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MEMORANDUM ORDER
NO: 121
Series of 2023

SUBJECT: AMENDMENT TO MEMORANDUM ORDER NO. 243 SERIES OF 2022 ON COMPOSITION OF BPI ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CORE TEAM

In the exigency of service and to promote good governance and transparency, BPI ISO Core Team is hereby re-composed as follows:

QMS Leader : Director Gerald Glenn F. Panganiban, PhD.
Asst. QMS Leader: Assistant Director Herminigilda A. Gabertan, PhD.
Assistant Director Ruel C. Gesmundo

I. **Planning Team**

Leader: Rhoda Grace S. Pintuan- *Planning and Management Office*
Members: Cherrylyn I. Parafina - *Planning and Management Office*
Joshua Louis F. Bangabang - *Planning and Management Office*
Ellaine T. Molon - *Personnel Section*
Kristine Angeli A. Valdez – *Office of the Director*

II. **Document and Management Team**

Leaders: Kim Ashley R. Pascual - *National Seed Quality Control Services*
Valerio F. Colis, Jr. – *Records Section*

Members: Mary Luz Anntonette Lopez, *Office of the Director*
Nhyll Angelo S. Acuña, *Assistant Director's Office – RDPSS*
Diana SJ. Tabudlong, *Assistant Director's Office – Regulatory*
Bianca Marie San Luis, *Planning Management Office*
Ericka Joy Ancayan, *Biotechnology Office*
Paul Ryan O. Alcantara, *National Seed Industry Council/PVP Office*
Mary Lyann Valdez, *Payroll Section*
Roy Sojuaco, *General Services Section*
Ruel L. Sespeñe, *Accounting Section*
Charmaine I. Parafina, *Budget Section*
Marichu Z. Sebastian, *Cashier Section*
Maricel C. Bautista, *Information and Computer Section*
Joshua P. Verdera, *Personnel Section*
Rochelle A. Mirador, *Procurement Management Section*
Jessa Jel Laurente, *Property and Supply Section*
Angeline J. Salinas, *Agricultural Engineering Division*
Lisa T. Dorado, *Crop Pest Management Division*

Charmaine Hannah A. Padasas, *Crop Research and Production Support Division*
Sherwin Dannog, *National Plant Quarantine Services Division*
Alexander A. Faustino, *Plant Product Safety Services Division –*
Lea O. Abando, *Baguio NCRDPSC*
Niña R. Rosales, *Los Baños NCRDPSC*

Functions:

1. Leads in monitoring the development of QMS manual, procedures, and work/operational procedures;
2. Ensures documents remain legible and readily identifiable;
3. Identifies external documents and control their distribution; and
4. Prevents obsolete documents from unintended use.

III. **Risk Opportunity Management Team**

Leaders: Carlos Paul C. Pedracio, *Plant Product Safety Services Division*
Cedrick V. Dumael , *Plant Product Safety Services Division*

Members: Joshua Louis Bangabang – *Planning and Management Office*
Julie Fearl G. Doping- *Office of the Director*
Kimberly L. Manosca, *Office of the Director*
Nhyll Angelo S. Acuña-*Office of the Assistant Director*
Paul Ryan O. Alcantara- *National Seed Industry Council/PVPO*
Brian Joseph S. Zulueta- *Los Baños NCRDPSC*
Mark Julius Mercado- *Los Baños NCRDPSC*
Diana SJ. Tabudlong- *National Seed Quality Control Services*
Saimon Errel S. Caligayahan -*National Seed Quality Control Services*
Ma. Arlene F. Celo - *Baguio NCRDPSC*
Merabil L. Corpuz,-*Crop Pest Management Division*
Angeline Salinas- *Agricultural Engineering Division*
Hazel Joy Pacis- *Crop Research and Production Support Division*
Mea Mikki T. Tabago- *National Plant Quarantine Services Division*
Tracey Mae Cea, *Biotechnology Office*
Darwin M. Landico- *National Plant Quarantine Services Division*
Christine Fatimah L. Decena – *Plant Product Safety Services Division*
Jayson Palaylay – *Baguio, NCRDPSC*
Sherwin Dannog – *National Plant Quarantine Services Division*

Functions:

1. Performs oversight function ensuring that the established risk controls and related activities are constantly implemented;
2. Plans and coordinates effective and efficient use of risk control tools;
3. Ensures that risk-related information's are maintained and retained.

