



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  
Telfax No. (048) 433-5638/ (048) 434-8791

August 15, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg., Roxas Blvd.,  
Barangay 668, Ermita, Manila

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

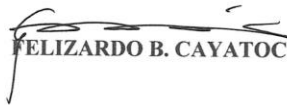
**FROM** : The Provincial Environment and  
Natural Resources Officer

**SUBJECT** : **SIMULTANENOUS 5S DAY EVERY LAST FRIDAY OF THE  
MONTH**

Respectfully forwarded is the memorandum from CENRO Taytay dated August 2, 2023 pertaining the above-captioned subject with enclosures.

As stated, the said office and PAMO MSPLS conducted simultaneous 5S Day on July 28, 2023 and was participated by a total of fourteen (14) personnel composed of six (6) males and eight (8) females within an age group in between of 18-59 years old.

For information and record.

  
FELIZARDO B. CAYATOC



Republic of the Philippines  
 Department of Environment and Natural Resources  
 Region IV- MIMAROPA  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
 5312 Taytay, Palawan  
 by the National Highway, Poblacion, Taytay, Palawan  
 email: cenrotaytay@denr.gov.ph  
 Contact Nos: 0912-171-3889 (Talk and Text) 0926-505-9335 (TM)

**DENR-CENRO  
 PALAWAN RECORDS  
 RECEIVED**

August 2, 2023

MEMORANDUM

BY: [Signature]  
 DATE: 08/02/2023 23-6881

FOR : The Provincial and Natural Resources Officer-Palawan  
 FROM : The Community Environment and Natural Resources Officer  
 SUBJECT : **ACCOMPLISHMENT REPORT ON OBSERVANCE OF 5S PROGRAM ON JULY 28, 2023**  
**Compliance to PENRO-Palawan memorandum dated January 25, 2023 to conduct simultaneously 5S program in all DENR stations every last Friday of the month.**

<b>Activity:</b> Conduct of 5S program of CENR Office Taytay and field stations				
<b>Performance Indicator:</b> Report with endorsement to the Provincial Environment and Natural Resources Office - Palawan				
<b>Frequency of submission:</b> Monthly after the activity				
<b>Current submission:</b> Memorandum dated July 31, 2023 of the QMS – Workplace Organization marked with Correspondence No. (CN) 4708 in the Edats.				
<b>Attachment:</b> photo documentations during conduct of activity				
<b>Gender and Development (GaD) data</b>	Male = 6 Female – 8 LGBTQ+=0 Prefer not to say = 0			
<b>Age Grouping</b>	60 and above	18-59	17 and below	TOTAL
	0	14	0	14
<b>Environmental Management System (EMS Compliance)</b>	<input checked="" type="checkbox"/> Compliant to 5S organization techniques (SORT – keep only necessary items, SET IN ORDER – arrange items to promote efficient workflow, SHINE – clean the work area so it is neat and tidy, STANDARDIZE, and SUSTAIN – maintain and review standard) <input checked="" type="checkbox"/> No single-use plastic waste during the whole activity			
<b>Recommendation/s</b>	The team recommends: 1. Continue to observe the 5S program			

This is our **Means of Verification (MoV)** on the activity. Please confirm your receipt hereof. Thank you.

**DENR CENRO  
 TAYTAY, PALAWAN  
 RELEASED**  
 BY: [Signature]  
 DA: AUG 02 2023 2808

For and in the absence of the CENRO:

[Signature]  
**MARIANO P. LILANG, JR.**  
 Development Management Officer IV  
 Per DAO 2022-09, Page 3 ½



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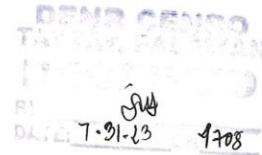
July 31, 2023

**MEMORANDUM**

FOR : The Community Environment and  
Natural Resources Officer

FROM : QMS- Workplace Organization Team

SUBJECT : **5S OBSERVANCE DATED JULY 28, 2023**



In compliance with PENRO memorandum dated January 25, 2023 to hold the 5S program simultaneously in all DENR stations in the Province of Palawan every last Friday of the month.

Please be informed that on July 28, 2023 at about 3:30 in the afternoon, CENR Office Taytay and field Office (PAMO-MSPLS) carried out the instruction orderly, very satisfactorily, and exactly in accordance with the definition of 5S terms Sort, Set in Order, Shine, Standardize and Sustain. The said activity was participated by 6 males and 8 females.

Attached are geotagged photos as evidence of the compliance.

Yes to 5S! It will be sustained observance in this jurisdiction.

  
JOANNA JEAN L. TALAMAYAN  
LMI/ Member

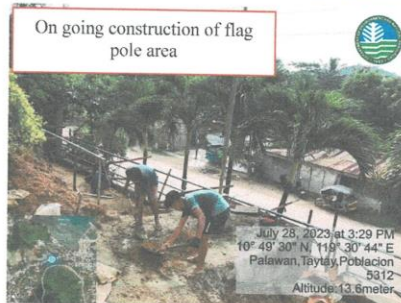
  
ELVIC C. BASE  
LMO II/ Chair



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**PHOTO**

**CENR Office Taytay**



**Protected Area Management Office- MSPLS**

