



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

MEMORANDUM

July 20, 2023

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

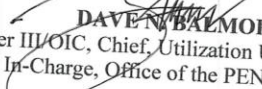
SUBJECT : **ACCOMPLISHMENT REPORT ON OBSERVANCE OF 5S
PROGRAM ON JUNE 30, 2023 IN COMPLIANCE TO PENRO-
PALAWAN MEMORANDUM DATED JANUARY 25, 2023 TO
CONDUCT SIMULTANEOUSLY 5S PROGRAM IN ALL DENR
STATIONS EVERY LAST FRIDAY OF THE MONTH**

Respectfully forwarded is the memorandum from CENRO Taytay dated July 3, 2023
pertaining the above-captioned subject with enclosures.

As stated, the CENRO Taytay and their field stations conducted simultaneous 5S Day
on June 30, 2023 at about 3:30 in the afternoon. The said activity was participated by a total
of twenty-three (23) personnel composed of fifteen (15) females and eight (8) males within an
age group of 18-59 years old and above.

For information and record.

"For the PENRO"


DAVE N. BALMORES
Forester III/OIC, Chief, Utilization Unit
In-Charge, Office of the PENRO



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 PENRO
PALAWAN RECORDS
RECEIVED

July 14, 2023

BY: [Signature]
DATE: 14-7-2023 DN: 23-6389

MEMORANDUM

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 JUNE 30, 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.

Activity: Conduct of 5S program of CENR Office Taytay and field stations				
Performance Indicator: Report with endorsement to the Provincial Environment and Natural Resources Office - Palawan				
Frequency of submission: Monthly after the activity				
Current submission: Memorandum dated July 3, 2023 of the QMS – Workplace Organization marked with Correspondence No. (CN) 4216 in the Edats.				
Attachment: photo documentations during conduct of activity				
Gender and Development (GaD) data	Male = 8 Female – 15 LGBTQ+=0 Prefer not to say = 0			
Age Grouping	60 and above	18-59	17 and below	TOTAL
	0	23	0	23
Environmental Management System (EMS Compliance)	✓ 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) ✓ No single-use plastic waste during the whole activity			
Recommendation/s	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.

For and in the absence of the CENRO:

DENR CENRO
TAYTAY, PALAWAN
RELEASED
BY: [Signature]
DATE: JUL 14 2023 CL: 2491

[Signature]
MARIANO P. LILANG, JR.
Development Management Officer IV
Per DAO 2022-09, Page 3 1/1



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Contact Nos: 0912-171-3889 (Talk and Text) 0926-505-9335 (TM)

**DENR PENRO
PALAWAN RECORDS
RECEIVED**

July 14, 2023

MEMORANDUM

BY: _____
DATE: _____ CN

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 JUNE 30, 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.

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Recommendation/s	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.

For and in the absence of the CENRO:

**DENR CENRO
TAYTAY, PALAWAN
RELEASED**
BY: _____
DATE: JUL 14 2023 2491

MARIANO P. LILANG, JR.
Development Management Officer IV
Per DAO 2022-09, Page 3



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COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
By the National Highway, Poblacion, Taytay, Palawan 5312
Mobile: 0917-501-0503 TM 0912-171-3889 TNT
Email: cenrotaytay@denr.gov.ph

July 3, 2023

MEMORANDUM

FOR : The Community Environment and
Natural Resources Officer

FROM : QMS- Workplace Organization Team

SUBJECT : **5S OBSERVANCE DATED JUNE 30, 2023**

**DENR CENRO
TAYTAY, PALAWAN
RECEIVED**
DATE: 7.3.23 CN 4216

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 June 30, 2023 at about 3:30 in the afternoon, CENR Office Taytay and field Offices/ stations of this jurisdiction 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 8 male and 15 female.

Attached are geotagged photos as evidence of the compliance.

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


ELVIE C. BASE
LMO II/ Chair


MICHAEL L. MARASIGAN
Forester I/ Member


JOANNA JEAN L. TALAMAYAN
LMI/ Member



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PHOTO

CENR Office Taytay



Protected Area Management Office- MSPLS



Protected Area Management Office- ENMRPA

