SPECIAL ORDER No. 063
Series of 2012

In the interest of the service and pursuant to the implementation of the Quality Management System (QMS) of the Administration aligned to ISO 9001:2008, OIC-Deputy Administrator Amuerfina R. Reyes shall assume the responsibilities of the Quality Management Representative (QMR), and the functions of which are defined as follows:

1. Ensure that the POEA QMS is suitably implemented, maintained and its effectiveness continually improved to ensure conformance to the requirements of the customers, regulations and ISO 9001:2008;
2. Ensure the existence of succession plan;
3. Ensure that the Quality Policy, Quality Objectives and other requirements of the Standard are properly disseminated, understood, and implemented;
4. Spearhead the Management Review (MR) meetings; and,
5. Responsible for reporting and updating the management on the status of the QMS

Further, Director Nimfa D. De Guzman is likewise re-appointed as Deputy QMR to assist OIC-DA Reyes in carrying out said functions and responsibilities and assume the functions of QMR in her absence.

For compliance.

06 February 2012, Mandaluyong City.

HANS LEO J. CACDAC
Administrator