



January 3, 2022

**SPECIAL ORDER**

**NO. 2**

**Series of 2022**

**SUBJECT : RECONSTITUTION OF THE FERTILIZER AND PESTICIDE AUTHORITY (FPA) – QUALITY MANAGEMENT SYSTEM (QMS) COMMITTEE AND ITS SUPPORT TEAMS**

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In the interest of the service and to align the composition of the QMS Committee and its Support Teams with the expanded scope of certification covering the entire processes at the FPA Central Office, the QMSC and its Support Teams are hereby recomposed as follows:

**QUALITY MANAGEMENT SYSTEM COMMITTEE (QMSC)**

Chairperson : Dr. Myer G. Mula, OED  
Co-Chairperson : Mr. Eric C. Divinagracia, OED  
  
Members : Ms. Digna M. De Leon, PMID  
Ms. Julieta B. Lansangan, FRD  
Ms. Jerolet C. Sahagun, LSD  
Ms. Gina C. Tomimbang, FAD  
Engr. Jacqueline M. Romualdez, PRD  
Ms. Lourdes R. Conde, OED-FOCU

**Functions:**

- ensures continuous implementation of FPA-QMS following ISO 9001;
- monitors, analyzes, and evaluates achievement in meeting the quality objectives and that customers are satisfied;
- oversees the conducts of the Support Teams of their respective tasks such as management of risks, documented information, professional development, organization knowledge, quality workplace, and internal quality audit;
- ensures that corrective actions necessary to improve the implementation of FPA-QMS and to comply with the ISO 9001 requirements are monitored and addressed;
- develops required plans to continuously sustain the FPA-QMS;
- plans and coordinates effective deployment and efficient use of human, financial, and other physical resources for the FPA-QMS; and
- monitors implementation of plans and programs related to the FPA-QMS.

**QMSC Secretariat**

Head : Mr. Angelo S. Bugarin, LSD  
  
Members : Ms. Maria Theresa B. Oliveros, FAD  
Ms. Maribel M. Querijero, FRD  
Ms. Mirasol O. Bacarisas, PMID  
Ms. Kriz Anne Joi L. Minguez, PRD



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ISO 9001:2015  
  
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*with empowered and prosperous farmers and fisherfolk*



Ms. Shanelle T. Napoles, OED  
Ms. Anjaneth B. Palcutilo, OED

**Functions:**

- a) provides administrative support to the QMSC in the successful implementation of the FPA-QMS;
- b) facilitates the delivery of specific outputs in line with the FPA-QMS implementation;
- c) organizes and make necessary arrangements of various activities conducted in relation to the continuous implementation of the FPA-QMS;
- d) prepares minutes of the meeting of the management review and QMSC meetings; and
- e) take custody of all documented information produced or updated by the QMSC.

**SUPPORT TEAMS**

**1) Risk Management Team (RMT)**

Lead : Ms. Digna M. De Leon, PMID  
Asst. Lead : Mr. Angelo S. Bugarin, LSD

Members : Ms. Maria Theresa B. Oliveros, FAD  
Ms. Sharmaine D. Tecson, LSD  
Mr. Marlo B. Deblois, FRD  
Ms. Lourdes R. Conde, OED-FOCU  
Ms. Aleni Peach D. Gonzales, PMID  
Mr. Jayar V. Rivera, PRD

**Functions:**

- a) performs oversight function in ensuring that the established risk controls and related activities are consistently implemented;
- b) plans and coordinates effective and efficient use of risk control tools; and
- c) ensures that risk-related information is maintained and retained.

