



**PENRO SPECIAL ORDER**

NO. 59  
SERIES OF 2021

SEP 16 2021

**SUBJECT : CREATION OF DENR – PENRO OCCIDENTAL MINDORO QUALITY MANAGEMENT SYSTEM (QMS) ORGANIZATION**

In the interest of the service and in order to strengthen the implementation of ISO 9001:2008 Quality Management System in DENR – PENRO Occidental Mindoro, the QMS organization of this office is hereby created to wit:

1. **Quality Management Representative** - OIC, PENR Officer Ernesto E. Tañada
2. **Deputy QMR/QMS Focal Person** - Chief, MSD Abe R. Francisco
3. **QMS Core Team:**
  - 3.1 **Internal Audit Team**
    - Chair - Victorio P. Capitan – In Charge, TSD
    - Members - Donebelle S. Mesina - Finance Section
  - 3.2 **Planning Team**
    - Chair - Emiliza A. Calabio – Chief, CDS
    - Members - Henry A. Marmol – OIC, Chief Planning Section
    - Michelle B. Umali – Planning Section
    - Connie A. Pito - CDS
  - 3.3 **Education and Training Team**
    - Chair - Von Erika S. Causapin – Admin Section
    - Members - Wilfredo T. Aquino - RPS
    - Maria Jessica P. Del Rosario - Admin Section
  - 3.4 **Workplace Organization Team**
    - Chair - Romualdo S. Tria - Chief, MES
    - Members - Roderick S. Orpilla - CDS
    - Lyza Ellaine A. Bernabe – Admin Section
  - 3.5 **Document and Records Control Team**
    - Chair - Ferlinda S. Castillo - Chief, RPS
    - Members - Ann Cheryl Jane V. Hernandez – Admin Section
    - Josephine S. Tañada – Finance Section
4. **QMS Secretariat**
  - Shyla Alah Z. Abutan – Planning Section
  - Bonn Christian Q. Cruz – MES
  - Jocelyn C. Almacén - CDS

The above named QMS personnel shall have the following functions:


1. **Quality Management Representative (QMR)**
  - a.) Implement the QMS;
  - b.) Acts as liaison with external parties on matters relating to QMS;
  - c.) Ensures the procedures for Internal Quality Audit, Management Review, Corrective and Preventive Actions are established and implemented; and
  - d.) Report QMS performance to the DENR top management for review and continual improvement



2. **The Deputy QMR/QMS Focal Person:**
  - a.) Assist the QMR in the implementation of QMS;
  - b.) Assume responsibilities of the QMR in his absence;
  - c.) Participate in all QMS-related learning events to be conducted with the Development Academy of the Philippines (DAP); and
  - d.) Spearhead the re-echo/roll out of QMS-related learning events.
3. **The QMS Core Team**
  - 3.1 **Internal Audit Team**
    - a.) Determine conformance of the QMS to the planned arrangements and to the requirements of ISO 9001;
    - b.) Determine whether the QMS is effectively implemented and maintained;
    - c.) Provide inputs to management review regarding the results of audit; and
    - d.) Keep track of the implementation of the corrective and preventive actions for non-conformances raised during audits.
  - 3.2 **Planning Team**
    - a.) Ensure that quality objectives are established at relevant functions within the organization;
    - b.) Ensure that quality objectives are measurable;
    - c.) Ensure that quality objectives are supported by programs to achieve them; and
    - d.) Ensure that customer information is monitored as one of the measure of performance of QMS.
  - 3.3 **Education and Training Team**
    - a.) Plan and coordinate with QMS Focal Persons the QMS Learning and Development Plan;
    - b.) Conduct re-echoing sessions and workshops to comply with all QMS documentation and other requirements towards ISO 9001-2008 Certification.
  - 3.4 **Workplace Organization Team**
    - a.) Plan and coordinate effective development and efficient use of resources of the project;
    - b.) Ensure that the work environment needed to achieve conformity to service requirements is properly managed;
    - c.) Ensure consistent implementation of the 5S program; and
    - d.) Monitor and assess workplace cleanliness, orderliness and safety.
  - 3.5 **Document and Records Control Team**
    - a.) Ensure that changes and current revision of documents are identified;
    - b.) Ensure that relevant versions of applicable documents are available at points of use;
    - c.) Ensure that documents remain legible and readily identifiable and retrievable;
    - d.) Prevent the unintended use of obsolete documents; and
    - e.) Ensure controls are established for identification, storage, protection, retrieval, retention time and disposition of records.

In view hereof, the aforesaid personnel shall at all times be judicious and prompt in performing their functions and duties as stated in this Special Order. Likewise, the QMS organization shall be guided with Executive Order No. 605, Series of 2007.

This order shall take effect immediately and shall remain in force unless otherwise revoke by the undersigned or higher authority.

  
**ERNESTO E. TAÑADA**  
OIC, PENR Officer