



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

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 : **SIMULTANENOUS 5S DAY EVERY LAST FRIDAY OF THE
MONTH**

Respectfully forwarded is the memorandum from CENRO Taytay dated March 6, 2023 pertaining the above-captioned subject with enclosures.

As stated, the said office and PAMO ENTMRPA conducted simultaneous 5S Day on February 23, 2023 and was participated by a total of eight (8) personnel composed of three(3) males and five (5) females within an age group in between of 18-59 years old.

For information and record.


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

**DENR CENRO
PALAWAN RECORDS
RECEIVED**

March 6, 2023

MEMORANDUM

BY: 01/11/2023
DATE: 01/11/2023

FOR : The Provincial and Natural Resources Officer-Palawan

FROM : The Community Environment and Natural Resources Officer

SUBJECT : **ACCOMPLISHMENT REPORT/MEANS OF VERIFICATION (MoV) FOR ENVIRONMENTAL MANAGEMENT SERVICES (EMS) ACTIVITY**

Activity: Simultaneous 5S Day every last Friday of every month					
Performance Indicator: Reports submitted					
Frequency of submission: Monthly					
Current submission: Memorandum dated February 27, 2023 of PAMO-El Nido-Taytay Managed Resource Protected Area (ENTMRPA) corresponding to CN 1412 in the EDATS					
Attachment: Report dated February 27, 2023 of PAMO-ENTMRPA Information Officer Aljen F. Becera with photo documentation and attendance sheet.					
Gender and Development (GaD) data		Male =3 Female = 5 LGBTQ+ = 0 Prefer not to say = 0 Note: These five are those who did the habitat surveillance			
Age Grouping		60 and above	18-59	17 and below	TOTAL
		0	8	0	8
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) ✓ Subjected to 5S management techniques were the Protected Area Management Office and the Dive House.			
Explanation: The activity was actually held on February 23 (Thursday) because February 24 (Friday) was declared by His Excellency, the President as non-working holiday. The same 5S activity was also held in CENR Office Taytay, Palawan, at the records of the Office mainly attended to by two (2) males and (1) female, all between 18-59 years old (photos provided)					

This is our **Means of Verification (MoV)** on the activity.

Please confirm your receipt hereof. Thank you.

**DENR CENRO
TAYTAY, PALAWAN
RELEASED**

BY: 01/11/2023
DATE: 01/11/2023

CONRADO M. COPUZ

Copy furnished:
PAMO-ENTMRPA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources
EL NIDO-TAYTAY MANAGED RESOURCE PROTECTED AREA
Calle Real, Barangay Masagana, El Nido, Palawan 5313
Contact No. Landline (048-716-0674)
Email: entmrpa@gmail.com

February 27, 2023

MEMORANDUM

FOR : The Community Environment and
Natural Resources Officer
Taytay, Palawan

FROM : The Protected Area Superintendent
El Nido - Taytay Managed Resource Protected Area

SUBJECT : **SIMULTANEOUS 5S DAY EVERY LAST FRIDAY OF THE MONTH**



Respectfully forwarded is the memorandum dated February 27, 2023 of Information Officer Aljen F. Becera regarding the above subject.

Please be informed that on February 27, 2023, this Office and Dive house conducted cleaning of office tables, sorting of paper and other reusable items, arrangement of tables and chairs in the Conference Room, sweeping the floors, cleaning of dry leaves and removal of grass in the backyard. Trash bins were also emptied and garbage were properly disposed. The activity was participated by a total of eight (8) ENMRPA PAMO personnel composed of five (5) females and three (3) males.

Attached is the photo documentation of the activity.

For information and record.

For the Protected Area Superintendent:

JENUEL P. CASEL
Park Maintenance Foreman /
Assistant PASu, ENMRPA





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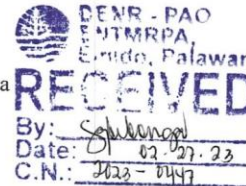
February 27, 2023

MEMORANDUM

FOR : The Protected Area Superintendent
El Nido - Taytay Managed Resource Protected Area
El Nido, Palawan

FROM : The Information Officer

SUBJECT : **SIMULTANEOUS 5S DAY EVERY LAST FRIDAY OF THE MONTH**



This pertains to the compliance and implementation of activities stated in the Action plan under DENR Environmental Management System (EMS) ISO 14001:2015 and in order to set standard of organizational techniques to create and maintain instinctive workplace of each officer in the province.

