



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF LOON  
**OFFICE OF THE MAYOR**

EXECUTIVE ORDER NO. 8  
Series of 2023

**ORGANIZING THE MUNICIPAL QUALITY MANAGEMENT TEAM**

WHEREAS, Administrative Order No. 161, Series of 2006, institutionalizes the Quality Management System in the Government of the Philippines by enjoining "government agencies to establish the ISO-aligned Quality Management System (QMS) to be recognized for demonstrated conformity applicable to the Philippine National Standards";

WHEREAS, Executive Order No. 605, Series of 2007, entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program", amends the above-mentioned AO and enjoins all departments and agencies of the government to adopt ISO-QMS and pursue certification;

WHEREAS, Administrative Order No. 25, Series of 2011, entitled "Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems" seeks to establish QMS aligned with ISO 9001 Standards and to continue the certification of frontline services in government agencies;

WHEREAS the LGU of Loon is keen on making the local government unit ISO-certified;

WHEREAS, there is a need to create a team that shall formulate the Quality Management Manual of the LGU and oversee, sustain, and ensure the credibility of all aspects of the LGU system in line with the applicable international standards, including the adequacy of the criteria and processes for recognition, and to assess how well the system shall serve the local interest;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

**Section 1. Constitution of the Municipal Quality Management Team.** - The MQMT is hereby constituted, as follows:

Top Management: Mayor Elvi Peter L. Relampagos  
Vice Mayor Lloyd Peter M. Lopez, MD  
Councilor Ana Lisa O. Go, Chairperson, SB Committee on Good Governance  
Councilor Judy Marie H. Veloso, Member, SB Committee on Good Governance  
Councilor Pedro M. Literatus Jr., Member, SB Committee on Good Governance  
Melquiades E. Maestrado, Human Resource Management Officer

Secretariat: Ethel Angelie C. Relampagos, CPA, Head / ISO Project Manager  
Paupette Socorro S. Luza, Member / In-Charge, Tubig-Loon Spring Park  
Mary Grace M. Papilleras, Member / HRMO Staff / Licensed Psychometrician

QM Leader/Head: Arnulfo S. Relampagos, CPA, Municipal Accountant

Quality Management Champions:

ECONOMIC	Jannes D. Cantones	- Municipal Agriculturist / Member, Bids and Awards Committee
	Merly S. Justol	- Head, Municipal Abattoir / Meat Inspector II
	Joseph Irwin A. Requina	- OIC, Loon Waterworks System
	Ma. Theresa U. Gomez	- OIC, Mercado De Loon / Bookkeeper
	Fe L. Millanes	- Head, BPLO / License Inspector II
	Ethel Angelie C. Relampagos	- ISO Project Manager / Senior Admin. Assistant III / Tourism Officer
	Paupette Socorro S. Luza	- ISO Document Controller / In-Charge, Tubig Loon Spring Park
	Jose Lafuente	- LGU Liaison, Catagbacan Port

<b>SOCIAL</b>	Ma. Marnelli L. Maquindang Dr. Maria Victoria D. Lamparas Dr. Shannen Jaye O. Langcamon Jackie Jean T. Moria, RN Maricris M. Maestrado Juliet C. Juanico James L. Bacolongan Adam L. Saligumba	<ul style="list-style-type: none"> <li>- Municipal Social Welfare and Development Officer</li> <li>- Municipal Health Officer (RHU 1)</li> <li>- Municipal Health Officer (RHU 2)</li> <li>- LDRRM Assistant, ALAGAD Center</li> <li>- Administrator, Loon Manpower Dev't Center / Project Dev't Assistant</li> <li>- In-Charge, Municipal Library and Information Center</li> <li>- In-Charge, Municipal Traffic Enforcement Team</li> <li>- Municipal Information Officer - Designate</li> </ul>
<b>ENVIRONMENT</b>	Roy S. Roferos Sylvio L. Caresosa Engr. Marina M. Loquinte, EnP Dioscoro P. Masalta	<ul style="list-style-type: none"> <li>- Head, ISWM / Environmental Management Specialist II</li> <li>- In-Charge, MENRO / PESO Manager</li> <li>- Local Disaster Risk Reduction and Management Officer III</li> <li>- In-Charge, Bantay Dagat / Coordinator, CLEC 2</li> </ul>
<b>INFRASTRUCTURE</b>	Engr. Alan L. Relator, EnP Engr. Noel S. Castrojo Engr. Severino Roslinda Dionisio F. Corbita Jr.	<ul style="list-style-type: none"> <li>- Municipal Planning and Development Coordinator</li> <li>- Municipal Engineer</li> <li>- In-Charge, Office of the Building Official</li> <li>- In-Charge, Motor Pool (Heavy Equipment)</li> </ul>
<b>DEVELOPMENT ADMINISTRATION</b>	Reynaldo P. Monreal Sheila L. Castrojo Teodomiro P. Coritico Atty. Rex L. Solarte, CPA Aristona C. Ladeza Orlaine Mae L. Caet Celso K. Orion Apolinaria R. Guballa, CPA	<ul style="list-style-type: none"> <li>- Municipal Administrator</li> <li>- Municipal Budget Officer</li> <li>- Municipal Treasurer</li> <li>- Municipal Assessor</li> <li>- Local Civil Registrar</li> <li>- Legislative Staff (Sangguniang Bayan)</li> <li>- In-Charge, General Services Office</li> <li>- Local Chief Executive Assistant</li> </ul>

