



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

Bgy. Sta. Monica, Puerto Princesa City, Palawan

E-mail: [penropalawan@denr.gov.ph](mailto:penropalawan@denr.gov.ph)

Telfax No. (048) 433-5638 / (048) 433-5638

October 18, 2022

**MEMORANDUM**

FOR : The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg., Roxas Blvd.,  
Ermita, Manila

THRU : The Assistant Regional Director  
Management Services Division

FROM : The Provincial Environment and  
Natural Resources Officer

SUBJECT : **ACTIVITY REPORT AND INDIVIDUAL LEARNING REPORT  
THE AWARENESS TRAINING ON ISO 14001: 2015  
ENVIRONMENTAL MANAGEMENT SYSTEM**

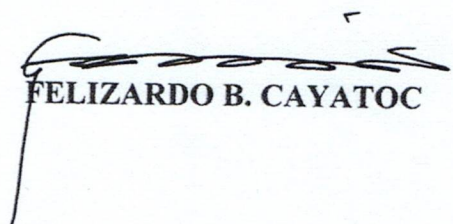
Respectfully forwarded is the report of Administrative Assistant I (Computer Operator I)/IEC Officer/Alternate Pollution Control Officer Irene A. Mixdon dated October 18, 2022 with photo documentation pertaining to the above-mentioned subject.

As stated, the DENR-MIMAROPA Region in partnership with TÜV SÜD Philippines conducted a two (2) day awareness training course on ISO 14001: 2015 Environmental Management System on September 21-22, 2022 at Selah Pods Hotel located at 2004-224 David Street Corner FB Harrison, Pasay City 1305.

The lecturer/tutor, Engr. Melchor E. Formacil of TÜV SÜD Philippines discussed series of topics pertaining to the training to all participants regionwide.

Further, attached are the photo documentation and Individual Learning Report (ILR) of IEC Officer/Alternate Pollution Control Officer Irene A. Mixdon pertaining to the training-workshop.

For information and record.

  
FELIZARDO B. CAYATOC

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**  
By Are  
Date 20 OCT 2022 CN 22-2818





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October 18, 2022

**MEMORANDUM**

FOR : The Provincial Environment and Natural Resources Officer

FROM : Information, Education and Communication Officer/Alternate Pollution Control Officer

SUBJECT : **REPORT ON THE AWARENESS TRAINING ON ISO 14001: 2015 ENVIRONMENTAL MANAGEMENT SYSTEM**

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY: *[Signature]*  
DATE: 10-18-2022 22-951

The DENR-MIMAROPA Region in partnership with TÜV SÜD Philippines conducted a two (2) day awareness training course on ISO 14001: 2015 Environmental Management System on September 21-22, 2022 at Selah Pods Hotel located at 2004-224 David Street Corner FB Harrison, Pasay City 1305.

Engr. Melchor E. Formacil of TÜV SÜD Philippines was the resource speaker and tutor during the said trainings. Anent, the tutor discussed the contents of EMS Manual with the following topics to all the participants' regionwide, to wit;

1. Introduction to ISO 14001 Standard
2. Benefits of Environmental Management System
3. High Level Structure of EMS
4. ISO 14001 Structure in Plan, Do, Check, Act (PDCA) Cycle
5. Elements in the PDCA Cycle
6. ISO 14001 Process Approach
7. Environmental Management System Requirements
8. Terms and Definitions use relevant to ISO 14001:2015
9. Clarification of Concepts
10. Understanding the Organization and its Context
11. Understanding the Needs and Expectations of Interested Parties
12. Determining the Scope of EMS
13. Leadership and Commitment
14. Environmental Policy
15. Organizational Roles, Responsibilities and Authorities
16. Action to Address Risks and Opportunities
17. Environmental Objectives and Planning to Achieve them
18. Resources
19. Competence
20. Awareness
21. Communication
22. Documented Information
23. Mandatory Documented
24. Operational Planning and Control
25. Emergency Preparedness and Control
26. Monitoring, Measurement, Analysis and Evaluation
27. Internal Audit
28. Management Review
29. Nonconformity and Corrective Action
30. Continuous Improvement of Organization





