



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
MIMAROPA Region
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March 16, 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 : **SUBMISSION OF CENRO PUERTO PRINCESA FY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
IMPLEMENTATION PLAN AND ACTION PLAN**

Respectfully forwarded is the memorandum from CENRO Puerto Princesa dated March 13, 2023 pertaining the above-captioned subject.

Anent to this, attached are the accomplished action and implementation plans of CENRO Puerto Princesa as compliance to the implementation of Environmental Management System (EMS) for FY 2023.

For information and record.


FELIZARDO B. CAYATOC

DR: 2023-2241
IAM



Republic of the Philippines
Department of Environment and Natural Resources
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
PUERTO PRINCESA CITY
South National Highway, Bgy. Sta. Monica Puerto Princesa City
Email Address: cenropuertoprincesa@denr.gov.ph
Tel. Fax No.: (048) 717-0702

March 13, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR 4B MIMAROPA Region
1515 DENR By the Bay Building, Roxas Blvd.
Barangay 668, Ermita, Manila

THRU : The ARD for Management Services
and Chairperson, EMS Core Team

The PENR Officer
PENRO Palawan

FROM : The OIC, Community Environment and
Natural Resources Officer

SUBJECT : **SUBMISSION OF CENRO PUERTO PRINCESA FY2023
ACTION PLAN AND ENVIRONMENTAL MANAGEMENT
SYSTEM (EMS) IMPLEMENTATION PLAN (RDATS No. I-2023-
103770)**

**DENR PENRO
PALAWAN RECORDS
RECEIVED**
BY:
DATE: 03-13-2023 ON 23-2241

In compliance to Memorandum dated February 28, 2023, submitting the FY 2023 Action Plan and Environmental Management System (EMS) Implementation Plan (RDATS No. I-20230103770) of CENRO Puerto Princesa.

For information and record.


PEDRO A. VELASCO

DENR MIMAROPA REGION
PUERTO PRINCESA
RELEASED
NO: 618
DATE: 3-13-23
BY:

CDS-ABB

CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVES	TIMELINE
1. Generation of waste	-Administrative, Finance and Planning works	-Establishment and maintenance of MRFs at CENRO Office and Monitoring Stations	CDS, Planning and Admin. Unit	<ul style="list-style-type: none"> • Report on the established and maintained MRFs • Logbook of waste materials temporarily deposited/collected and ways of disposal • Inclusion of Waste Management in submitted Monthly Maintenance Report of 4 Forest Product Monitoring Stations 	January – December 2023
➤ non-hazardous waste	- Operation and maintenance of CENRO Office and Monitoring Stations	<ul style="list-style-type: none"> -Sorting of waste and provisions of bins -Posting of different notices re: proper sorting of waste 	<ul style="list-style-type: none"> • All Personnel (includes Forest Product Monitoring Stations) • Chief, EMU 	<ul style="list-style-type: none"> • Inclusion of Waste Management in monthly accomplishment report of Utility personnel • Reactivation of designated Plastic Monitoring Police Officer 	January – December 2023
➤ organic waste (wildlife)	- Collection of organic waste (wildlife)	-Training on proper disposal of organic waste (wildlife)	Chief, PAWWU and Chief, EMU	<ul style="list-style-type: none"> • Logbook of waste materials temporary 	January – December 2023

CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
➤ ordinary waste (tires, used spare parts)	<ul style="list-style-type: none"> - Repair and maintenance of service vehicle - Operation and maintenance of forest product monitoring station and patrol-based station 	<ul style="list-style-type: none"> - Regular check-up/repair of service vehicle and replace spare parts if needed - Posting of different notices re: proper use of service vehicle - Last Friday of the month 55 day - Purchased of cleaning materials (Dust pan, broomstick, feather duster and others) - Posting of different notices re: proper maintenance of CENRO office and 4 FPMS - Distribution of reading materials and/or conduct of IEC - Letter to LGU-Barangays 	<ul style="list-style-type: none"> Chief, EMU All Personnel (includes Forest Product Monitoring Stations) CDS personnel and Chief, EMU CDS/MES/RPS personnel 	<ul style="list-style-type: none"> deposited/collected and ways of disposal Logbook of ordinary waste (tires, used spare parts) materials temporary deposited/collected and ways of disposal Monthly Monitoring Report 	<ul style="list-style-type: none"> January – December 2023 Quarterly
	<ul style="list-style-type: none"> - Conduct of monitoring, inspection, surveillance and other related activities with report writing 			<ul style="list-style-type: none"> Quarterly Monitoring Report Quarterly Monitoring Report 	<ul style="list-style-type: none"> Quarterly Quarterly

CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
2. Generation of waste					
➤ generation of packaging waste	- Conduct of monitoring, inspection, surveillance and other related activities with report writing	- Implement segregation of waste with properly labelled bins - Observance of No single use plastic - Posting of different notices re: Campaign of No Single Use Plastic	- Supply Officer and DMO IV All Personnel (includes Forest Product Monitoring Stations)	- Quarterly Report of maintenance of facilities - Issuance of Memorandum and PMPO Report	January – December 2023
➤ use of plastic and non-biodegradable	- Conferences/Meetings and other related activities	- No to disposable plastic utensils	- All Personnel (includes Forest Product Monitoring Stations)	- Issuance of Memorandum and PMPO Report	January – December 2023
➤ use of single-use packaging	- Conferences/Meetings and other related activities	- DENR to require no single use plastics to be serve during events/meetings and others related activities and to require reusable instead - DENR to collect all reusable plastic - Come up with projects using the collected reusable plastic	- Facilitator and/or Implementer	- Activity report	January – December 2023

CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
➤ generation of food waste	- Conferences/Meetings and other related activities	- Posting requirements: use of reusable, recyclable biodegradable or washable eating paraphernalia -Awards and Recognition for employees, office and suppliers practicing NSWC while reprimand for violators	DMO IV and EMS TWG Admin. Unit and EMB Embedded personnel/Chief, EMU	- Activity report - Activity report	January – December 2023 January – December 2023
➤ generation of medical waste	-Procurement of medical supplies to prevent and/or address COVID 19 and other related sickness -Administrative, Finance and Planning works -Procurement of PPE	-Designated area for medical waste - Coordinate with the LGU for the collection and disposal if none then we bring the medical waste to the collection point	Admin. Unit and EMB Embedded personnel/Chief, EMU	Activity report	January – December 2023
➤ generation of hazardous and/or special waste	-Repair and maintenance of service vehicle	-Coordinate with embedded EMB personnel for the design of plan and disposal of medical waste	Facilitator and/or Implementer	Activity report	January – December 2023
			DMO IV and EMS-TWG	Activity report	January – December 2023

**CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM**

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
(batteries, used oils, spray paint/chemicals/butane)	-Production, distribution and/or conduct of IEC -Issuance of tenurial instrument and permits	-Designated area for hazardous waste -Coordinate with the LGU for the collection and disposal if none then we bring the hazardous waste to the collection point -Coordinate with embedded EMB personnel for the design of plan and disposal of hazardous waste -For EMB to provide technical and financial assistance on ESWM -Designate and train PCOs			January – December 2023
<ul style="list-style-type: none"> ➤ use of tarpaulins ➤ use of steel: use of GI sheets and metals 	<ul style="list-style-type: none"> - Conferences/Meetings and other related activities -Construction of new buildings/infrastructure 	<ul style="list-style-type: none"> -No to use of tarpaulins instead use the canvass type - Coordinate with the Office of Solid Waste re: collection and disposal of steel: GI sheets and metals 	Facilitator and/or implementer	Activity Report	
3. Use of electricity/energy <ul style="list-style-type: none"> ➤ Use of electronic gadgets 	-Production, distribution and/or conduct of IEC	<ul style="list-style-type: none"> -Purchase energy saving gadgets - Posting of different notices re: energy saving tips 	DMO IV and EMS-TWG	Checklist and electric bill for a particular month	January – December 2023

CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
<p>➤ <i>Use of electronic gadgets and survey instruments</i></p> <p>➤ <i>Use of energy saving devices eg. LED, Universal All-in-one Electrical plug and outlet, electrical switch and electrical circuit breaker</i></p>	<p>-Issuance of Tenurial instrument and permits; monitoring and inspection of compliance and other target related activities</p> <p>-Operation and maintenance of Office space/building, forest product monitoring station and patrol-based stations</p>	<p>-Use of energy efficient gadgets for the conduct of monitoring and inspections and conduct regular check-up of the issued gadgets</p> <p>-Progressive replacement of lights to LED and environmentally-friendly materials)</p>	<p>All Personnel (includes Forest Product Monitoring Stations) and Property Officer</p> <p>DMO IV and Admin. Unit</p>	<p>Checklist and activity report</p> <p>Checklist and activity report</p>	<p>January – December 2023</p> <p>January – December 2023</p>
<p>4. Use of computer, scanner, printer, internet</p>	<p>-Administrative, Finance and Planning works</p>	<p>-Turn off and unplug all electrical appliances upon leaving the office and posting of different notices re: energy saving</p> <p>Posting of different notices re: energy saving tips</p>	<p>DMO IV, Admin. Unit, Finance and Planning Unit</p>	<p>Memorandum</p>	<p>January – December 2023</p>
<p>5. Use of air conditioner, electric fan and other electric appliances</p>	<p>-Conferences/Meetings and other related activities</p>	<p>-Designated common area for all those permitted to stay in the office (if there is a need to conduct an Over-Time work)</p> <p>-Regulate use of air conditioner (9am-4pm) in well ventilated offices by posting of different notices re: energy saving</p>	<p>All Personnel (includes Forest Product Monitoring Stations) and Property Officer</p>	<p>Memorandum</p>	<p>January – December 2023</p>

**CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM**

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
		<p>To those allowed render overtime work minimize energy consumption e.g. Turn off lights and other equipment that are not in use</p> <p>- Regular maintenance of air conditioner and electric fan</p> <p>- Regulate use of water dispenser, rice cooker, coffee maker by posting of different notices</p>			
6. Use of Generator set	Operation and maintenance of Hostel/Guest Accommodation facilities	<p>-Transition to solar energy</p> <p>-Regular maintenance of generator set</p> <p>-Place generator set in an enclosed area to minimize noise pollution</p> <p>- Designation of CENRO Pollution Control Officer (PCO)</p> <p>- Training of PCO</p> <p>-Secure permit</p>	DMO IV and Appointed CENRO PCO	CENRO Special Order	1 st Quarter CY 2023
7. Use of fuel (use of vehicle)	<p>-Maintenance and operation of Office space/building</p> <p>-Conduct of monitoring, inspection, surveillance and other related activities with report writing</p> <p>-Production, distribution and/or conduct of IEC</p> <p>-Issuance of tenurial instrument and permits</p>	<p>-Organize travel to maximize conveyance and as much as possible within the travel plan (minimize unnecessary travel)</p> <p>- Carpooling</p> <p>-Speed limit observe</p> <p>-Strict compliance on accomplishment of trip tickets</p> <p>-Regular maintenance of vehicle</p>	<p>- DMO IV and all CENRO personnel with issued vehicle</p>	<p>- Logbook for approved Trip Ticket/s</p> <p>- Maintenance Report</p>	January – December 2023

**CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM**

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVES	TIMELINE
8. Use of paper	<ul style="list-style-type: none"> -Production, distribution and/or conduct of IEC -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Administrative, Finance and Planning works -Issuance of tenurial instrument and permits 	<ul style="list-style-type: none"> -Use of appropriate vehicle based on work -Fuel to be used in accordance to the age of vehicle -Require all vehicles incl. two wheels to have dash cam and GPS -Lessen use of air con when applicable -Reuse clean side of the paper -Travel Orders -Order of payment -Attachment of DTRs/Travel claims/ -Attachment to vouchers 2nd and 3rd copy only -Draft written works -Duplicate of request for quotation -Use as notepad -If both side of the paper is used for junk shop disposal however if the content is confidential for shredding -Printing of emails and their attachments -Establish designated area for used paper and ready for use -Strict observance of the rules or guidelines in the disposal of documents 	All Personnel (includes Forest Product Monitoring Stations)	Memorandum and Activity Report	January – December 2023

**CENRO PUERTO PRINCESA
ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM**

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
9. Use of polyethylene bags	-Seedling production	- Posting of different notices re: proper usage of papers -Minimize use of polyethylene bags	NGP Team	Activity Report	January to December 2023
10. Use of wood	-Construction of new buildings/infrastructure	-Prioritize use of abandoned/forfeited forest product and turned over logs and lumber from STCEP, SLTP and Government projects eg. DPWH, NAPOCOR etc.	DMO IV and Chief, MES	Activity Report	January to December 2023
11. Use of water	-Conferences/Meetings and other related activities -Operation and maintenance of Office space/building such as ,forest product monitoring station and patrol-based stations -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Reforestation efforts activities	-CRs with hygienic septic tanks -Regular siphoning of septic tanks -Setup rain collector -Repair/replace leaking pipes and faucets -Regular maintenance of pipes and faucets -Explore other ways of reusing or conserving water eg. From lavatory to water tank of bowls, waterless urinals etc. - Reuse of water resources (rain water collector)	All Personnel (includes Forest Product Monitoring Stations)	Memorandum and electric bill for a particular month	January to December 2023

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ACTION PLAN CY 2023
ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	MOVS	TIMELINE
		- Posting of different notices re: water saving tips.			

