



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

February 8, 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

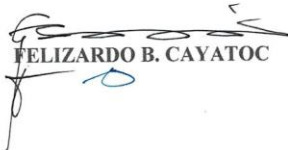
FROM : The Provincial Environment and
Natural Resources Officer

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

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

As stated, the personnel of the said office conducted clean-up drive around their office premises on January 27, 2023 (Friday) from 8:00 a.m. to 12 o'clock.

For information and record.


FELIZARDO B. CAYATOC



Republic of the Philippines
Department of Environment and Natural Resources
Community Environment and Natural Resources Office
Barangay 5, Calamianes Island, Coron, Palawan
Telephone No. +63 917 504 2633
E-mail: cenrocoron@denr.gov.ph Website: www.denr.gov.ph

MEMORANDUM

FOR : The Provincial Environment &
Natural Resources Officer
DENR-PENRO, Sta. Monica, PPCity

FROM : The OIC Community Environment &
Natural Resources Officer

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

DATE : January 30, 2023

DENR PENRO
PALAWAN RECORDS
RECEIVED
BY: [Signature]
DATE: 01-30-23

This is in compliance to the memorandum instruction dated January 25, 2023 of PENRO Felizardo Cayatoc regarding the Simultaneous 5S Day every last Friday of the month to submit documentation report with geo-tagged photos in the conduct of said activity.

Please be informed that this Office has conducted Clean-up drive around the office premises on January 27, 2023 (Friday) at exactly 8:00 am in the morning to 12 o'clock. The activity aims to maintain cleanliness and promote conducive and organized workplace.

The activity also include cleaning of office surroundings, trimming and removing of dead leaves and branches of ornamental plants, cleaning of stockroom, picking up used bottles and other garbage, cleaning of office cubicles as well as filing and sorting of documents.

Attached are photo documentation of the aforementioned activity.

For information and record.

RODNEY C. VERIAN





Ground Improvement at CENRO Coron Office



Sorting of Documents