



Republic of the Philippines  
PROVINCE OF SORSOGON  
MUNICIPALITY OF GUBAT

**OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER NO. 2019 - 018**

**AN ORDER CREATING THE MUNICIPAL QUALITY MANAGEMENT SYSTEM  
(QMS) STRUCTURE OF THE MUNICIPALITY OF GUBAT**

**WHEREAS**, Administrative Order No. 161, s. 2006 "Institutionalizing Quality Management System in Government" was issued on 5 October 2006 as one of the National Competitiveness Summit (NCS) Action Agenda to effect actual improvements in public governance in recognition in the International Organization for Standardization (ISO) 9000 series which ensures consistency of products and services through quality processes;

**WHEREAS**, Executive Order No. 605, s. 2007, "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program" directs to adopt the ISO 9001:2000 Quality Management Systems as part of the implementation of government-wide quality management program;

**WHEREAS**, there is a direction from the Provincial Government that all municipalities in the Province of Sorsogon shall undertake the implementation of the Quality Management System in their respective offices certifiable to ISO 9001:2015;

**NOW THEREFORE, I, SHARON ROSE GLIPO-ESCOTO**, Municipal Mayor of Gubat, Sorsogon, by virtue of the powers vested in me by the Constitution and Laws do hereby order the following:

**SECTION 1. CREATION AND COMPOSITION OF THE MUNICIPAL QUALITY MANAGEMENT SYSTEM TEAM.** The Municipal Quality Management System Team is hereby organized and shall be composed of the following:

**TOP MANAGEMENT:**

- HON. SHARON ROSE G. ESCOTO, Municipal Mayor
- HON. SIXTO F. ESTAREJA, Municipal Vice Mayor
- HON. AIZA ENCINARES, SB Member
- HON. ALVIN ROSALES, SB Member
- HON. DANILO PURA, SB Member
- HON. DANILO ENAJE, SB Member
- HON. KENNETH ESCANDOR, SB Member
- HON. NOE ENDAYA, SB Member
- HON. ANTHONY CALLOS, SB Member
- HON. VALENTIN PURA IV, SB Member
- HON. RAMILO FAJARDO, SB Ex-Officio Member
- HON. NORVEN ARIOLA, SB Ex-Officio Member

**QMS LEADER:** HON. SHARON ROSE G. ESCOTO, **Municipal Mayor**

**QMS SECRETARIAT:** JOEY ENAJE  
LILIA VARGAS  
KRISTIN ANTIVOLA  
ATTY. AUGUSTO CAESAR ERMINO  
MARIZ LACANDULA  
ANNABEL LANON

**QMS CORE TEAM:** KRISTIN ANTIVOLA  
FAUSTINO TACLAN JR.  
REYMUNDO QUIÑONES  
ROWENA FAJARDO  
AIDA MENDIVIL  
ANA ESTRELLADO  
RUEL FIDELSON  
ERME ENANO  
RIA MERCADER  
FREDERICO DE MONTEVERDE

**PLANNING TEAM:** MUNICIPAL PLANNING AND DEVELOPMENT OFFICE  
MUNICIPAL BUDGET OFFICE

**DOCUMENT MANAGEMENT TEAM:** ATTY. AUGUSTO CAESAR ERMINO  
ALL DEPARTMENT HEADS

**QUALITY WORKPLACE TEAM:** ROGELIO LISTANA  
ANNABEL LANON  
EDUARDO ESTERA  
ELIAS EREÑO  
ALL DEPARTMENT HEADS

**TRAINING AND ADVOCACY TEAM:** HUMAN RESOURCE MANAGER OFFICE

**INTERNAL QUALITY AUDIT TEAM:** OFFICE OF THE MUNICIPAL ACCOUNTANT

## **SECTION 2. FUNCTIONS.**

### **A. TOP MANAGEMENT**

1. Lead the establishment, implementation and monitoring of the QMS
2. Establishes and maintains the quality policy
3. Establishes quality objectives for relevant functions within the organization
4. Ensures that appropriate communication processes are established
5. Ensure the availability of the needed resources

## B. QMS LEADER

1. Oversee the establishment and documentation of the QMS
2. Ensures process needed by the QMS are effectively implemented and maintained
3. Report to top management on the performance of the QMS and any need for improvement
4. Ensures the promotion of awareness of customer/citizen requirements throughout the organization
5. Liaises with external parties on matters relating to the quality management system

## C. QMS SECRETARIAT

1. Centrally coordinates and provide logistical support to QMS activities such as trainings, documentation, and audits
2. Provide administrative and technical support to successfully implement the QMS
3. Consolidate all documented information needed in the audit stage

## D. QMS CORE TEAM

1. Enhance QMS knowledge and skills
2. Attend series of QMS training course
3. Facilitate re-echo of training course to the team
4. Lead all QMS initiatives in respective offices

## E. PLANNING TEAM

1. Lead in developing and monitoring required planning documents

## F. DOCUMENT MANAGEMENT TEAM

1. Lead in monitoring the development of QMS Manual, QMS Procedures, and work/ operational procedures in their respective offices
2. Ensures that changes and the current revision status of documents are identified, and the unintended use of obsolete documents is prevented
3. Ensures that records are controlled through established means for identification, storage, protection, retrieval, retention and disposition

## G. QUALITY WORKPLACE TEAM

1. Develop 5S standards
2. Conducts 5S trainings in coordination with the Training and Advocacy Team
3. Lead in implementing the 5S Good Housekeeping principles in their respective offices
4. Conducts 5S Audits

## H. TRAINING AND ADVOCACY TEAM

1. Lead in cascading the established QMS
2. Develops and implements the training and education program to promote awareness and understanding of quality management principles, requirements and applications

**I. INTERNAL QUALITY AUDIT TEAM**

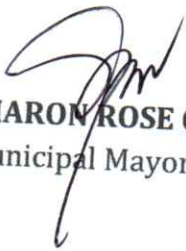
1. Lead in planning internal quality audit
2. Conducts audit at planned intervals
3. Verifies the corrective actions taken on audit findings

**SECTION 3. FUNDING.** The municipality shall allocate funds and resources to undertake the implementation of the QMS and all assessment thereafter.

**SECTION 4. MEETINGS.** The Municipal QMS Team shall meet every after completed training course of the QMS Core Team and as often as necessary.

**SECTION 5. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 4<sup>th</sup> day of August, 2019 in the Municipality of Gubat, Sorsogon.



**SHARON ROSE GLIPTO-ESCOTO**  
Municipal Mayor