**2) Quality Workplace Team (QWT)**

Lead : Ms. Gina C. Tomimbang, FAD  
Asst. Lead : Ms. Olivia R. Marzan, FAD

Members : Mr. Alvin B. Domondon, PMID  
Ms. Jane G. Apostol, FRD  
Ms. Feliona B. Alip, LSD  
Mr. Marc Samuel A. Molina, PRD  
Ms. Anjaneth B. Palcutilo, OED

Regional Members: Ms. Elizabeth P. Perlado, RFU-NCR  
Mr. Rogelio B. Tanguid, RFU-CAR  
Mr. Joseph Andre John O. Martinez, RFU I  
Mr. Leonardo A. Bangad, RFU II  
Mr. Romeo Val R. Suguitan, Jr., RFU III  
Ms. Suzettie M. Alcaide, RFU IV  
Mr. Gabriel B. Atole, RFU V  
Mr. Noël V. Nègre, RFU VI  
Mr. Arnulfo L. Arausa, Jr., RFU VII  
Mr. Francis Salvador B. Costas, RFU VIII

Mr. Alex S. Paalisbo, RFU IX  
Ms. Ma. Sonia C. Calleja, RFU X  
Ms. Marrisa G. Napalit, RFU XI  
Ms. Alita C. Bornea, RFU XII  
Mr. Danilo S. Negre, RFU CARAGA

**Functions:**

- a) ensures that the environment for the operation of processes needed to achieve conformity to service requirements are managed;
- b) ensures consistent implementation of 5S programs, as applicable; and
- c) monitors and assesses workplace cleanliness, orderliness, and safety.

**3) Internal Quality Audit Team (IQAT)**

Lead : Ms. Suzettie M. Alcaide, RFU IV  
Asst. Lead : Ms. Sharmaine D. Tecson, LSD

Members : Mr. Angelo S. Bugarin, LSD  
Ms. Rowena C. Reyes, FRD  
Ms. Maria Theresa B. Oliveros, FAD  
Mr. Errol John A. Ramos, OED  
Mr. Marlo B. Deblois, FRD  
Mr. Ivan P. Layag, PMID  
Mr. Paul Kristian J. Berjuega, LSD  
Ms. Mirasol O. Bacaristas, PMID  
Mr. John Rajah M. Anareta, PMID  
Ms. Jane G. Apostol, FRD  
Ms. Sierlene Nicole A. Binobo, FRD  
Ms. Kriz Anne Joi L. Minguez, PRD  
Ms. Erica Mae G. Gacutani, LSD  
Ms. Madonna Bella C. Flavie, FAD  
Ms. Jessica Kay M. Puno, LSD  
Ms. Shanelle T. Napoles, OED  
Ms. Anjaneth B. Palcutilo, OED  
Ms. Rea T. Lariosa, FRD

**Functions:**

- a) determines conformance of the FPA-QMS and LSD-QMS to the planned arrangements and to the requirements of ISO 9001 and ISO 17025, respectively;
- b) prepares audit plan and schedule and informs the auditee about it;
- c) conducts internal audit based on ISO 19001 and FPA Internal Audit Procedure annually or as requested by the QMSC to determine effectively if the QMS is continuously implemented and maintained;
- d) prepares and issues Internal Quality Audit Report and Nonconformity and Corrective Action Report (NCAR) Form;
- e) discusses the audit finding to the auditee, QMSC, and Top Management;
- f) keeps track of the implementation of the corrective actions for nonconformance raised during the audit;
- g) conducts follow-up audit based on the previous findings; and
- h) assesses the conduct of the entire internal quality audit.

#### **4) Customer Satisfaction Evaluation and Monitoring Team (CSEMT)**

Lead : Mr. Errol John A. Ramos, OED  
Asst. Lead : Atty. Janelyn A. Pabalate, OED

Members : Ms. Rowena C. Reyes, FRD  
Ms. Mirasol O. Bacarisas, PMID  
Ms. Jessica Kay M. Puno, LSD  
Ms. Jorelyn D. Mendoza, FAD  
Ms. Shanelle T. Napoles, OED  
Ms. Nancy Y. Dumlao, PRD

##### ***Functions:***

- a) determines the method for obtaining, monitoring, and reviewing, customers' perception on the degree to which their needs and expectations have been fulfilled;
- b) analyses and evaluates appropriate feedback and information obtained from both internal and external customers following internal operational procedures and AO 25 Guide for Conducting Citizen/ Client Satisfaction Surveys; and
- c) report the result of evaluation and monitoring to the QMS Committee.