Please be informed that on February 23, 2023 personnel of this office conducted the following activities as part of simultaneous 5S Day for the month of February CY 2023.

Facility	Location	Activity
Protected Area Management Office	Bgy. Masagana, El Nido, Palawan	<ul style="list-style-type: none">Cleaned the office tablesRecycled paper and emptied trash cansSweep the floorsCleaned the stand fansSorted and recycled scratch papersArranged the tables and chairs in the Conference Room
Dive House	Bgy. Corongcorong, El Nido, Palawan	<ul style="list-style-type: none">Cleaned-up dry leaves and weeds in the surrounding using rakeSweep the floorsCut and removed the grass in the backyard

The said activity was participated by a total of eight (8) ENMRPA PAMO staff. Below are the details of information.

Gender and Development (GaD) data	Male=3	Female=5	LGBTQ+=0	Prefer not to say=0
Age Grouping	60 and above	18-59	17 and below	Total
	0	8	0	8

Attached is the photo documentation of the activity.

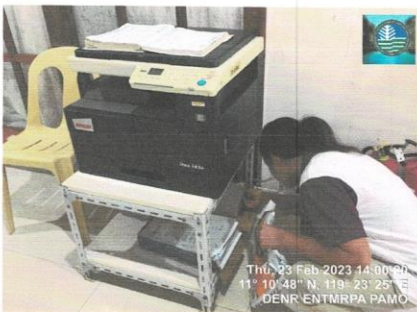
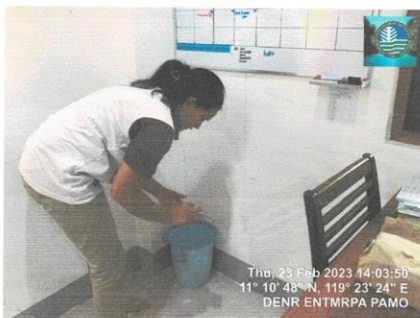
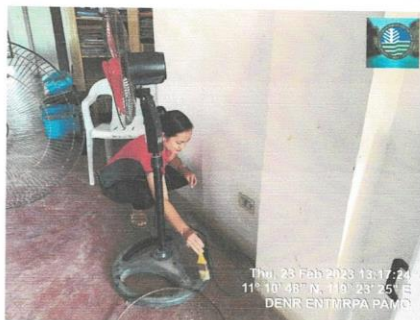
For information and record.


ALJEN F. BECERA



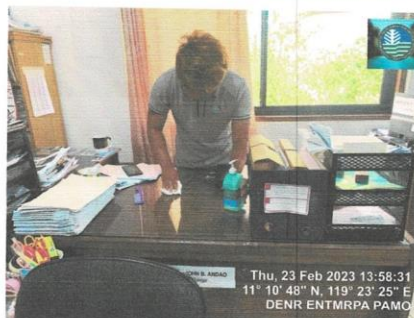
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PHOTOS





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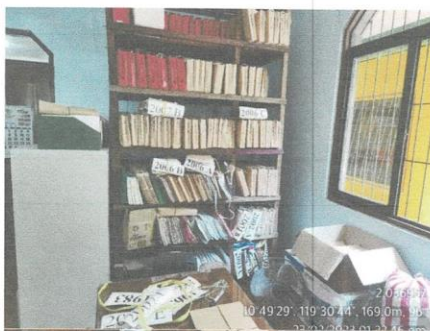


I hereby certify that the above photos are true and correct and taken during the simultaneously 5S day on February 23, 2023 at El Nido-Taytay Managed Resource Protected Area - Protected Area Management Office (ENTMRPA-PAMO).


ALJEN F. BECERA
Information Officer



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
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Photos showing before the organizing of records at CENRO Taytay office.



Photos showing after the organizing of records at CENRO Taytay office.

