



Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

June 15, 2022

**MEMORANDUM**

**FOR : The Regional Executive Director**  
**DENR MIMAROPA Region**

**THRU : The Assistant Regional Director for Management Services**

**FROM : The OIC – PENR Officer**

**SUBJECT : SUBMISSION OF ENVIRONMENTAL MANAGEMENT**  
**SYSTEM (EMS) PROJECT IMPLEMENTATION**  
**PLAN FOR C.Y. 2022 AND PENRO SPECIAL ORDER**  
**NO. 2022-047 RE CREATION OF COMMITTEES FOR**  
**PENRO MARINDUQUE HOUSING PROJECT**

In compliance with your Memorandum, submitted is the EMS Project Implementation Plan of the Management Services Division and Technical Services Division for C.Y. 2022 and PENRO Special Order No. 2022-047 dated April 22, 2022 re: Creation of Committees for PENRO Marinduque Housing Project.

For information and record.

  
**IMELDA M. DIAZ**




**EMS PROJECT IMPLEMENTATION PLAN  
MANAGEMENT SERVICES DIVISION (MSD) AND  
TECHNICAL SERVICES DIVISION (TSD)  
CALENDAR YEAR 2022**

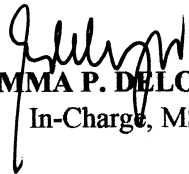
ACTIVITIES	BUDGETARY REQUIREMENT AND FUNDING SOURCE	RESPONSIBLE OFFICE/ UNIT/ PERSONNEL	TIMETABLE	INTENDED OUTCOME	REMARKS
<b>Electric Usage</b>					
Conversion of lighting system to LED		Administrative Section – General Services Unit (GSU)	Until 4 <sup>th</sup> Qtr. of 2022	Reduced electric consumption	
Reiteration re: turning off lights (50%) and computers during lunch break, when not in use and from 4:00 P.M.					
Maintain the existing two (2) units Solar Power System	50,000.00	Administrative Section – GSU/ PAMO	Until 4 <sup>th</sup> Qtr. of 2022		PAMO – Marinduque Wildlife Sanctuary
<b>Water Usage</b>					
Display of posters on water saving Tips in Comfort Rooms and in Office premises	1,500.00	Administrative Section – GSU	Until 4 <sup>th</sup> Qtr. of 2022	Reduced water consumption	
Conserve water by regularly checking of water pipes, toilet tanks, urinals and faucets for possible leaks	30,000.00				
<b>Segregation and Disposal of Waste</b>		Administrative Section – GSU		Reduced waste disposal	
Dissemination of information and awareness and on the Prohibition of single-use plastics in the office and through social media					
Procurement of six (6) units of Color- coded Trash Bins including trash bags	6,000.00		Until 4 <sup>th</sup> qtr of 2022		
Promote re use and recycling of materials like reusing scratch papers in draft reports in the office					
<b>Fuel Consumption</b>				Reduced fuel consumption	
Regulate the use of vehicles by scheduling the trip; car-pooling		Administrative Section – GSU	Until 4 <sup>th</sup> qtr of 2022		
<b>Information, Education and Communication (IEC) Campaign</b>					
Conduct of Seminar re ISO 14001:2015 EMS Principles, Concepts and Standards		Administrative Section in coordination with HRDS – R.O./ C.O.	Until 3 <sup>rd</sup> qtr of 2022	EMS awareness	
<b>DENR PENRO Marinduque Housing Project</b>					
Staff Meeting on DENR PENRO Marinduque Housing Project		OPENRO	Quarterly		
Creation of PENRO Special Order Re. Creation of Committees for PENRO Marinduque Housing Project.		OPENRO/ TSD/ MSD/ PAMO	April 22, 2022	PENRO Special Order No. 2022-047	
Preparation of Action Plan		RPS	Until 2 <sup>nd</sup> qtr of 2022	Guide in the Preparation/ Implementation of Schedule of Activities	

Lot Survey of Proposed Housing Project for DENR PENRO Marinduque Personnel		RPS	Until 4 <sup>th</sup> qtr of 2022	Subdivision of Lots	
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Prepared by:

  
**EDEN P. PALACIOS**  
Administrative Officer IV (HRMO II)

Reviewed by:

  
**GEMMA P. DELOS REYES**  
In-Charge, MSD

Noted by:

  
**IMELDA M. DIAZ**  
OIC, PENR Officer





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

June 14, 2022

**PENRO Special Order**

No. 2022-075  
Series of 2022

**SUBJECT: DESIGNATING FOCAL PERSONS FOR ENVIRONMENTAL MANAGEMENT SYSTEM AT DENR-PENRO MARINDUQUE**

In the interest of the service and in compliance to DENR-EMS (ISO 14001:2015) – Environmental Management System (EMS) to issue Special Order designating focal persons to ensure consistency, affectivity and achieve environmental objectives in operational processes of the Office, the following are hereby designated as focal persons for EMS:

Chairperson : **Gemma P. Delos Reyes**  
Planning Officer III  
In-Charge, Management Services Division

Vice Chairperson : **Engr. Cynthia U. Lozano**  
Chief, Technical Services Division

Members : **Rolando Z. Capistrano**  
Senior Environmental Specialist  
Chief, EMS-Marinduque

**Eden P. Palacios**  
Administrative Officer IV (HRMO II)  
Chief, Administrative Section

**Simeon R. Diaz**  
Land Management Officer III  
Chief, Regulation and Permitting Section

**Jhonna Liza S. Medenilla**  
Planning Officer II  
In-Charge, Planning Section

**Don Gibson D. Mercado**  
Forester I  
In-Charge, Monitoring and Enforcement Section

**Nilo L. Alcober**  
Administrative Officer I (Supply Officer)  
Chief, General Services Unit

As such, they shall ensure that processes and activities are in accordance with good environmental management consistent with ISO 14001:2015 and identify, manage and reduce environmental impacts of operation and activities to deliver services and serve as a focal person to address risk associated with threats and take advantage of opportunities in the workplace.

This Order takes effect immediately and shall remain enforced unless revoked by another Order.

  
**IMELDA M. DIAZ**