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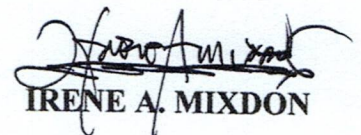
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Further, the tutor also conducted group exercises and activities pertaining to the series of lectures. The Assistant for Management Services Division Donna Mayor-Gordove, CESO IV also spearheaded the workshop to all participants regionwide on the initial plans to reduce the resources, conserve the energy and ways to improve the environmental performance of each offices.

The participants were also tasked to submit the following outputs to EMS Regional Office:

- a. Environmental aspects including the activities and environmental impacts
- b. Compliance Obligations
- c. Scope
- d. Environmental Policy
- e. Environmental Objectives

Attached is the photo documentation and Individual Learning Report of the undersigned pertaining to the said training.

  
IRENE A. MIXDON



# INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

<b>Name of Participant:</b>	Irene A. Mixdon
<b>Office/Service:</b>	IEC Unit, DENR-PENRO, Palawan
<b>Training Title:</b>	Awareness Training on ISO. 14001:2015 Environmental Management System
<b>Learning Providers:</b>	DENR-MIMAROPA Region
<b>Inclusive Dates:</b>	September 21-22, 2022
<b>Venue:</b>	Selah Pods Hotel, Pasay City

<b>I. EVALUATION OF THE COURSE:</b>
<ul style="list-style-type: none"><li>• <b>Technical Content:</b><ol style="list-style-type: none"><li>1. Introduction to ISO 14001 Standard</li><li>2. Benefits of Environmental Management System</li><li>3. High Level Structure of EMS</li><li>4. ISO 14001 Structure in Plan, Do, Check, Act (PDCA) Cycle</li><li>5. Elements in the PDCA Cycle</li><li>6. ISO 14001 Process Approach</li><li>7. Environmental Management System Requirements</li><li>8. Terms and Definitions use relevant to ISO 14001:2015</li><li>9. Clarification of Concepts</li><li>10. Understanding the Organization and its Context</li><li>11. Understanding the Needs and Expectations of Interested Parties</li><li>12. Determining the Scope of EMS</li><li>13. Leadership and Commitment</li><li>14. Environmental Policy</li><li>15. Organizational Roles, Responsibilities and Authorities</li><li>16. Action to Address Risks and Opportunities</li><li>17. Environmental Objectives and Planning to Achieve them</li><li>18. Resources</li><li>19. Competence</li><li>20. Awareness</li><li>21. Communication</li><li>22. Documented Information</li><li>23. Mandatory Documented</li><li>24. Operational Planning and Control</li><li>25. Emergency Preparedness and Control</li><li>26. Monitoring, Measurement, Analysis and Evaluation</li><li>27. Internal Audit</li><li>28. Management Review</li><li>29. Nonconformity and Corrective Action</li><li>30. Continuous Improvement of Organization</li></ol></li></ul>
<ul style="list-style-type: none"><li>• <b>Impression/Comments:</b><p>I would like to express my gratitude for this significant opportunity and another learning experience. Further, the EMS Training was a very significant training given that it is aligned with the department's mandate, vision and mission.</p><p>Further, a face-to-face training provides a more conducive learning for the participants compared to a virtual training.</p></li></ul>



Also, I would like to commend the facilitators for the training for providing a great and eco-friendly accommodation.

**II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT’S WORK/FUNCTION:**

This training is significant to me as a designated IEC Officer and Alternate Pollution Control Officer which is very relevant to my current duties and responsibilities. The new learning experiences gained through this training course will equipped the learners like me with relevant knowledge and skills to come-up with strategies and action plans that needs to be implemented in the workplace as the target scope of this training.

