



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
Cordillera Administrative Region



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January 8, 2018

**DOH-CAR OFFICE PERSONNEL ORDER
NO. 2018- 015**

SUBJECT: Creation of the New Composition of the DOH-CAR ISO Core Team for Quality Management Systems Implementation and Designation of a Pool of Internal Auditors

The New Composition of DOH-CAR ISO Core Team for DOH Quality Management Systems (QMS) Implementation is hereby created, with the following roles and responsibilities:

**I. Quality Management Representative (QMR)
Dr. LAKSHMI I. LEGASPI-Director IV**

Responsibilities:

1. Oversees the over-all management of the DOH-CAR Quality Management Systems (QMS) to ensure its effective implementation, maintenance and continual improvement;
2. Ensures that the process needed are established, implemented, maintained and continually improved;
3. Ensures the conduct of regular Management Review at all levels;
4. Provides feedback/update to the DOH top management on the status of QMS performance;
5. Ensures that the QMS confirms with the ISO 9001:2015 requirements;
6. Ensures that the quality policy and quality objectives are relevant, properly disseminated and understood;
7. Coordinates with external parties on matters relating ISO and the QMS;
8. Leads the promotion of awareness of customer requirements;
9. Communicates the importance of meeting customer requirements and other statutory and regulatory requirements;
10. Ensures that all employees are knowledgeable of, and adhere to the documented quality procedures relevant to their work;

**ALL FOR HEALTH
TOWARDS
HEALTH FOR ALL**



The round metal gong of the Cordillera known locally as "gangsá" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tanggyub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.



11. Ensures monitoring of the implementation and effectiveness of the necessary corrections, corrective actions to address the opportunities for improvement, non-conformities and potential non-conformities;
12. Stewards the DOH-CAR resources necessary to implement and continually improves its QMS.

II. Deputy Quality Management Representative

Dr. AMELITA M. PANGILINAN - Director III

Responsibilities:

1. Ensures the effective planning and evaluation, maintenance and continual improvement, monitoring and evaluation of the regional Office's quality management systems;
2. Initiates and coordinates QMS-related activities in the DOH-CAR Office;
3. Assist the QMR in performing all of the above duties and responsibilities
4. Assumes the delegated responsibilities of the QMR in her absence.

III. ISO Point Person for DOH-CAR Office

1. **Dr. ERWIN A. BACLIG** - Medical Officer V
2. **Mr. REX A. BATE** - Training Specialist II

ISO Point Persons per Division:

1. RD/ARD Office - **Ms. LILIA ROSE SAY-AWEN** - Planning Officer III
2. LHSD - **Ms. MELANIE JUNE CALEÑO** - Nurse V
3. RLED - **MS. CHARIS TAGUIBOS** - Licensing Officer III
4. MSD - **Ms. CLARITA KIMMAKIM** - Administrative Officer IV
5. PDOHOs/CDOHO - **ALL DMO Vs and Engr. GAUDENCIO TIWING, DMO IV**

Over-all ISO Secretariat:

1. **Ms. DIANA PALANGCHAO** - Planning Officer II
2. **Ms. ANA LISA ATIOAN** - Administrative Assistant III

Responsibilities:

1. Assist in the QMR and deputy QMR in ensuring the continuous implementation of the QMS;
2. Coordinate the QMS-related activities in the Regional Office;
3. Oversee the collection and processing of Client Satisfaction Survey forms, follow-up filling-up of Request for Action and status of implementation of Corrective Action plans, follow-up submission of Quality Objectives and Plans, Quality Objective Plan Monitoring forms and Management Review Reports;

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