

October 30, 2024

MEMORANDUM ORDER

NO. 309

SUBJECT : RE-COMPOSITION OF THE ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM- KNOWLEDGE MANAGEMENT TEAM

In accordance with the exigency of service and to ensure the implementation of activities of the ISO 9001:2015 Quality Management System (QMS), the establishment of the Knowledge Management Team (KMT) is hereby mandated. The KMT shall consist of three sub-teams, each assigned specific functions and compositions as follows:

I. CORE MEMBERS

Team leader : Paula R. Del Rosario, *NPQSD*
 Co-team leaders : Maria Narcisa V. Garcia, *Los Baños NCRDPSC*
 Kathlen B. Racho, *NSQCS*
 Gia Carla B. Butones, *CRPSD*
 Secretariat : Krizzia Nikita Velasquez, *PMO*
 Reginand David C. Caampued, *ADO for RDPSS*
 Lyra Mae Lomibao, *ADO for Regulatory Services*

Members	Office
Mary Luz Anntonette D. Lopez	Office of the Director
Jona Vioeren M. Ramos	AED
John Leo Gavino Gamboa	PPSSD
Julie Fearl G. Doping	CPMD
Lea O. Abando	BAGUIO NCRDPSC
Al Domenic Rose G. Corneja	LA GRANJA NCRDPSC
Ruth F. Jardeleza	GUIMARAS NCRDPSC
Cyril B Montiel	DAVAO NCRDPSC

Functions:

- Ensures that requirements for maintaining and retaining documented information are established and implemented.
- Oversees the implementation of the Customer Feedback System within the Bureau and manages other activities related to organizational knowledge.
- Creates guidelines and conducts training on the use of the Bureau's official forms and templates.
- Organizes and facilitates ISO-related activities and duties as instructed by top management.

II. CASCADING AND MONITORING FOCAL MEMBERS

Members	Office
Alexis Marie T. Sagisi	Biotechnology
Jose Diego E. Roxas Reychel M. Alcantara	NSIC / PVPO
Ron-Jien E. Tigno	Procurement Management Section
Valerio F. Colis Jr.	Internal Audit Unit
Jessa S. Recto	Accounting Section
Charmaine I. Parafina	Budget Section
Marebeth B. Maminta	Cashier Section
Roy B. Sojuaco	General Services Section
Elizabeth Maestre	Information and Computer Section
Kimberly L. Mañosca	Payroll Section
Rae Angelo H. Guino-o	Human Resources Section
Mariz Urbano	Property & Supply Section
Valerio F. Colis Jr.	Records Section
Divisions	
Rusty B. Cachin	AED
John Paul Delos Reyes	NPQSD
Joseph Audley Tuazon	PPSSD
John Paul D. Maminta	CPMD
Cyd Clarisse C. Palado Jerome M. Bautista	NSQCS
Charmaine Hannah Padasas Raquel V. Fidel	CRPSD
NCRDPSC Centers	
Glecy P. Bandojo	LOS BAÑOS NCRDPSC
Cristilyn N. Cuaresma	BAGUIO NCRDPSC
Jenine S. Lobaton	LA GRANJA NCRDPSC
Alex A. Tuyo Percival D. Orilla	GUIMARAS NCRDPSC
Mercedes M. Arcelo	DAVAO NCRDPSC



SPAL Offices	
Giannelli Anne E. Castanas	SPAL – Baguio
Ana Jean Cabrigas	SPAL – Cebu
Benedict Dusan	SPAL – Cagayan De Oro
John Renzon Sabado	SPAL – Davao
PQS Stations	
Mark Paul G. Dadoy	Region I - PQS La Union and Ilocos Norte
Mark Julius B. Paris	Region II - PQS Cagayan
Ronalyn T. Eneres	Region III - PQS Pampanga
Mark Lester S. Nilo	NCR - PQS South Harbor
Hazel Nicolei B. Magboo	NCR - PQS North Harbor
Aldrin T. Tolentino	NCR - PQS MICP
Gennielyn R. Jamora	NCR - PQS OSEDC
Ray-an P. Cunanan	CPEQS
Ma. Princes O. Onoya	NCR - PQS NAIA
Ana Yvette P. Babao	Region IV A - PQS Batangas
Railyn Mae P. Azura	Region IV A - PQS Quezon
Mary Catherine R. Pastor	Region IV B - PQS Mindoro
Maria B. Fernandez	Region IV B - PQS Palawan
Ma. Carmela C. Bandalas	Region V - PQS Legazpi
Shairmain D. Toledo	Region VI - PQS Iloilo
Ma. Theresa M. Jurilla	Region VI- PQS Bacolod
Darlito O. Licardo	Region VII- PQS Cebu
Jhyssiah Magbanua	Region VII - PQS Dumaguete
Bryan M Leonor	Region VIII - PQS Tacloban
Lorena C. Belvis	Region IX - PQS Zamboanga
Ronesa P. Zaballero	Region X - PQS Cagayan de Oro
Arvin J. Sabellano	Region X - PQS Iligan
Irene T. Labajo	Region X - PQS Ozamiz
Nestor Jr. C. Villarin	Region XI - PQS Davao
Cherie Lou C. Pableo	Region XI- PQS Mati
Paul John V. Somolostro	Region XII - PQS Cotabato
Angela J. Ernesto	Region XII - PQS Gensan

