



Republic of the Philippines
Department of Environment and Natural Resources
REGION IV- MIMAROPA
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

PENRO SPECIAL ORDER

No. **2022-011**

Series of 2022

JAN 05 2022

**SUBJECT: RECONSTITUTION OF DENR- PENRO ORIENTAL MINDORO
QUALITY MANAGEMENT SYSTEM (QMS) ORGANIZATION**

In the interest of the service and pursuant to the expansion of the ISO 9001:2015 Certified Quality Management of the Department of Environment and Natural Resources (DENR), the QMS Organization of this Office is hereby created as follows:

1. Quality Management Representative (QMR): **PENRO Mary June F. Maypa**

Functions:

- Oversee the implementation of the QMS;
- Coordinate with external parties on matters relating to QMS;
- Ensures that procedures for Internal Quality Audit, Management Review, Corrective Actions and Preventive Measures are established and duly implemented; and
- Report QMS Performance to the DENR top management.

2. Deputy QMR/ QMS Focal Person: **OIC, MSD Nestor N. Cuasay**

Functions:

- Assist the QMR in the implementation of QMS;
- Assume the responsibilities of the QMR in her absence;
- Participate in all QMS- related learning events to be conducted with the Development Academy of the Philippines (DAP); and
- Spearheaded in the echo/ roll out of QMS- related learning events in the PENRO/ CENRO.

3. QMS Core Team

3.1 Internal Quality Audit Team

Chairperson: **TSD Alma E. Gibe**

Members: **For. Amor D. Asi**
Delia T. Almarez
For. Rick U. Dumadag

Functions:

- Determines conformance of the QMS against the planned arrangement and requirements of ISO 9001;

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- b. Evaluate whether the QMS is effectively implemented and maintained;
- c. Provide inputs to management review regarding the results of the audits; and
- d. Monitor the compliance and implementation to corrective actions and preventive measures for non-conformance findings during audits.

3.2 Planning Team

Chairperson: **For. Corazon E. Pudiquet**
Chief, Planning Section

Members: **Nestor G. Mira, Jr**
Engr. Jezreel John M. Matre

Functions:

- 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 appropriate programs to achieve them; and
- d. Ensure that customer information and level of satisfaction is monitored as one of the measures of QMS performance.

3.3 Workplace Organization Team

Chairperson: **Maricel V. Supleo**
Chief, Administrative and Finance Section

Members: **Buena P. Florida**
Nelson S. Sikat

Functions:

- a. Plans and coordinate effective deployment and efficient utilization of resources;
- b. Ensure that the work environment is properly managed and in conformity with quality and service requirements;
- c. Ensure the consistent implementation of the 5S program; and
- d. Monitor and assess the cleanliness, orderliness and safety of the workplace.

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3.4 Education and Training Team

Chairperson: **For. Bea Natasha R. Fortu**
Designated IEC Officer

Members: **Myla Gemma P. Gamboa**
Cedrick M. Masongsong

Functions:

- a. Plan and coordinate with QMS Focal Person the QMS Learning and Development Plan; and
- b. Echo sessions and writeshops to comply with QMS documentation and other requirements of ISO 9001:2015 Certification

3.5 Document and Record Control Team

Chairperson: **Noem e P. Alcancia**
Designated Records Officer

Members: **Lilie Mae S. Tuason**
Rhadjie A. Hulleza

Functions:

- a. Ensure that changes and revision on documents are determined and recorded;
- b. Ensure that relevant and updated version of documents are readily available at all times;
- c. Ensure that documents are legible, accessible and retrievable;
- d. Prevent and avoid the used of obsolete documents; and
- e. Established control mechanisms for identification, storage, protection, retrieval, retention through time and disposition of records.

4. QMS Secretariat

Chairperson: **Dalia G. Bigtas**

Members: **Marites B. Landicho**
Ma. Christine D. Gardoce

Function:

Provide coordination and other support to QMS Organization.



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In view hereof, the aforesaid personnel shall be at all times judicious and prompt in performing their duties and responsibilities as stated in this Special Order.

This Order takes effect immediately and supersedes previous order and shall remain in force unless otherwise revoke by the undersigned or higher authorities.


MARY JUNE F. MAYPA
PENR Officer

