



LALAWIGAN NG BULACAN
Palamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

ADMINISTRATIVE ORDER NO. 11 S. 2017

**DESIGNATING MR. HEHERSON CRUZ AS DOCUMENT CONTROL OFFICER OF THE
INTERNATIONAL ORGANIZATION FOR STANDARDIZATION'S (ISO)
INTERNAL AUDIT TEAM**

WHEREAS, the implementation of proper document control procedures guarantees a better flow of information to concerned offices, which consequently ensures smoother operations, timely work and higher quality of output;

WHEREAS, it is expedient to add a Document Control Officer that will maintain and control documents for a more organized records, and will guarantee that information are accurate and easily available;

WHEREAS, there is a need to designate a Document Control Officer to the Internal Audit Team that will assist in the managing of documents as part of the Municipality of Baliwag's bid for an ISO certification.

NOW THEREFORE, by the powers vested in me by law, I, **FERDINAND V. ESTRELLA**, Municipal Mayor of Baliwag, hereby order the designation of Mr. Heherson Cruz as the Document Control Officer of the ISO Internal Audit Team.

SECTION 1. FUNCTIONS OF THE DOCUMENT CONTROL OFFICER

- 1.1 Responsible for managing the filing, organization, retrieval, and storage of documents produced by each office of the municipality in an accurate, and efficient manner;
- 1.2 Enforces controlled manner and procedure for the review, modification, distribution and accessibility of records and documents;
- 1.3 Assist the Internal Audit Team by ensuring that all pertinent portions of the quality management system is documented and recorded.

**DUGONG
BALIWAG
PUSONG
BALIWAG**

Serbisyong May Malasakit

SECTION 2. REPEALING CLAUSE. All orders, issuances and memorandum issued inconsistent herewith are hereby repealed and or modified accordingly.


SECTION 3. SEPARABILITY CLAUSE. If, for any reason or reasons, any part or provision of this Act shall be declared unconstitutional or invalid, other parts or provisions not affected thereby shall continue to be in full force and effect.

SECTION 4. EFFECTIVITY CLAUSE. This Administrative Order shall take effect immediately.

DONE this 5th day of July 2017 at the Municipal Hall of Baliwag, Brgy. Bagong Nayon, Baliwag, Bulacan.


FERNAND V. ESTRELLA
Municipal Mayor

By the Mayor:


ENRIQUE V. TAGLE
Municipal Administrator