IV. **Training and Advocacy Team**

Leaders: Lew Genesis C. Almero - *Personnel Section*

Members:

Audrey M. Mediano- *Personnel Section*
Joshua P. Verdera- *Personnel Section*
John Allen Z. Caranay- *Personnel Section*
Louise Leen A. Anit-*Personnel Section*
Ruffa Mae D. Canton- *Personnel Section*

Functions:

1. Provides administrative support in terms of training and advocacy in the successful implementation and substance of QMS;
2. Plans and coordinates effective development and efficient use of resources in line with the training and advocacy activities;
3. Plans and coordinates echoing/ cascading sessions on QMS related trainings.

V. **Knowledge Management Team**

Leaders: Paula R. del Rosario, *National Plant Quarantine Services Division*
Maria Narcisa V. Garcia, *Los Baños NCRDPSC*
Jose Diego E. Roxas- *National Seed Industry Council/PVPO/ICT Section*
Mar J. De Guzman, *Crop Pest Management Division*
Cristilyn P. Natan, *Baguio NCRDPSC*
Joyce Jean O. Bacayan, *Baguio NCRDPSC*

Members: Mary Luz Anntonette Dawa, *Office of the Director*
Michelle Javier, *Assistant Director for Research, Development, and Production Support Services*
Mary Jane de Guzman, *Assistant Director for Regulations*
Sherilynne Leoncio, *Biotechnology*
Aries Apiña, *Information and Computer Section*
Joseph Guinez, *Agricultural Engineering Division*
Charmaine Hannah Padasas, *Crop Research and Production Support Division*
Rowell Creencia, *National Plant Quarantine Services Division*
Kathlen B. Racho, *National Seed Quality Control Services*
Lorna Beldad, *Plant Product Safety Services Division*
Vivian Reyes, *Baguio NCRDPSC*
Eugenia Rutab, *Baguio NCRDPSC*
Glecy Bandojo, *Los Baños NCRDPSC*
King Roy DLR Bondad, *Los Baños NCRDPSC*
Alex Tuyo, *Guimaras NCRDPSC*
Percival Orilla, *Guimaras NCRDPSC*
Orlan Odulio, *Davao NCRDPSC*
Joresel Coronado, *Davao NCRDPSC*

Jennifer Ferrer, *La Granja NCRDPSC*
Alona Marie Mandato, *La Granja NCRDPSC*

Functions:

1. Ensure the requirement for maintaining and retaining documented information are established and implemented
2. Coordinated and oversees activities related to managing organizational knowledge.

VI. **Quality Workplace Team**

Leaders: Valerio F. Colis, Jr – *Record Section*
Asst. Leader Roy B. Sojuaco, *General Services Section*

Members Cyd Clarisse C. Palado- *National Seed Quality Control Services*
Mark Raymond R. Reyes-*National Plant Quarantine Services Division*
Dallyn Fuster- *Cashier Section*
Jessa Jel Laurente- *Property and Supply Section*
Rochelle A. Mirador-*Procurement Management Section*
Joshua P. Verdera – *Personnel Section*

Functions:

1. Ensures that the environment for the operation of processes needed to achieve conformity to service requirements are managed;
2. Ensure consistent implementation of 5s programs;
3. Monitored and assess workplace, orderliness and safety.

VII. **Internal Quality Audit Team**

Leader: Rowell N. Creencia – *National Plant Quarantine Service Division*

Members: Brian Joseph S. Zulueta, *Los Baños NCRDPSC*
Maria Narcisa V.Garcia, *Los Baños NCRDPSC*
King Roy D. Bondad, *Los Baños NCRDPSC*
Marites A. Alimurong, *Baguio NCRDPSC*
Cristilyn P. Natan, *Baguio NCRDPSC*
Joyce Jean O. Bacayan, *Baguio NCRDPSC*
Cherrylyn I. Parafina, *Planning and Management Office*
Glaiza Marie L. Duron, *Crop Pest Management Division*
Blessie Joy C. Olarve, *Crop Pest Management Division*
Paula R. del Rosario, *National Plant Quarantine Services Division*
Diana SJ. Tabudlong *National Seed Quality Control Services*
Christian Allen L. Taleon, *Plant Product Safety Services Division*
Cedrick V. Dumael, *Plant Product Safety Services Division*
Carlos Paul C. Pedracio, *Plant Product Safety Services Division*

Functions:

1. Determine conformance of the QMS to the planned arrangements and requirement of ISO 9001:2015;
2. Determine whether the QMS is effectively implemented and maintained
3. Provide input on the implementation of the corrective and preventive actions for non- conformance raised during the audits.

All issuances and directives inconsistent herewith are hereby revoked.

GERALD GLENN F. PANGANIBAN, PhD.
Director