



# CITY OF SORSOGON

## Office of the City Mayor

### EXECUTIVE ORDER NO. 05, SERIES OF 2021

#### AN ORDER MANDATING THE CONDUCT OF “BRIGADA OPISINA” AND “QUMUSTAHAN” ACTIVITIES AS PART OF THE NECESSARY REQUIREMENTS THAT WILL ENSURE THE ALIGNMENT OF THE CITY GOVERNMENT OF SORSOGON TO THE ISO 9001:2015 STANDARDS , QUALITY MANAGEMENT SYSTEM

**WHEREAS**, the City Government of Sorsogon, in its unyielding advocacy to provide quality service that will contribute to the improvement of the quality of life of every Sorsoganon, is aligning itself to the ISO 9001:2015 Standard;

**WHEREAS**, this ISO 9001:2015 or QMS Standard is geared towards enhancing the processes of organizations and institutions so it can provide efficient services that is guaranteed to provide satisfaction to its clients;

**WHEREAS**, to ensure the fulfilment of the requirements of the mentioned International Standard, certain mechanisms should be put in place in every office;

**WHEREAS**, these mechanisms shall be dubbed as “BRIGADA OPISINA” and “QUMUSTAHAN”;

**WHEREAS**, the BRIGADA OPISINA and QUMUSTAHAN will assist the City Government in focusing on Quality Service that promotes a culture that results in the behavior, attitudes, activities and processes that deliver value through the fulfilment of the needs and expectations of customers and other relevant interested parties;

**NOW, THEREFORE, I, MA. ESTER E. HAMOR**, Mayor of the City of Sorsogon, by virtue of the powers vested in me, do hereby order the following:

#### SECTION I: BRIGADA OPISINA

1. The *Brigada Opisina*, commonly referred to as the General Housekeeping Drive shall be an organization-wide 5S activity (sort, set in order, shine, standardize and sustain) activity;
2. It shall be conducted every Friday from 3:30 PM to 4:30PM;
3. It shall enjoin all personnel to conduct proper cleaning of their respective posts (all corridors, office rooms and pathways will be cleaned and sanitized using disinfectants), organizing of files (documents and records) and disposal of wastes;
4. Aside from compliance to the ISO 900:2015 Standard, *Brigada Opisina* will aid the City Government in:
  - a. the prevention of the spread of the Corona Virus Disease (COVID 19);
  - b. ensuring that the Offices will be ready for Monday transactions for its clients and other stakeholders;
5. To assess the significant change of the Office, taking a “before and after” picture as the mode of verification shall be necessary;

6. The NO POSTING of personal and arbitrary POSTERS/ REMINDERS in respective offices and walls shall also be emphasized. As such, a common POSTER AREA for communication and information of everyone shall be designated. All unnecessary/ outdated posters shall be defaced.

## **SECTION 2: QUMUSTAHAN**

1. In order to update and prepare for the internal and external audits, a QUMUSTAHAN Activity, commonly referred to as the Departmental Meeting shall be deemed mandatory;
2. The conduct of QUMUSTAHAN in every functional area shall be held every Monday from 8:45 AM to 9:15 AM;
3. It shall be deemed necessary that the updating of any significant development on the QMS and the concerns of the functional area's process service delivery be tackled upon. As such, it shall be necessary to have a minutes of the meeting and the record of which shall be kept accordingly.

**SECTION 4. APPLICABILITY TO THE LEGISLATIVE BRANCH OF THE CITY LGU.** A separate order aligned to this Executive Order shall be executed by the Vice Mayor for the Legislative Branch of the City Government. As such, copy of this EO shall be furnished to the Office of the City Vice Mayor for reference purposes.

**SECTION 5. SEPARABILITY CLAUSE.** If for any reason or reasons, any part of this Executive Order shall be held to be unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 6. REPEALING CLAUSE.** All relevant Executive Orders issued by the undersigned or any part(s) thereof which are inconsistent with any of the provisions stated in this Executive Order are hereby repealed or modified accordingly.

**SECTION 7.** This Executive Order shall take effect immediately.

**DONE** this 9<sup>TH</sup> day of February, 2021 at Sorsogon City, Philippines.

  
**MA. ESTER E. HAMOR**  
City Mayor