



Republic of the Philippines  
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**Provincial Environment and Natural Resources Office**  
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March 13, 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 : **FY 2023 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)  
ACTION PLAN**

Respectfully forwarded are the consolidated memoranda from CENRO Quezon, CENRO Coron, CENRO Roxas as well as the action plan of this office pertaining the above-captioned subject.

Anent to this, attached are the respective action plans of the said offices as compliance to the implementation of Environmental Management System (EMS) for FY 2023.

For information and record.

  
FELIZARDO B. CAYATOC

**PENRO PALAWAN ENVIRONMENTAL MANAGEMENT SYSTEM ACTION PLAN CY 2023**

<b>ENVIRONMENTAL ASPECTS</b>	<b>ACTIVITIES</b>	<b>PROPOSED ACTIONS</b>	<b>Responsible Unit/Person</b>	<b>MOV's</b>	<b>TIMELINE</b>
1. Generation of waste	<ul style="list-style-type: none"> <li>Administrative, Finance and Planning works</li> </ul>	<ul style="list-style-type: none"> <li>Establishment and maintenance of MRFs</li> <li>Provision of labelled and color-coded garbage bins as per EMB guidelines in designated areas.</li> </ul>	Management Services Division, Administrative Section and Planning Section.	<ul style="list-style-type: none"> <li>Report on the established and maintained MRFs</li> <li>Log book of waste materials temporary deposited/collected and ways of disposal accomplishment</li> </ul>	
<ul style="list-style-type: none"> <li>Non-hazardous wastes</li> <li>Organic waste (wildlife)</li> </ul>	<ul style="list-style-type: none"> <li>Operation and maintenance of Palawan Wildlife Rescue Center</li> </ul>	Sorting of waste and provisions of bins	PWRCC personnel	<ul style="list-style-type: none"> <li>Inclusions of Waste Management in Monthly Maintenance Report Stations and sub-office</li> <li>Reactivation of SWM Police</li> </ul>	January-December 2023
	<ul style="list-style-type: none"> <li>Procurement of PPE</li> </ul>	Training on RA 9003 and Proper Waste Segregation	Procurement and Supply Unit, CDS and PWRCC	<ul style="list-style-type: none"> <li>Activity report of conducted training</li> <li>Report on the conducted meeting re: conceptualization and assignment per month per unit</li> </ul>	April 2023 (Earth Day Celebration)
<ul style="list-style-type: none"> <li>Ordinary waste (tires, use spare parts)</li> </ul>	<ul style="list-style-type: none"> <li>Production, distribution and/or conduct of IEC</li> </ul>	Designated display area for recycled products of employees and PO partners		<ul style="list-style-type: none"> <li>Inclusion of displayed products in quarterly report of IEC</li> </ul>	

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ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	Responsible Unit/Person	MOV's	TIMELINE
	<ul style="list-style-type: none"> <li>Operation and maintenance of Hostel/Guest Accommodation facilities</li> </ul>	Last Friday of the month 5S day (3pm to 5pm)		<ul style="list-style-type: none"> <li>Issued Memorandum Monthly Report</li> </ul>	Monthly
	<ul style="list-style-type: none"> <li>Operation and maintenance of forest product monitoring station and patrol-based station</li> </ul>	Last Friday of the month 5S day (3pm to 5pm)	Monitoring and Enforcement Section	<ul style="list-style-type: none"> <li>Maintenance of Quarterly Report</li> </ul>	Quarterly
	<ul style="list-style-type: none"> <li>Operation and Maintenance of research center facilities</li> <li>Repair and Maintenance of service vehicle</li> </ul>	Last Friday of the month 5S day (3pm-5pm)	CDS, Snake Island NCMR personnel  Property and Supply Officer, Management Services Division and Drivers	<ul style="list-style-type: none"> <li>Monthly Report of concerned sector and Snake Island NCMR Personnel</li> <li>Quarterly Report of Maintenance of facilities</li> </ul>	Monthly and Quarterly  Quarterly
2. Generation of waste	<ul style="list-style-type: none"> <li>Procurement of common use supplies and equipment</li> </ul>	Regional Office to issue guidelines on packaging materials for food and for field office to issue memorandum adopting and cascading the guidelines	Property and Supply Unit, Finance Section, Budget and Cashier Unit	<ul style="list-style-type: none"> <li>Quarterly Report of maintenance of facilities-</li> </ul>	Quarterly  January-December 2023

