



January 16, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA REGION

THRU : The Assistant Regional Director for Management Services

FROM : The OIC, Provincial Environment and Natural Resources Officer

SUBJECT : **AMENDMENT ON THE CREATION OF DENR-PENRO MARINDUQUE QUALITY MANAGEMENT SYSTEM (QMS) ORGANIZATION**

In compliance with the instruction during the QMS Emergency Meeting held last January 13, 2023 via zoom, the QMS organization of this Office is hereby amended, as follows:

1. **Quality Management Representative (QMR): PO III GEMMA P. DELOS REYES**
In-Charge, Management Services Division

Functions:

- a. Oversee the implementation of the QMS;
- b. Liaise with external parties on matters pertaining to QMS;
- c. Ensure that procedures for Internal Quality Audit, Management Review, Corrective and Preventive Actions are established and duly implemented; and
- d. Report QMS Performance to the DENR Top Management.

2. **Deputy QMR/QMS Focal Person :** **NANNETTE M. JOVEN**
Forester III

Functions:

- a. Assist the QMR in the implementation of QMS;
- b. Assume the responsibilities of the QMR in her absence;
- c. Participate in all QMS-related learning events to be conducted with the Development Academy of the Philippines (DAP); and
- d. Spearhead in the re-echoing and roll-out of QMS related learning events in DENR-PENRO Marinduque coordination with the education and learning team.

3. QMS Core Team

a. Internal Audit Team

Chair : **ENGR. CYNTHIA U. LOZANO**
Chief, Technical Services Division

Members: **LMO III SIMEON R. DIAZ**
Chief, Regulation and Permitting Section

AO IV EDEN P. PALACIOS
Chief, Administrative Section

FORESTER II MARIA ELENA M. PARAÑAQUE
Provincial ENGP Coordinator

AA VI ERICKA L. MACUNAT
Finance Staff

Functions:

- a. Determine conformance of the QMS against the planned arrangement and requirements of ISO 9001;
- b. Evaluate whether the QMS is effectively implemented and sustained;
- c. Provide inputs to management review regarding the results of audits;
- d. Track and monitor the implementation of identified corrective and preventive actions for non-conformance raised during audits.

b. Planning Team

Chair : **PO II JHONNA LIZA S. MEDENILLA**
In-Charge, Planning Section

Members: **CDO II ALETH C. BUNDOC**
Chief, CDS/TSD Designated Planning Officer
AO IV EDEN P. PALACIOS
Chief, Administrative Section

LMO II MARIA LOURDES P. LASTRA
Chief, Patents and Deeds Unit

ECOMS II ALVIN L. PERGIS
In-Charge, WRCPM

PO I HEIDY L. OYONG
In-Charge, Monitoring and Evaluation Unit

FORESTER I DON GIBSON D. MERCADO
In-Charge, Monitoring and Enforcement Section

FTI MICHAEL VENCINT M. SUALOG
Staff, Monitoring and Enforcement Section

FORESTER I JELOMY H. MAHAYAG
In-Charge, Wildlife Resources Permitting Section

FORESTER I PAUL BRIAN D. MIJARES
In-Charge, Forest Resources Utilization Unit

Functions

- a. Develop plans and policies to guarantee that quality management objectives are well-established and relevant functions implemented within the organization;
- b. Ensure that quality objectives are doable and measurable;
- c. Guarantee that quality objectives are supported by appropriate programs and measure to achieve them;
- d. Formulate a system to ensure that customer information and level of satisfaction is monitored as one of the measures of QMS performance; and
- e. Formulates an appropriate monitoring, assessment, evaluation and reporting system as bases in improving the QMS in the province.

c. Education & Training Team

Chair : **SVEMS EMETERIO M. RECTO**
PASu, MWS

Member: **FORESTER I JELOMY H. MAHAYAG**
In-Charge, Wildlife Resources Permitting Section

FORESTER I GLAIZA M. PENAFLORIDA
Technical Staff, PAMO-MWS

Capitol Compound, Barangay Bangbangalon, Boac, Marinduque
Tel. Nos.: (042) 332-1490/ (042) 332-0727/ (042) 332-1913
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CO I SARAH JANE D. SENA
Cashiering Staff

AA VI AZALEA S. DE CASTRO
Leader, IEC Team

Functions:

- a. Formulate a plan on developing and strengthening capacities on QMS in close coordination with the focal persons;
- b. Undertake performance feed-backing in collaboration with the planning team; and
- c. Convene and undertake orientation and workshops to comply with the QMS documentation and other requirement towards ISO 9001:2008 Certification.

The Chair shall serve as Assistant QMS Focal Person. Together with the QMS Focal Person shall participate in all QMS Learning events to be conducted by DAP, and shall assists the QMS Focal Person in re-echoing and roll-out activities.

d. Workplace Organization Team

Chair : AO IV EDEN P. PALACIOS
Chief, Administrative Section

Members : ACCOUNTANT III LORELYN P. SAET
Chief, Finance Section

AO IV ANIDEL M. FELICIANO
Chief, Budget Unit

FORESTER II DANILO L. MARTINEZ
Chief, MWRC & Biodiversity Conservation Unit

AO I NILO L. ALCOBER
Chief, General Services Unit

PMF RODERICK S. VILLANUEVA
Technical Staff, PAMO-MWS

Functions:

- a. Plan and coordinate effective deployment and efficient utilization of project resources in-line with QMS activities;
- b. Ensure that the work environment needed to achieve conformity to quality and service requirements is properly managed;
- c. Ensure consistent implementation of 5S programs; and
- d. Monitor, assess and evaluate workplace cleanliness, orderliness, security and safety.

e. Documentation and Records Control Team

Chair : AO I MANOEL CHRISTIAN S. MUNAR
Records Officer

Members: ISA II MARK RYAN S. LOZADA
Chief, ICT Unit

AA VI LORENA R. PERNIA
Land Management Officer I

AA I JOCELYN P. PASTORAL
Administrative Staff

AA VI BLESILDA J. CONSTANTINO
Protected Area Management Office

FR ROSALINA R. RIOVEROS
Records Unit

Functions:

- a. Ensure that changes and updated revision of documents are determined and recorded;
- b. Ensure that relevant and updated version of applicable documents are readily available at points of use;
- c. Ensure that documents remain legible, easily accessible and retrievable;
- d. Prevent and avoid at all times the use of unidentified and obsolete documents; and
- e. Ensure that control mechanisms are established for identification, storage, protection, retrieval, retention through time, and records disposition.

4. Secretariat

Provide coordination and other support to the QMS Organization.

Chair : FORESTER I BERNADINE L. JASUL
In-Charge Monitoring Enforcement Unit

Members: FORESTER I MARY ROSE L. BORREO
In-Charge, Survey and Mapping Unit

FT II OLIVER R. MINAY
Forest Technician II

FT I CORAZON R. PELAEZ
In-Charge, Coastal Resource and Foreshore Management Unit

AA VI ERICKA L. MACUNAT
Accounting Staff

AO I NILO L. ALCOBER
Chief, General Services Unit

For information and Consideration.


IMELDA M. DIAZ