LABORATORY**

**DATE :** **MARCH 4, 2024**

In the exigency of public service and to ensure the technical competence and reliability of analytical results, and in view of the maternity leave of Ms. Nadjiyah O. Sinarimbo, you are hereby designated as Officer-In-Charge 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 the 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, below is your authorization:

- Reviews and signs the Calibration/Analysis Request Form (CARF)
- Reviews and signs Report of Analysis





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

Bangsamoro Autonomous Region in Muslim Mindanao  
MINISTRY OF SCIENCE AND TECHNOLOGY  
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