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➤ generation of packaging waste	<ul style="list-style-type: none"> <li>▪ Conduct of monitoring, inspection, surveillance and other related activities with report writing</li> </ul>	No to single-use plastic	All Personnel and Plastic Monitoring Police officers	– Issuance of Memorandum and PMPO Report	January-December 2023
➤ use of plastic and non-biodegradable	<ul style="list-style-type: none"> <li>▪ Maintenance and operation of Officespace/building (Palawan Wildlife Rescue Center)</li> </ul>	No to single-use plastic	All Personnel and Plastic Monitoring Police officers	– Issuance of Memorandum and PMPO Report	January-December 2023
➤ use of single-use packaging	<ul style="list-style-type: none"> <li>▪ Conferences/Meetings and other related activities</li> </ul>	No to disposable plastic utensils	All Personnel and Plastic Monitoring Police officer	– Activity Report	January-December 2023
➤ generation of food waste	<ul style="list-style-type: none"> <li>▪ Conferences/Meetings and other related activities</li> </ul>	DENR to collect all reusable plastics  Come up with projects using the collected reusable plastic	Facilitator/Implementer	– Activity Report	January-December 2023
		Creation of COMPOST Team to handle food wastes and urban/backyard gardening			
➤ Hazardous waste generation (batteries, used oils)	<ul style="list-style-type: none"> <li>▪ Procurement of medical supplies, batteries for clocks, motor and vehicle oils</li> </ul>		Property and Supply Unit, EMS-TWG	– Activity Report	January-December 2023
➤ use of beddings	<ul style="list-style-type: none"> <li>▪ Production, distribution and/or conduct of IEC</li> </ul>		Guesthouse Support Staffs	– Activity Report	January-December 2023

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ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	Responsible Unit/Person	MOV's	TIMELINE
<ul style="list-style-type: none"> <li>➤ use of tarpaulins</li> <li>➤ use of steel</li> </ul>	<ul style="list-style-type: none"> <li>▪ Operation and maintenance of Office space/building such as Hostel/Guest Accommodation facilities, forest product monitoring station and patrol-based stations, eco-tourism facilities, Palawan Wildlife Rescue Center</li> </ul>	<p>Coordinate with the LGU for the collection and disposal if none</p> <p>Designate and train PCOs</p>	<p>IEC Unit, EMS-TWG, PENRO</p>	<ul style="list-style-type: none"> <li>– Activity Report</li> <li>– Memorandum</li> </ul>	<p>January-December 2023</p> <p>January-December 2023</p>
3. Use of electricity/energy	<ul style="list-style-type: none"> <li>▪ Production, distribution and/or conduct of IEC</li> </ul>	<p>Regulate use of aircon (9am-4pm) in well ventilated offices</p>	<p>MSD, TSD and All Section and Unit Chiefs</p>	<ul style="list-style-type: none"> <li>– Memorandum</li> </ul>	<p>January-December 2023</p>
<ul style="list-style-type: none"> <li>➤ Use of electronic gadgets</li> <li>➤ Use of electronic gadgets and survey instruments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Operation and maintenance of Office space/building such as Hostel/Guest Accommodation facilities, forest product monitoring station and patrol-based stations, eco-tourism facilities, Palawan Wildlife Rescue Center</li> </ul>	<p>Progressive replacement of lights to LED</p>	<p>MSD and Property and Supply Unit</p>	<ul style="list-style-type: none"> <li>– Memorandum</li> </ul>	<p>January-December 2023</p>
<ul style="list-style-type: none"> <li>➤ Use of computer, scanner, printer, internet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative, Finance and Planning works</li> </ul>	<p>Regular maintenance of air conditioner and electric fan</p>	<p>MSD and Property and Supply Unit</p>	<ul style="list-style-type: none"> <li>– Memorandum</li> </ul>	<p>January-December 2023</p>



