



SPECIAL ORDER NO: 041
Series of 2024

TO : **MATT ANDREW D. SIRILAN**
Science Research Specialist I
This Ministry

SUBJECT : **DESIGNATION AS METROLOGY LABORATORY ANALYST**

DATE : **July 09, 2024**

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:

- Performs calibration/ testing of equipment/ samples for Big Volume Standards Unit, Mass Standards Unit, Small Volume Standards Unit and Thermometry 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)

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
 - Calibration of Mass/ Test Weights and Weighing Instruments
 - Calibration of Thermometers and





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



- 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 information and guidelines.

ENGR. AIDA M. SILONGAN, MAPDS
Minister

Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
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