



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
Provincial Environment and Natural Resources Office

PENRO Special Order

No. **2022-012**
Series of 2022

JAN 05 2022

SUBJECT : CREATING THE QUALITY MANAGEMENT SYSTEM CORE TEAM AT DENR
CENRO ROXAS, ORIENTAL MINDORO

In the interest of the service and to implement ISO 9001-2015 aligned Quality Management System at DENR in compliance with Executive Order 305 series of 2007 and Performance Based Bonus (PBB) requirement, the CENRO Roxas, Oriental Mindoro QMS Core Team is hereby created as follows;

Quality Management Representative: CENRO Ceasar E. Quebec

Deputy Quality Mgt. Representative: Forester III Reynaldo D. Pudiquet

QMS Secretariat : Forest Technician II Anabelle R. Castillo
Admin Aide VI Dale Melchor Alagao

The QMS Core Teams

QMS Planning Team : Forester II Jiely Rose P. Galindez
Forest Ranger Lovely Joy M. Duno

Workplace Organization Team : In Charge Admin Arabelle Joy V. Tamayosa
Forest Ranger Marites Almarez

Training and Education Team : Forester I Kathreen Diaz
Forester I Lehen D. Bautista

Documents and Records Control Team: Administrative Officer I Venice Angela D. Viros
Land Management Investigator Euridez M. Gabuco

Internal Quality Audit Team : Senior Ecosystem Management Specialist Jose T. Montecavo
Forester I Ivy Migzylo E. Macalalag

All members of the QMS shall adhere to the following:

1. Quality Management Representative (QMR)

- a. Implement QMS.
- b. Ensure that procedures for internal Quality Audit, Management Review Corrective and Preventive actions established and implemented;
- c. 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;
- c. Participate in all QMS- related activity learning event conducted with the Development Academy of the Philippines (DAP);
- d. Spearhead the re-echo/roll out of QMS related learning events in the region/PENRO



The QMS Core Team

Assist the QMR and QMS Focal Person in the development and implementation of all requirements of ISO 0001-2008 it shall consist of the Chairpersons of the five (5) QMS Team as follows:

1. **Planning Team**
 - a. Ensure the quality objectives are established relevant functions with the organization;
 - b. Ensure the quality objectives are measurable;
 - c. Ensure the quality objectives are supported by programs;
 - d. Ensure consumer information is monitored as one of the measures in the performance of QMS;
2. **Workplace Organization Team**
 - a. Ensure that the work environment needed, conformity of the requirements is properly managed;
 - b. Ensure consistent implementation of the 5S program;
 - c. Monitor and assess workplace cleanliness, orderliness and safety
3. **Education and Training Team**
 - a. Plan and Coordinate with QMS Focal Person the QMS Learning and Development Plan for DENR Control Offices and personnel;
 - b. Conduct re-echoing sessions and writeshops conducted by DAP to comply QMS document and other requirements toward ISO 9001-2008 certification
4. **Document and Records Control Team**
 - a. Ensure that changes and current revision of document
 - b. Ensure relevant versions of applicable documents are available at points of use;
 - c. Ensure documents remain legible and readily identifiable and retrievable
 - d. Prevent the unintended use of obsolete documents
 - e. Ensure controls are established for identification, storage and protection retrieval, retention of time and disposition of records
5. **Internal Quality 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;
 - d. Keep tracking of the implementation of the corrective and preventive actions or non-conformances raised during audits.

This order shall take effect immediately.

Recommending Approval:


ENGR. CAESAR E. QUEBEC
CENR Officer

Approved by:


MARY JUNE F. MAYPA
PENRO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources Office

Special Order

No. **2022-013**
Series of 2022

JAN 05 2022

**SUBJECT: CREATING THE QUALITY MANAGEMENT SYSTEM CORE TEAM
AT THE DENR CENRO SOCORRO, ORIENTAL MINDORO**

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

1. Quality Management Representative (QMR): **CENRO Rodel M. Boyles**

Functions:

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

2. Deputy QMR/ QMS Focal Person: **DMO IV Leo G. Capon**

Functions:

- a. Assist the QMR in the implementation of the QMS;
- b. Assume the 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 in the echo/roll out of QMS- related learning events in the CENRO

3. QMS Core Team

3.1 Internal Quality Audit Team

Chairperson: **LMO III Maria Alva Renelyn A. Culla-Umali**

Members: **For. II Leonida A. Mindaros**
For. II James Anthony D. Guarde
SI I Walter L. Tolentino

Functions:

- a. Determine conformance of the QMS against the planned arrangement and requirements of ISO 9001;
- 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. I Mackaley P. Martinez**

Members: **ECOMS I Rayson C. Alfante**
FT II Charity Aguila-Linatoc

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: **Senior ECOMS Ricardo R. Natividad**

Members: **For. II Evelyn C. Mamigo**
LMO II Andres Oliver G. Arias

Functions:

- a. Plan 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.

3.4 Education and Training Team

Chairperson: **For. III Emily G. Aguilon**

Members: **ECOMS I Jose Maria M. Fontanilla**
FT II Charity Aguila-Linatoc

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.



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3.5 Document and Record Control Team

Chairperson: **ECOMS I Rayson C. Alfante**
Members: **For. I Jessilyn S. Villanueva**
AO I Marjorie Joyce S. Acuzar

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 use of obsolete documents; and
- e. Establish control mechanisms for identification, storage, protection, retrieval, retention through time and disposition of records.

4. QMS Secretariat

Chairperson: **For. I Emy R. Dela Cruz**
Members: **FT I Adrian V. Catud**
Admin Aide VI Daisy E. Bagatua

Functions:

Provide coordination and other support to QMS Organization.

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.

Recommending for Approval:


RODEL M. BOYLES
CENR Officer

Approved by:


MARY JUNE F. MAYPA
PENR Officer