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		Progressive replacement of lights to LED	MSD and Property and Supply Unit	- Memorandum	January-December 2023
		Regular maintenance of air conditioner and electric fan	Management Services Division		
➤ Use of energy saving devices eg. LED, inverter aircon	▪ Conduct of monitoring, inspection, surveillance and other related activities with report writing	Turn off and unplugging all electrical appliances upon leaving the office	Management Services Division	- Memorandum	January-December 2023
➤ Use of aircon or electric fan	▪ Conferences/Meetings and other related activities	Designated common area for all those permitted to stay in the office	Management Services Division and Facilitator/Implementer	- Activity Report	January-December 2023
➤ Use of alternative energy (solar panels)		Whenever applicable, convert to solar energy e.g. Start investing to solar panels	Management Services Division and Property and Supply Unit	- Activity Report	January-December 2023
➤ Use of water	▪ Watering of plants, washing of kitchenware, cooking, car washing, laundry/cloth washing and cleaning of office premises	-Reuse water for watering of plants and cleaning purpose if applicable -Regular inspection of faucets and pipes for possible leaks	Management Services Division, Guest house Support Staff and Janitor	- Memorandum and Quarterly Report	
		- Use of basin when washing plates and kitchenware - Watering of plants at morning only			
4. Use of genset	▪ Operation and maintenance of Hostel/Guest	- Transition to solar energy - Regular maintenance of generator set - Place genset in an enclosed area to minimize noise pollution	Management Services Division, Property and Supply Unit	- Activity Report	January-December 2023

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ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	Responsible Unit/Person	MOV's	TIMELINE
	Accommodation facilities	– Secure permit			
5. Use of fuel ( <i>use of vehicle</i> )	-Maintenance and operation of Office space/building -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Production, distribution and/or conduct of IEC -Issuance of temtrial instrument and permits	– Organize travel to maximize conveyance and as much as possible within the travel plan (minimize unnecessary travel) – Carpooling – Speed limit observe – Strict compliance on accomplishment of trip tickets – Regular maintenance of vehicle – 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 aircon when applicable	All Personnel with issued Vehicle	– Maintenance Report	January-December
6. Use of paper	<ul style="list-style-type: none"><li>▪ Production, distribution and/or conduct of IEC</li><li>▪ Conduct of monitoring, inspection, surveillance and other related activities with report writing</li></ul>		All personnel  Regulation and Permitting Section, Utilization Unit, Conservation and Development Section		

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	<ul style="list-style-type: none"> <li>▪ Administrative, Finance and Planning works</li> <li>▪ Issuance of tenurial instrument and permits</li> </ul>	<ul style="list-style-type: none"> <li>- Reuse clean side of the paper</li> <li>- Travel Orders</li> <li>- Order of payment</li> <li>- Attachment of DTRs/Travel claims/ Attachment to vouchers 2nd and 3rd copy only</li> <li>- Draft written works</li> <li>- Duplicate of request for quotation</li> <li>- Use as notepad</li> <li>- If both side of the paper is used for junk shop disposal however if the content is confidential for shredding</li> <li>- Printing of emails and their attachments</li> </ul>	All Personnel	Memorandum and Activity Report	January-December 2023




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		<ul style="list-style-type: none"> <li>- Establish designated area for used paper and ready for use</li> <li>- Strict observance of the rules or guidelines in the disposal of documents</li> </ul>			

Action: Recommended for Implementation by TWG Members

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