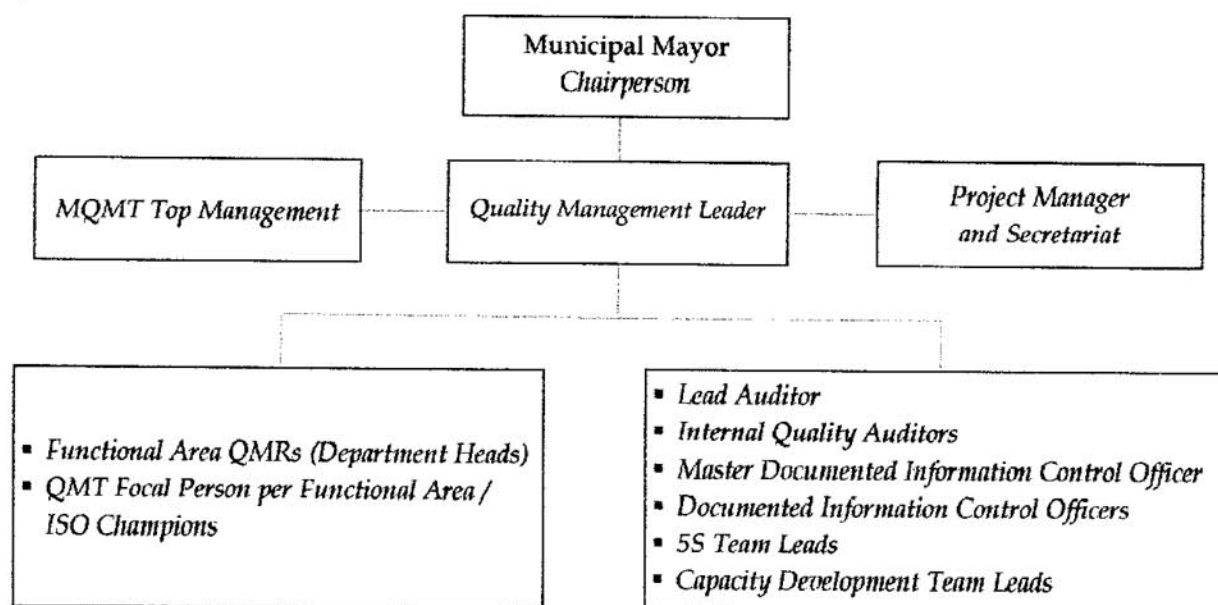
Auditors:

Estrellita C. Geonzon, Management & Audit Analyst II

Jerry Rulona, Account Analyst

Charlene P. Suarez, Management & Audit Analyst I

#### THE MUNICIPAL QUALITY MANAGEMENT TEAM STRUCTURE



**Section 2. Roles and Responsibilities of the Municipal Quality Management Team.** – The MQMT shall have the following roles and responsibilities:

##### 2a. TOP MANAGEMENT

- 2a1. Take accountability of the effectiveness of the QMS;
- 2a2. Ensure that the quality policy and objectives of the QMS are established and compatible with the context and strategic direction of the LGU;
- 2a3. Ensure the integration of the QMS requirements into the LGU's business processes;
- 2a4. Promote the use of the process approach and risk-based thinking;
- 2a5. Ensure that the resources needed for the QMS are available;

- 2a6. Communicate the importance of effective quality management and conform to the QMS requirements;
- 2a7. Ensure that the QMS of the LGU achieves its intended results;
- 2a8. Engage, direct, and support persons to contribute to the effectiveness of the QMS;
- 2a9. Promote improvement; and
- 2a10. Support the relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

**2b. SECRETARIAT - PROJECT MANAGER**

- 2b1. Directly report to the Top Management in regard to the overall mechanism and mobilization of the QMS of the LGU;
- 2b2. Align with the ISO Resource Person externally and the QMS Representative internally as regards the details of implementation and progress of the LGU's ISO journey;
- 2b3. Ensure that processes needed for QMS are established, implemented, and maintained in the LGU; and
- 2b4. Liaise with external parties on matters relating to the QMS.

**2c. QUALITY MANAGEMENT LEADER (QML)/HEAD**

- 2c1. Ensure that the QMS across all levels of the LGU conforms to the requirements of the ISO 9001:2015;
- 2c2. Report on the performance of the QMS and on the opportunities for improvement, in particular, to Top Management;
- 2c3. Ensure the promotion of client focus throughout the organization; and
- 2c4. Ensure that the integrity of the QMS is maintained when changes thereto are planned and implemented.

