



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

EXECUTIVE ORDER NO. 34 S. 2017

**CREATION OF THE QUALITY MANAGEMENT SYSTEM (QMS TEAM)
OF THE MUNICIPAL GOVERNMENT OF BALIWAG**

WHEREAS, the Global Competitiveness Report 2017 – 2018 ranks the Philippines as the 56th out of 137 economies in the world;

WHEREAS, the Philippine Government identified actions to improve the ranking of the country in global competitiveness specifically in the areas of business and government efficiency;

WHEREAS, Administrative Order No. 161 “Institutionalizing Quality Management System (QMS) in Government” was issued on October 5, 2006 to effect actual improvements in public governance with recognition of 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 institutionalizes the structure, mechanisms, and standards to implement the QMS Program as espoused in AO No. 161;

WHEREAS, the abovementioned issuances encourage the local government units to establish an ISO-aligned quality management system;

WHEREAS, the initiatives of the Municipal Government to reengineer the bureaucracy are already geared towards delivery of services characterized by transparency, accountability, and efficiency to meet customer, statutory, and regulatory requirements

NOW THEREFORE, I FERDINAND V. ESTRELLA, Municipal Mayor of the Municipality of Baliwag, by virtue of the powers vested in me by law, do hereby order:

Section 1. **Creation and Objective.** The QMS Team is hereby created to develop and continuously improve a formalized system that documents processes, procedures, and

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Serbisyong May Malasakit

resources based on transparency, accountability, and efficiency in order to meet customer, statutory, and regulatory requirements.

Section 2. Composition of the QMS Team. The QMS Team shall be composed of an Advisory Council, Technical Working Group, and focal persons from each municipal office.

(a) Advisory Council

- Chairperson : **MR. ENRIQUE V. TAGLE**
Municipal Administrator
- Vice Chairperson : **ENGR. NEMENCIO M. DE LEON**
Municipal Planning and Development Coordinator
- Members : **MS. ESTHER V. CABIGAO**
Human Resource Management and Development Officer
- MS. JOSEFINA TANGGOL**
Municipal Budget Officer
- MR. BRAINARD ARDOÑA**
Municipal ICT Officer
- MR. ANTONIO SABLAN, JR.**
Municipal Information Office
- MR. HERSON CRUZ**
Records and Archives Officer

(b) Technical Working Group

- MR. NORMAN RAMON**
Municipal Accounting Office
- MS. HANNAH MARCELO**
Municipal Treasurer's Office
- MR. MARK RIVERA**
Municipal Engineering Office
- DRA. MA. ROSARIO ESGUERRA**
Municipal Health Office



MR. GERARD TOLENTINO
Municipal Social Welfare Development Office

MR. ALVIN LEE ASURO
Municipal Administrator's Office

MS. LAARNIE VERA-LAURO
Municipal Tourism Office

- (c) **Office Focal Person for QMS.** Each municipal office shall designate a technical officer to serve as the QMS focal person.

Section 3. Duties and Responsibilities. The duties and responsibilities of the QMS Advisory Council, Technical Working Group, and Focal Persons are as follow:

(a) QMS Advisory Council

- Recommends to the Management Committee a formalized system, which is the organizational structure, procedures, processes, and resources of the Municipal Government focused on consistently meeting customer, statutory, and regulatory requirements based on transparency, accountability, and efficiency.
- Ensures alignment of QMS with the mandates and strategic direction of the Municipal Government, as well as with national and international standards.
- Recommends policies, objectives, innovations, and continual improvements of the Municipal Government's QMS.
- Ensures that QMS are maintained and promoted throughout the organization.
- Prepares and updates the QMS Manual.

(b) Technical Working Group

- Collects and organizes Municipal Government's processes into a formalized system to be recommended to the Advisory Council.
- Drafts and updates the QMS Manual.
- Coordinates with the Office Focal Person for any changes in structure, processes, procedures, and resources and recommend them to the Advisory Council after validation.
- Conducts research and study for the continual improvement of the Municipal Government's QMS, including but not limited to, national and international standards for quality management.

