



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

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February 16, 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  
Management Services Division

FROM : The Provincial Environment and  
Natural Resources Officer

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

Respectfully forwarded is the memorandum report from CENRO Brooke's Point dated January 30, 2023 with enclosures re: above-mentioned subject.

As stated, the said office conducted 5S Day on January 23, 2023 at around 3:00 p.m. to 5 p.m.

For information and record.

"For the PENRO"

  
**RONIE B. GANDEZA**

OIC, Chief TSD/DMO IV  
In-Charge, Office of the PENRO

DR #: 2023-1142  
LAM



Republic of the Philippines  
**Department of Environment and Natural Resources**  
MIMAROPA Region  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
Quezon-Narra Station, G.P. Cruz Street, Brgy. Poblacion, Narra, Palawan 5303  
Contact number 0917-5008752/0917-160-4920  
Email : [narrastation@gmail.com](mailto:narrastation@gmail.com)

January 30, 2023

MEMORANDUM

FOR : The CENR Officer  
DENR-CENRO, Quezon, Palawan

FROM : The Officer-In-Charge, Narra Station  
Narra, Palawan

SUBJECT : SUBMISSION OF SIMULTANEOUS 5S DAY EVERY LAST  
FRIDAY OF THE MONTH

DENR PENRO  
PALAWAN RECORDS  
RECEIVED

BY:   
DATE: 12-11-2022 ON 23-1142

Please be informed that this Office has conducted the Simultaneous 5S Day on (Friday) January 23, 2023 which is a five-step organization technique, to wit :

1. SORT (Keep only necessary items in the workplace) ;
2. SET IN ORDER (Arrange items to promote efficient workflow) ;
3. SHINE (Clean the work area so it is neat and tidy) ;
4. STANDARDIZE (Set standards for a consistently organized workplace ;
5. SUSTAIN (Maintain and review standards).

The said activity start at around 3:00 and end @ 5:00 pm. Attached is the Geotagged photos of the accomplished work.

For information and record.

  
ENGR. REX S. VELASCO

Copy furnished :

1. PENRO Palawan
2. DENR Narra Station/File



Picture taken during the simultaneous 5S day at CENRO-Quezon Narra Station, Narra, Palawan.



Geo-tagged by:

  
JEE ANN O. ELEFANE