**Section 3. Core Teams and their Roles and Responsibilities.** - Each LGU department or office shall have ISO-QMS Focal Persons and they shall be divided into five (5) Core Teams depending on their roles and responsibilities, as follows:

**3a. QUALITY MANAGEMENT TEAM (QMT)**

Functional Area QMR (Department/Office Head): \_\_\_\_\_

QMT Focal Person/ISO Champion: \_\_\_\_\_

- 3a1. Ensure the promotion of client focus throughout the organization;
- 3a2. Directly report to the Quality Management Representative (QMR) the overall mechanism and mobilization of the QMS in their functional area (FA);
- 3a3. Ensure that their FA conforms to the requirements of the established QMS and ISO 9001:2015 standards;
- 3a4. Report to the QMR the performance of the established QMS and the opportunities for improvement;
- 3a5. Ensure the promotion of client focus in their FA; and
- 3a6. Ensure that the integrity of the established QMS is maintained when changes thereto are planned and implemented.

**3b. INTERNAL QUALITY AUDIT TEAM (IQAT)**

IQAT Leader: \_\_\_\_\_  
IQAT Deputy: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3b1. Periodically conduct internal audits at planned intervals to provide information on whether the QMS conforms to the LGU's own QMS requirements and the requirements of ISO 9001:2015;
- 3b2. Assess whether the QMS is effectively implemented and maintained;
- 3b3. Provide opportunities for improvement in the conduct of the audits;
- 3b4. Create value-adding inputs to FAs for their continual improvement;
- 3b5. Provide inputs for Top Management review; and
- 3b6. Undergo appropriate training activities and examinations if ever selected by Top Management as the Lead Internal Quality Auditor (LIQA) among the IQAT Leaders.

**3c. LEAD INTERNAL QUALITY AUDITOR (LIQA)**

- 3c1. Lead the Internal Quality Audit Team (IQAT) in the periodical conduct of internal audits at planned intervals to provide information on whether the QMS conforms to the LGU's own QMS requirements and the requirements of ISO 9001:2015;
- 3c2. Give feedback to Top Management in regard to whether the QMS is effectively implemented and maintained;
- 3c3. Consolidate the opportunities for improvement provided by the audit team members; and
- 3c4. Lead in the creation of value-adding inputs to FAs and the entire LGU for their continual improvement.

**3d. DOCUMENTED INFORMATION CONTROL TEAM (DICT)**

Documented Information Control Officer: \_\_\_\_\_  
DICO Deputy: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3d1. Manage the FA's quality management documented information required by ISO 9001:2015;
- 3d2. Manage the FA's documented information determined by the LGU as necessary for the effectiveness of the QMS;
- 3d3. Take charge of the creation, updating and control of documented information and consolidation of the FA's documentation i.e., distribution, access, retrieval and use, storage, preservation, control of changes, retention, and disposition;
- 3d4. Take control of the FA's documented information of external origin; and
- 3d5. Undergo appropriate training activities and examinations if ever selected by Top Management as the Master DICO among the DICOs.

**3e. MASTER DOCUMENTED INFORMATION CONTROL OFFICER (MASTER DICO)**

- 3e1. Manage the LGU's overall quality management documented information required by ISO 9001:2015;
- 3e2. Manage the overall documented information determined by the LGU as necessary for the effectiveness of the QMS;
- 3e3. Take charge of the creation, updating and control of documented information and consolidation of the FA's documentation i.e., distribution, access, retrieval and use, storage, preservation, control of changes, retention and disposition; and
- 3e4. Take control of the documented information of external origin.

**3f. 5S TEAM**

5S Team Lead: \_\_\_\_\_  
5S Deputy: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_

- 3f1. Ensure that the environment in the FA is conducive to achieving the operational processes involved;
- 3f2. Monitor and assess workplace cleanliness, orderliness, and safety in conformity to service requirements; and
- 3f3. Ensure consistent implementation of 5S programs, as applicable.

**3g. CAPACITY DEVELOPMENT (CAPDEV) TEAM**

CapDev Team Lead: \_\_\_\_\_  
CapDev Team Deputy: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_

- 3g1. Provide administrative support by way of training and advocacy in the successful implementation and sustainability of the QMS;
- 3g2. Plan and coordinate the effective deployment and efficient use of resources in line with training and advocacy activities; and
- 3g3. Plan and coordinate the echoing/cascading sessions on QMS-related training activities.

**Section 4. Meetings and Quorum.** - The MQMT Top Management shall call for a regular meeting every third week of the month, or a special meeting as they may deem necessary. The teams may conduct meetings provided that they coordinate closely with the QMR.

**Section 5. Effectivity.** - This Executive Order shall take effect immediately.

Done this 18th day of January 2023 at Loon, Bohol, Philippines.

  
ELVI PETER L. RELAMPAGOS  
Mayor 