Ryan B. Ramos	Region XIII - PQS Caraga
NSQCS Satellite Offices	
Dhaiserie L. Cabreira	CAR - Baguio
Crescinti P. Agluya	CAR - Tabuk
Monette B. Merlin	Pangasinan
Charllote I. Abad	Ilocos
Jovelyn V. Contawe	Isabela
Niña V. Batugal	Cagayan
Gladies D. Bernardino	Nueva Ecija
Rowena H. Alip	Laguna
Kathlyn Keith M. Valencia	Occidental Mindoro
Jessica D. De Mesa	Oriental Mindoro
Krizia Daleene M. Cordero	Palawan
Jose N. Tormes	Bicol
Abemelic G. Gelladula	Iloilo
Eliene Dawn C. De La Cruz	Negros Occidental
Christine D. Calamba	Cebu
Ma. Judy L. Abrau	Bohol
Aldrolyn D. Bulawan	Leyte
Vanessa L. Mayorgas	Catarman
Joecel B. Malones	Zamboanga
Jenalyn B. Imbat	Cagayan de Oro
Kathleen S. Unana	Davao
May P. Amarillo	North Cotabato
Keven Mark Jimenez	CARAGA - Butuan
Noraisa M. Maddie	BARMM - Maguindanao

Functions:

- Communicates and reiterates guidelines on the use of the Bureau's official forms and templates within their respective office unit/division/center.
- Ensures that requirements for using and maintaining the Bureau's official forms and templates are established and implemented.
- Serve as the *alternate focal person* for the implementation of the Customer Satisfaction procedures and guidelines.
- Attends meetings or training conducted by the BPI-QMS KMT.

III. CUSTOMER SATISFACTION FOCAL MEMBERS

Members	Office
Jona Carla San Pedro	Office of the Director
Sean Richmond S. Villaflor	Assistant Director For Research, Development, and Production Support Services
Marielle Joy D. Wapanio	Assistant Director for Regulatory Services
Lovely D. Reyes	Biotechnology
Viña Maristela L. De Guzman	NSIC / PVPO
John Carlo Endiape	Procurement Management Section
Jonaremy C. Paulo	Internal Audit Unit
Joan D. Garcia	Accounting Section
Ariel Agustin	Budget Section
Stephen Lloyd V. Laurente	Cashier Section
Pia Angela B. Gabi	General Services Section
Jhanica Mae Aciga	Information and Computer Section
Jerick C. Cardenas	Payroll Section
Annika Mae P. Zamudio	Human Resources Section
Nadine Pearl Laurente Muhammad Yusuf G. Emam	Property & Supply Section
Carmella Claire C. Cancio	Records Section
Divisions	
Jefferson F. Varona	AED
Ianne Shane Limpio	NPQSD
Mikko Facturan	PPSSD
Blessie Joy C. Olarve	CPMD
Cyril James Mangilit	NSQCS
Gia Carla B. Butones Leah M. Morante	CRPSD
NCRDPS Centers	
Maria Narcisa V. Garcia Antonhy B. Bondad	LOS BAÑOS NCRDPSC
Joyce Jean O. Bacayan	BAGUIO NCRDPSC
Alona Marie A. Mandato	LA GRANJA NCRDPSC

Alex A. Tuyo	GUIMARAS NCRDPSC
Orlan P. Odulio	DAVAO NCRDPSC
PPSSD SPAL Offices	
Lorna Beldad	SPAL – Baguio
Rhea May Antoni	SPAL – Cebu
Kirby J. Duay	SPAL – Cagayan De Oro
Ariel Client Acampado	SPAL – Davao
PQS Stations	
Jayson Dave L. Andaya	Region I - PQS La Union and Ilocos Norte
Janella Mae P. Buenavista	Region II - PQS Cagayan
Trina Rae P. Reyes	Region III - PQS Pampanga
Jelyn S. Gumatay	NCR - PQS South Harbor
Adrian D. Bagsic	NCR - PQS North Harbor
Cherry Jane Borlon	NCR - PQS MICP
Henry A. Molon	NCR - PQS OSEDC
Jona Paola A. Manalo	CPEQS
Diana C. Cariño	NCR - PQS NAIA
Aila Marie B. de Villa	Region IV A - PQS Batangas
Arnel B. Repaso	Region IV A - PQS Quezon
Lexter A. Fabula	Region IV B - PQS Mindoro
Mario Leonardo O. Pacheco	Region IV B - PQS Palawan
Ma. Carmela C. Bandalas	Region V - PQS Legazpi
Shairmain D. Toledo	Region VI - PQS Iloilo
Jenalou P. Baynosa	Region VI- PQS Bacolod
Jan Ravin V. Gabin	Region VII- PQS Cebu
Wilson D. Cadalso, Jr.	Region VII - PQS Dumaguete
Clarita B. Lasquite	Region VIII - PQS Tacloban
Ivie C. Sumagang	Region IX - PQS Zamboanga
John Michael B. Pasuit	Region X - PQS Cagayan de Oro
Akisah C. Guro	Region X - PQS Iligan
Mary Jane G. Gallo	Region X - PQS Ozamiz
Jeanefer M. Carugda	Region XI - PQS Davao
Jaymark A. Garcia	Region XI- PQS Mati
Shane Juner Q. Dela Peña	Region XII - PQS Cotabato

This Memorandum Order shall supersede all previous orders inconsistent herewith, remain valid unless otherwise amended, revoked, or superseded, and shall take effect immediately.


GERALD GLENN F. PANGANIBAN, Ph.D.

Director