Action: Recommended for implementation by TWG

Prepared by:


ARLENE B. BASAYA
ECOMS I/EMS-TWG, Member

Reviewed by:


NORMA D. CAVATOC
DMO IV/Head, EMS-TWG

Approved by:


PEDRO A. VELASCO
OIC, CENROfficer



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FY2023 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
IMPLEMENTATION PLAN (RDATS No. I-2023-103770)

EMS ACTIVITY	IMPLEMENTATION SCHEDULE/TIMEFRAME	FUNDING SOURCE	
		OFFICE GAA	FOR CO FUNDING
Established MRF's to CENRO Office and Four (4) Forest Products Monitoring Stations <ul style="list-style-type: none"> Establishment and maintenance of MRF's to CENRO Office and Four (4) Forest Products Monitoring Stations 	January – December 2023		P 120,000.00
Operation and maintenance of CENRO Office and Monitoring Stations <ul style="list-style-type: none"> Purchase of waste bins Repair/painting 	January – December 2023	P 50,000.00	
Collection of Organic Waste (Wildlife) <ul style="list-style-type: none"> Training on proper disposal of organic waste 	January – December 2023	5,000.00	
Repair and maintenance of service vehicle <ul style="list-style-type: none"> Regular check-up/repair of service vehicle and replacement of spare parts if needed <ul style="list-style-type: none"> One (1) Pick-up Four (4) Motorcycle 	January – December 2023	50,000.00	
Operation and maintenance of CENRO Office and Four (4) Forest Product Monitoring Stations <ul style="list-style-type: none"> Simultaneous 5S Day every last Friday of the Month Purchased of cleaning materials (Dust pan, broomstick, feather duster, pail and others) 	January – December 2023	10,000.00	
Production, distribution and/or conduct of IEC <ul style="list-style-type: none"> Distribution of reading materials and/or conduct of IEC 	January – December 2023	10,000.00	
Conduct of monitoring, inspection, surveillance and other related activities <ul style="list-style-type: none"> Conduct IEC activities re: DENR activities like CSC evaluation, titling application, environmental related activities 	January – December 2023	10,000.00	
Procurement of common use supplies and equipment			



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<ul style="list-style-type: none"> Purchased of the following office supplies CDS – ink, staple wires, scotch tape, marker, pentel pen, ballpen, folder (long and short), envelop (long and short), correction tapes, and others 	Quarterly	148,000.00	
Conduct of monitoring, inspection, surveillance and other related activities <ul style="list-style-type: none"> Travel Orders for the ff.: Admin, CDS, MES and RPS 	January – December 2023	490,000.00	
Conduct of conferences/meetings/IEC and other related activities <ul style="list-style-type: none"> CDS <ol style="list-style-type: none"> PA (Modification of Boundary) Month of the Ocean World Wildlife Day World Ocean Day International Coastal Clean Up 	January – December 2023	10,000.00	
Procurement of Medical supplies and equipment <ul style="list-style-type: none"> - Alcohol - Face mask 	January – December 2023	140,000.00	
Purchased of electronic gadgets <ul style="list-style-type: none"> - CCTV (1 set) - UPS (6 pcs.) 	January – December 2023		147,000.00 (To be requested)
Purchased of survey instruments <ul style="list-style-type: none"> • CDS – 4 • MES – 4 • RPS – 4 • GIS – 4 	January – December 2023		640,000.00 (To be requested)
Purchased of energy saving device (e.g, LED lights, Universal All-in-one Electrical plug and outlet, electrical switch and electrical circuit)	January – December 2023		50,000.00 (To be requested)
Purchased of the following gadgets/device: <ol style="list-style-type: none"> Laptop – 10 Scanner - 4 Printer - 5 Photocopying machine – 1 Paper shredded - 2, 	January – December 2023		1,500,000.00 (To be requested)



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Purchased of the following: 1. air conditioner – 4 2. electric fan - 5	January – December 2023		290,000.00 (To be requested)
Regular maintenance of generator set and accreditation of Pollution Control Officer • Training on PCO for accreditation • Secure Generator Permit to Operate	January – December 2023	20,000.00	
Purchase of bond paper • Admin. • CDS • MES • RPS	January – December 2023	110,000.00	
Purchase of polyethylene bags • CDS	January – December 2023	10,000.00	
Upgrading/purchased of the ff.: • Lavatory and toilet bowls • Pipes and faucets • Water tank	January – December 2023	40,000.00	
TOTAL		P 1,103,000.00	P 2,747,000.00

Prepared by:


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Forester II/Planning & Budget Officer

Reviewed by:


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DMO IV/Head, EMS-TWG

Approved by:


PEDRO A. VELASCO
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