**II. RECOMMENDATIONS:**

Strong and solid support from the core team, other section chiefs and management is needed in order to implement the in-depth EMS effectively and efficiently at their corresponding workplace. All employees’ genuine involvement, support and cooperation to attain the objective of the EMS is also crucial to successfully implement this to the workplace.

Further, all the other courses pertaining to ISO 14001:2015 is needed to be undertaken by the core team or previous learners para mas makabisado nila yung mga dapat gawin talaga at kelanagan din na matutukan ito o magkaroon ng sapat na time para macertify ang bawat opisina.

**IV. POST LEARNING ACTION PLAN/PROPOSAL:**

Proposed Plan/Activity/Output	Time Frame
Re-echo of EMS Training	September 24, 2022 and October 17, 2022
Creation of Required Documents pertaining to Scope, Objectives, Environmental Policy, Environmental Impacts, Compliance Obligations and others/ Meeting/Brainstorming on the Action Plans	November 2-11, 2022
2 <sup>nd</sup> Part of Training-Workshop on EMS	November 21-22, 2022

**Part 2 (To be prepared by the SUPERVISOR)**

How will you support the post Learning Action/Proposal?

Have you discussed any concerns/resources needed by your subordinate so that he/she can effectively transfer the skills and knowledge gained from the training?

Would you be willing to send him/her again to other training/seminar/conference?

Yes \_\_\_\_\_ No \_\_\_\_\_ Others \_\_\_\_\_

If yes, please specify courses.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by:



**IRENE A. MIXDON**

Administrative Assistant I (Computer Operator I)/

IEC Officer

Attendee

Noted/Confirmed by:

**FELIZARDO B. CAYATOC**

PENRO

Supervisor

\_\_\_\_\_

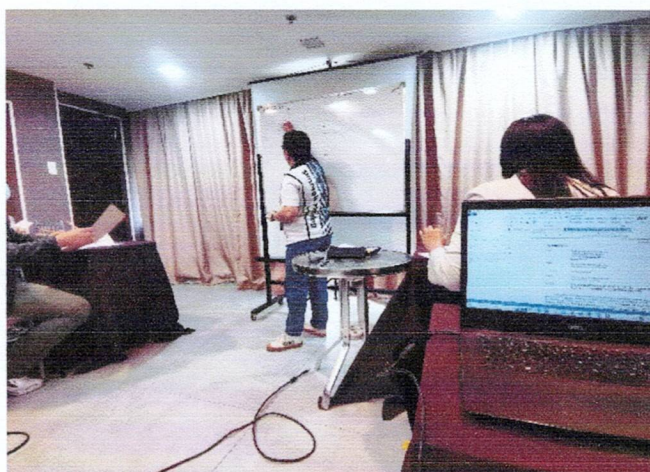
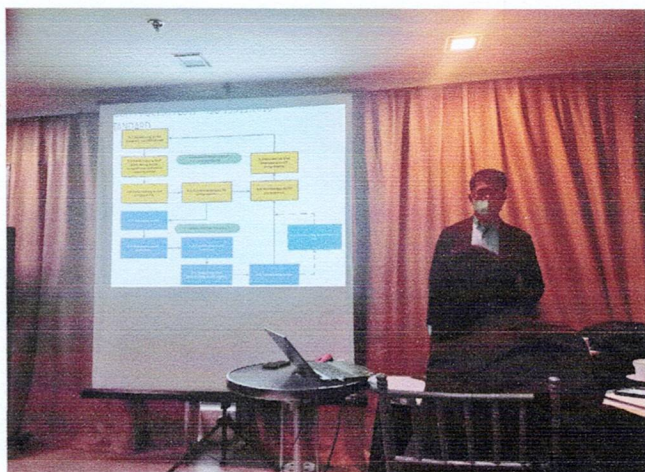
Date





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### PHOTO DOCUMENTATION



Photos taken during the Awareness Training course on ISO 14001: 2015 Environmental Management System on September 21-22, 2022 at Selah Pods Hotel located at 2004-224 David Street Corner FB Harrison, Pasay City 1305