



**EXECUTIVE ORDER NO. 067**

Series of 2025

**AN EXECUTIVE ORDER RECONSTITUTING THE GOOD MANUFACTURING PRACTICE (GMP) TEAM AND THE TECHNICAL WORKING GROUP (TWG) FOR GMP COMPLIANCE OF THE NAGA CITY DISTRICT ABATTOIR**

**WHEREAS**, the Naga City District Abattoir (NCDA) is mandated to ensure that meat production and processing comply with the Good Manufacturing Practices (GMP) and related standards set by the National Meat Inspection Service (NMIS), the Department of Agriculture, and other regulatory agencies;

**WHEREAS**, the implementation of GMP, Sanitation Standard Operating Procedures (SSOP), and other quality and safety requirements demands coordinated technical, operational, and administrative efforts;

**WHEREAS**, there is a need to reconstitute the GMP Team and the Technical Working Group (TWG) to strengthen compliance, improve documentation, and enhance operational efficiency in support of audits and regulatory inspections;

**NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO**, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order:

**SECTION 1. RECONSTITUTION OF THE GMP TEAM.** The Good Manufacturing Practice (GMP) Team of the Naga City District Abattoir is hereby reconstituted as follows:

|                         |  |
|-------------------------|--|
| <b>Chairperson</b>      | <b>MARIA LEONOR G. ROBREDO</b><br>City Mayor                                 |
| <b>Vice Chairperson</b> | <b>JOHANN MICHAEL R. SALES</b><br>City Veterinarian                          |
| <b>Members</b>          | <b>ANSELMO B. MAÑO</b><br>Acting Head, Naga City District<br>Abattoir (NCDA) |



One representative from the following:

- City Health Office (CHO)
- City Environment and Natural Resources Office (CENRO)
- Naga City Accredited Meat Vendors Association

*The Chairperson may invite additional resource persons or specialists as needed.*

**SECTION 2. FUNCTIONS OF THE GMP TEAM.** The GMP Team shall:

1. Oversee the implementation of GMP, SSOP, HACCP-related practices, and other regulatory standards.
2. Ensure compliance with the requirements of NMIS, DA-BAI, CHO, and CENRO.
3. Formulate policies and provide direction for sanitation, hygiene, operational safety, and quality assurance.
4. Endorse corrective and preventive actions (CAPA) based on internal audits and regulatory findings.
5. Submit periodic GMP Compliance Reports to the City Mayor.

**SECTION 3. TECHNICAL WORKING GROUP (TWG).** A Technical Working Group (TWG) on GMP Compliance is hereby created to support the GMP Team.

|                |   |
|----------------|---|
| <b>Head</b>    | NCDA Pollution Control / Safety Officer                         |
| <b>Members</b> | CVO Livestock/Meat Inspector                                    |
|                | NCDA Production Line Supervisor                                 |
|                | NCDA Maintenance Supervisor                                     |
|                | CENRO Technical Representative<br>(wastewater/waste management) |

*The GMP Chairperson may designate additional members as necessary.*

**SECTION 4. FUNCTIONS OF THE TWG.** The TWG shall:

1. Conduct daily and weekly inspections, documentation, and process monitoring.



2. Maintain GMP/SSOP records, logs, manuals, and audit files.
3. Assist during NMIS audits and prepare needed corrective action documentation.
4. Draft and update GMP manuals, SOPs, and forms for review of the GMP Team.
5. Coordinate with the CHO, CENRO, and regulatory partners during sampling, testing, and validation processes.
6. Provide technical recommendations for process improvement and preventive maintenance.
7. Support capacity-building, training, and information sessions for production personnel.

**SECTION 5. SECRETARIAT.** The Naga City District Abattoir shall serve as the Secretariat for both the GMP Team and the TWG, responsible for administrative support, documentation, and report preparation.

**SECTION 6. FUNDING.** Expenses necessary for the operation, meetings, training, and documentation of the GMP Team and TWG shall be charged against the available funds of the Naga City District Abattoir or other lawful sources, subject to existing accounting and auditing rules.

**SECTION 7. AMENDMENTS AND INTERPRETATION.** This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.

**SECTION 8. REPEALING CLAUSE.** All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

**SECTION 9. SEPARABILITY CLAUSE.** If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
City of Naga, 4400



**SECTION 10. EFFECTIVITY.** This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

**DONE** in the City of Naga, this 2nd day of December 2025.

**MARIA LEONOR GERONA ROBREDO**  
City Mayor

Attested by:  **RAYNOR RODRIGUEZ**