



OFFICE ORDER No. 37
Series of 2023

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

SUBJECT : BAFS QUALITY MANAGEMENT SYSTEM (QMS) CORE TEAM

Date : October 26, 2023

In the interest of service and to ensure the effective and efficient implementation of the BAFS QMS, an updated structure of the BAFS QMS team is hereby established as follows:

Designation	Personnel-In-Charge
Quality Management Representatives (QMR)	Administrative Support Services (ASS) Roxanne P. Lizardo Frederick C. Crisol
Deputy QMR (DQMR)	Standards Development Division (SDD) John Gregory V. Aquino Technical Services Division (TSD) Mary Grace R. Mandigma, PFT Organic Agriculture Division (OAD) Joeve S. Calleja Standards Research Division (SRD) Edna Lynn C. Floresca
Documented Information Controller (DIC) Team	Mark Brian E. Umali Kristine Anne D. Nuqui Angel Mae L. Conda Larry A. Yumang
Administrative Custodian (AC) Team	SDD: Ederlie L. Magdalita OAD: May Ann B. Redulfa SRD: Angelo N. Custodio ASS: Larry A. Yumang



Designation	Personnel-In-Charge
	OD: Mark Brian E. Umali
Internal Training and Education (ITE) Team	SDD: Camille Baraquiel TSD: Katrina L. Maminta and Jan Vincent DR. Tecson OAD: Joeve S. Calleja SRD: Edna Lynn C. Floresca ASS: Jaeryl Lordein V. Ramos
Internal Quality Audit (IQA) Team	Chairperson: Alpha M. Lanuza, DVM Co-Chairperson: Mark F. Matubang Pool of Auditors: SDD: Gari Pellinor U. Hernandez John Gregory V. Aquino TSD: Katrina L. Maminta Jan Vincent DR. Tecson OAD: Gerald E. Cammagay Jeffrey S. Garrido Vicente D. Limsan, Jr. Moraine M. Sumague Charlie T. Palilio Geeza June V. Painaga Jerson Raphael A. Bontogon Jenina B. Cusay SRD: Jerilee M. Sabariaga ASS: Rosemarie V. Calibo Rowena B. Dacanay May Ann B. Redulfa
Administrative Infrastructure (AI) Team	Rosemarie V. Calibo Joanna Raveana A. Nario Allister F. Budlao France Earvynne R. Enriquez Jomer E. Tadena

The specific QMS team/personnel responsibilities are as follows:



1. QMR

- a. Oversees the establishment, documentation, and effective implementation of QMS;
- b. Acts as liaison with external parties on matters relating to DA-BAFS' QMS;
- c. Monitors procedures for IQA, Management Review and Nonconformity Control to ensure that they are established and implemented; and,
- d. Reports QMS performance to Top Management for review and continual improvement.

2. DQMR

- a. Assists the QMR in performing assigned duties and responsibilities;
- b. Assumes responsibility of QMR in their absence;
- c. Monitors conformity of work environment for to product requirements;
- d. Facilitates the consistent implementation of 7S Good Housekeeping; and,
- e. Monitors and assesses workplace cleanliness, orderliness and safety.

3. DIC Team

- a. Consolidates all documentation requirements using BAFS' format for Quality Manual and Procedures and Work Instructions;
- b. Maintains master copies and master list of Quality Manual and Procedures and Work Instructions as well as the master list of externally generated documents and references;
- c. Issues and controls distribution of the Quality Manual Procedures and Work Instructions and maintains the distribution list of the updated document information circulated;
- d. Monitors/checks conformity to the BAFS' document control procedure against ISO 9001:2015;
- e. Coordinates enhancement of Records Management Procedure;
- f. Closely coordinates with Division Heads on all matters concerning Records Management; and,
- g. Closely coordinates with the Administrative Custodian Team to ensure that latest versions of quality forms are used by project owners.

4. AC Team

- a. Monitors/checks conformance with the latest versions of quality forms are used by project owners;
- b. Assists in ensuring that the work environment needed to achieve conformity to product requirements is managed;
- c. Assists in ensuring consistent implementation of 7S Good Housekeeping; and,
- d. Assists in monitoring workplace cleanliness, orderliness and safety.

5. ITE Team

- a. Plans and coordinates awareness-building sessions on the concepts, principles and requirements of ISO 9001:2015 and other relevant approaches in order to promote understanding, active participation,

commitment and cooperation towards the establishment and sustainability of BAFS QMS.

6. IQA Team

- a. Coordinates the establishment and monitors the implementation of the QMS Audit Program led by the IQA Chairperson and Co-chairperson;
- b. Identifies the necessary resources for managing the QMS Audit Program;
- c. Provides criteria for the selection of QMS Auditors; and,
- d. Coordinates and provides inputs to the selection and training of QMS Auditors.

7. AI Team

- a. Facilitates the maintenance of IT equipment necessary for the implementation of relevant ISO 9001:2015 requirements.
- b. Assists in building awareness to the relevant requirements of ISO 9001:2015 and other documents related to the BAFS QMS through physical or digital dissemination as well as identification of appropriate communication platforms

For strict compliance and proper guidance.


KAREN KRISTINE A. ROSCOM, PFT, PhD
Director IV
Mr. RVC
23/10/2023