#### **5) Performance Management Team (PMT)**

Lead : Dr. Myer G. Mula, OED  
Asst. Lead : Ms. Digna M. De Leon, PMID

Members : Ms. Gina C. Tomimbang, FAD  
Mr. Angelo S. Bugarin, FPAEA  
Ms. Jonsie D. Baysa, FAD

##### ***Functions:***

- a) sets consultative meeting with all heads of the division and regional field units for the purpose of discussing the target set;
- b) ensures that division/ unit performance targets and measures, as well as the budget, are aligned with those of the agency and that work distribution within the division/ unit is rationalized;
- c) recommends approval of the division/ unit performance commitment and rating to the Head of Agency;
- d) acts as appeals body and the final arbiter for performance management issues of the agency;
- e) identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- f) adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

##### ***PMT Secretariat***

Head : Ms. Mirasol O. Bacarisas, PMID  
Members : Ms. Maria Theresa B. Oliveros, FAD  
Ms. Madonna Bella C. Flavies, FAD

***Functions:***

**Secretariat from the Planning Section:**

- a) provides administrative support to the PMT;
- b) monitors submission of DPCR Form and schedule the review/ evaluation of the commitments by the PMT before the start of a performance period;
- c) consolidates, reviews, validates, and evaluates the initial performance assessment of the division and regional field unit heads based on reported accomplishments against the success indicators, and the allotted budget against actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final rating;
- d) conducts an agency performance planning and review conference annually for the purpose of discussing the division/ unit assessment for the preceding performance period and plans for the succeeding rating period with concerned head. This shall include participation of the budget and accounting sections as regards to budget utilization; and
- e) provides each division/ regional field unit with the final assessment to serve as basis in the assessment of individual staff members.

**Secretariat from the Human Resource Management Section:**

- a) provides administrative support to the PMT;
- b) monitors submission of IPCR Form by each division and regional field unit;
- c) reviews the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the division/ regional field unit rating as recommended by the PMT and approved by the Head of Agency;
- d) provides analytical data on retention, skill/ competency gaps, and talent development plans that align with strategic plans; and;
- e) coordinates developmental interventions that will form part of the HR Plan.

**6) Personnel Development Team**

Lead : Dr. Myer G. Mula, OED  
Asst. Lead : Ms. Julieta B. Lansangan, FRD

Members : Ms. Digna M. De Leon, PMID  
Ms. Gina C. Tomimbang, FAD  
Ms. Jerolet C. Sahagun, LSD  
Engr. Jacqueline M. Romualdez, PRD  
Atty. Janelyn A. Pabalate, OED  
Mr. Angelo S. Bugarin, FPAEA (2<sup>nd</sup> Level Representative)  
Ms. Rachelle D. Almoite, FPAEA (1<sup>st</sup> Level Representative)

***Functions:***

- a) assesses professional development needs of each official and employee based on the submitted Professional Development Plan (PDP);
- b) evaluates proposal or nomination for various professional development grants and awards;
- c) identifies the scholarship and training needs of all officials and employees either on a short-term training, masters, or doctorate degrees; and
- d) recommends to the Executive Director for approval the PDP for the whole FPA.

### ***PDT Secretariat***

Head : Ms. Maria Theresa B. Oliveros, FAD

Members : Mr. Paul Kristian J. Berjuega, LSD  
Ms. Jonsie D. Baysa, FAD  
Ms. Kriz Anne Joi L. Minguez, PRD  
Ms. Sierrlene Nicole A. Binobo, FRD  
Ms. Camille-Mai M. Valles, PMID  
Ms. Shanelle T. Napoles, OED

#### ***Functions:***

- a) provides administrative support to the FPA – PDT in terms of training and advocacy in the successful implementation and sustenance of the QMS;
- b) conducts initial review and consolidates individual training needs; and
- c) plans and coordinates effective deployment and efficient use of resources in-line with training and advocacy activities.

### **7) Documented Information and Knowledge Management Team (DIKMT)**

Lead : Dr. Myer G. Mula, OED

Asst. Lead : Ms. Digna M. De Leon, PMID

Members : Ms. Julieta B. Lansangan, FRD  
Ms. Jerolet C. Sahagun, LSD  
Ms. Gina C. Tomimbang, FAD  
Engr. Jacqueline M. Romualdez, PRD  
Ms. Lourdes R. Conde, OED-FOCU

#### ***Functions:***

- a) manages the implementation of the Control of Document and Records Procedures;
- b) plans and coordinates echoing/ cascading sessions of learning interventions attended or participated;
- c) facilitates documents and records disposition; and
- d) coordinates and oversees activities related to managing organizational knowledge.

