



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

June 26, 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
for Management Services Division

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **ACCOMPLISHMENT REPORT ON OBSERVANCE OF 5S
PROGRAM ON MARCH 31, 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 June 13, 2023 pertaining the above-captioned subject with enclosures.

As stated, the CENRO Taytay and their field stations conducted simultaneous 5S Day on May 26, 2023 at about 3:30 in the afternoon. The said activity was participated by a total of thirty-two (32) personnel composed of twelve (12) males and eighteen (18) females and one (1) LGBTQ+ within an age group of 18-60 years old and above.

For information and record.


FELIZARDO B. CAYATOC



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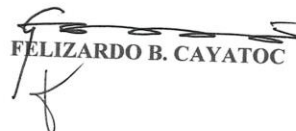
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FELIZARDO B. CAYATOC



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: 0942-171-5389 (Toll and Jax) 0926-505-9335 (TM)

RECEIVED

June 13, 2023

MEMORANDUM

BY: 7
DATE: 06-16-2023 CN 23-54

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 MAY 26, 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 May 29, 2023 of the QMS – Workplace Organization marked with Correspondence No. (CN) 3405 in the Edats.				
Attachment: photo documentations during conduct of activity				
Gender and Development (GaD)	Male = 12 Female – 18 LGBTQ+=1 Prefer not to say = 1			
Age Grouping	60 and above	18-59	17 and below	TOTAL
	2	30	0	32
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.

**DENR CENRO
TAYTAY, PALAWAN
RELEASED**

BY: 2192
DATE: JUN 13 2023

CONRADO M. CORPUZ



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: 0912-171-2889 (Landline) 0926-505-9335 (TM)

**PALAWAN RECORDS
RECEIVED**

June 13, 2023

MEMORANDUM

BY: [Signature]
DATE: June 13, 2023

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 MAY 26, 2023**
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**DENR CENRO
TAYTAY, PALAWAN
RELEASED**

BY: [Signature]
DATE: JUN 13 2023

CONRADO M. CORPUZ



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
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

May 29, 2023

MEMORANDUM

FOR : The Community Environment and
Natural Resources Officer

FROM : QMS- Workplace Organization Team

SUBJECT : **5S OBSERVANCE DATED MAY 26, 2023**



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 May 26, 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 12 male, 18 female, one (1) LGBTQ++ and one (1) prefer not to say.

Attached are geotagged photos as evidence of the compliance.

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


ELVIR G. 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

