



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN
ADMINISTRATIVE ORDER NO. 3 S. 2017

**ESTABLISHING THE INTERNATIONAL ORGANANIZATION STANDARDIZATION'S
INTERNAL AUDIT TEAM FOR BALIWAG**

WHEREAS, the Municipality of Baliwag has created an Executive Order establishing the International Organization Standardization (ISO) Committee to attain ISO 9001 certification for all offices of the Municipality;

WHEREAS, part of the standardization process is the creation of an ISO Internal Audit to assess the effectiveness of the quality management system and the organization's overall performance;

WHEREAS, there is a need to create an ISO Internal Audit Team that will assess the documentation and procedures of the Municipality of Baliwag;

NOW, THEREFORE, I, FERDINAND V. ESTRELLA, Municipal Mayor of the Municipality of Baliwag, Bulacan, by virtue of the powers vested in me by law, do hereby order the establishment of the INTERNATIONAL ORGANIZATION FOR STANDARDIZATION'S INTERNAL AUDIT TEAM OF BALIWAG with the following provisions:

SECTION 1. TITLE. This Administrative Order shall be known as the establishment of the INTERNATIONAL ORGANIZATION FOR STANDARDIZATION'S INTERNAL AUDIT TEAM OF BALIWAG.

SECTION 2. COMPOSITION

Internal Audit Lead Auditor : DR. MARY JOAN DINLASAN
Municipal Health Office

**DUGONG
BALIWAG
PUSONG
BALIWAG**

Serbisyong May Malasakit

Internal Audit Team

:

MR. MARTINIANO JAVIER
Municipal Treasurer's Office

MS. RHEA DIANA PAYURAN
Municipal Accounting Office

ATTY. ROBERT JOHN DONESA
Baliwag Polytechnic College

MS. MELANIE CRUZ
Municipal Mayor's Office

MR. EDGAR LUNA
Municipal Environment and Natural Resources

MS. BRENDA BERNARDO
Municipal Nutrition Office

MS. JENNELYN MARCELO
Public Employment Services Office

MS. JINKY BERNARDINO
Community Affairs Office

DR. MA. EDITHA DELA CRUZ
Municipal Health Office

DR. REINALYN VILLADAREZ
Municipal Agriculture Office

DEAN FELIPE CARLO CLARIN
Baliwag Polytechnic College

MS. MARIBETH HIPOLITO
Baliwag Polytechnic College



SECTION 3. DUTIES AND RESPONSIBILITIES.

3.1 The ISO Internal Lead Auditor shall:

- 3.1.1 Manage a team of internal quality auditors;
- 3.1.2 Facilitate the documentation and implementation process;
- 3.1.3 Evaluate constantly the effects of audit observations and personal interactions during an audit; and
- 3.1.4 Assist audit team in developing audit reports; present audit reports to top management, as needed.

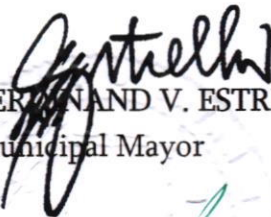
3.2 The ISO Internal Audit Team of Baliwag shall:

- 3.2.1 Evaluate production processes for compliance with quality requirements;
- 3.2.2 Assist in development of audit plans, audit schedules;
- 3.2.3 Identify processes, situations, etc., where organization is meeting requirements, as well as identify opportunities for improvement;
- 3.2.4 Assist with follow-up audits, as required; and
- 3.2.5 Develop internal auditing/testing parameters.

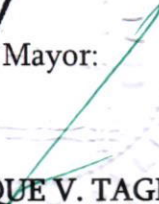
SECTION 4. REPEALING CLAUSE. All Administrative Orders, rules and regulations and other issuances or parts thereof, which are inconsistent with this Administrative Order are hereby repealed or modified accordingly.

SECTION 5. EFFECTIVITY CLAUSE. This Administrative Order shall take effect immediately.

DONE this 5th day of July 2017 at the Municipal Hall of Baliwag, B.S Aquino Ave., Bagong Nayon, Baliwag, Bulacan, Philippines.


FERDINAND V. ESTRELLA
Municipal Mayor

By the Mayor:


ENRIQUE V. TAGLE
Municipal Administrator

MUNICIPALITY OF BALIWAG



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