#### **Documented Information and Report Officer (DIRO):**

Ms. Maria Theresa B. Oliveros, FAD  
Ms. Erica Mae G. Gacutan, LSD  
Ms. Camille-Mai M. Valles, PMID  
Ms. Shanelle T. Napoles, OED  
Mr. Mark Kevin M. Salita, FRD  
Mr. Jayar V. Rivera, PRD  
Ms. Elizabeth P. Perlado, RFU-NCR  
Mr. Rogelio B. Tanguid, RFU-CAR  
Mr. Joseph Andre John O. Martinez, RFU I  
Mr. Leonardo A. Bangad, RFU II  
Mr. Romeo Val R. Suguitan, Jr., RFU III  
Ms. Suzettie M. Alcaide, RFU IV  
Mr. Gabriel B. Atole, RFU V  
Mr. Noel V. Negre, RFU VI  
Mr. Arnulfo L. Arausa, Jr., RFU VII  
Mr. Francis Salvador B. Costas, RFU VIII

#### **Deputy Documented Information and Report Officer (DDIRO):**

Ms. Eramae V. Inocencio, FAD  
Ms. Ma Regina T. Yana, LSD  
Ms. Aleni Peach D. Gonzales, PMID  
Ms. Anjaneth B. Palcutilo, OED  
Ms. Rea T. Lariosa, FRD  
Ms. Nancy Y. Dumlao, PRD  
Ms. Lourdes R. Conde, OED-FOCU  
Mr. Rowena F. Billig, RFU-CAR  
Mr. Noel M. Tablada, RFU I  
Mr. Robert V. Salvador, RFU II  
Mr. Roel P. Valdez, RFU III  
Ms. Georlene P. Orbista, RFU IV  
Engr. Christopher M. Nuñez, RFU V  
Mr. Francis Felimon V. Villamon, RFU VI  
Mr. Andy Cornell G. Bornillo, RFU VII  
Ms. Claudette Mae C. Terciño, RFU VIII

Mr. Alex S. Paalisbo, RFU IX  
Ms. Ma. Sonia C. Calleja, RFU X  
Ms. Marrisca G. Napalit, RFU XI  
Ms. Alita C. Bornea, RFU XII  
Mr. Danilo S. Negre, RFU CARAGA

Mr. Dionn Mark M. Bohol, RFU IX  
Mr. Romnick N. Bockot, RFU X  
Mr. Rustom Gain A. Tanduyan, RFU XI  
Ms. Jennie M. Basilio, RFU XII  
Mr. Jeyson S. Atillo, RFU CARAGA

**Functions:**

- a) manages implementation of the Control of Document and Records Procedures;
- b) facilitates document change process and maintains records of document change; and
- c) distributes internally generated controlled documented information and updates its master list;
- d) coordinates with the DIMT for the retention and disposal of documented information;
- e) plans and coordinates echoing/ cascading sessions on QMS-related training;
- f) ensures that the requirements for maintaining and retaining documented information are established and implemented;
- g) documents and writes news, features, and stories about the activities within their respective division/ unit;
- h) manages social media account for regional DIRO and DDIRO;
- i) assists the Information Section in answering public inquiries and grievances; and
- j) coordinates and oversees activities related to managing organizational knowledge.

As such, all personnel mentioned in this Special Order are hereby directed to perform the assigned functions above in addition to their regular duties and responsibilities. All expenses that may be incurred in the performance of the above-mentioned functions shall be charged against FPA funds, subject to the existing accounting and auditing rules and regulations.

All officials and employees of this Agency are hereby advised of these designations and directed to give full support and cooperation to the above-mentioned personnel in the continuous implementation of the FPA-QMS.

This Order shall take effect immediately unless otherwise revoked, supplanted, or amended. All orders and memoranda inconsistent herewith are deemed revoked.

  
**WILFREDO C. ROLDAN**  
Executive Director