



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

February 21, 2023

MEMORANDUM

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

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

FROM : The OIC-PENRO
Calapan City

SUBJECT : **REPORT ON THE 5S DAY ACTIVITY AT PENR OFFICE FOR
THE MONTH OF JANUARY 2023**

Respectfully forwarded is the report of DMO IV/Assistant, MSD regarding the conduct of the 5S Day activity at PENR Office on January 27, 2023 in collaboration with the active participation of the personnel.

Cleaning of the surroundings and workplace, sorting of papers were the activities undertaken by personnel. The overall goal of this organizational technique is to reduce cost in the procurement of bond papers and other waste items that can still be recycled while making employees increase productivity and providing them to work together in a more efficient manner.

For information.


ALAN L. VALLE

fn:msd/admin/hr/property/gem





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

February 5, 2023

MEMORANDUM

FOR : The OIC, PENRO
Calapan City, Oriental Mindoro

FROM : DMO IV/Assistant MSD

SUBJECT : REPORT ON THE 5S DAY ACTIVITY AT PENR OFFICE FOR
THE MONTH OF JANUARY 2023

As per guided instruction to conduct simultaneous “5S Day” activity every last Friday of the Month, the undersigned headed and monitored the conduct of the activity last January 27, 2023 in collaboration and active participation of the employees of the PENR Office.

The employees sorted all the documents in their workplace according to necessary documents and papers that can still be used as printable and duplicate pages for drafting of reports, vouchers, Travel Orders and other documents that needs photocopies/duplicate copies. In this case, we make use of taking away resources from places that are not productive and relocating them to places that will make better use of these items.

The undersigned also instructed employees to **clean, arrange** and **organize** their workplace for efficient workflow.

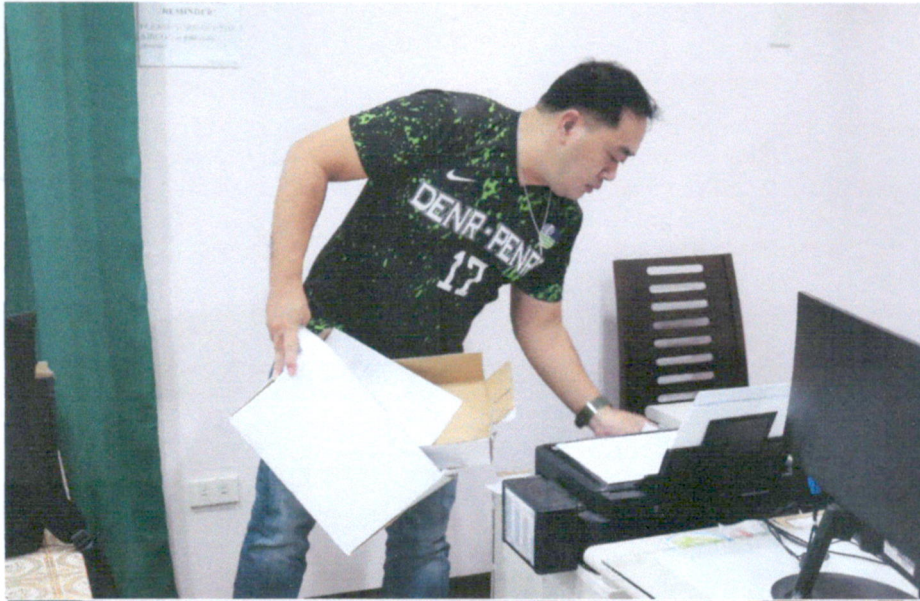
The overall goal of this organizational technique is to reduce cost in the procurement of bond papers and other waste items that can still be recycled while making employees increase productivity and providing personnel to work together in a more efficient manner.

Attached are photo documentations during the “5S Day” activity.

For his information.


NESTOR N. CUASAY

NGP ROOM



LAND RECORDS ROOM



TECHNICAL SECTION



GSU ROOM



