



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 20, 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

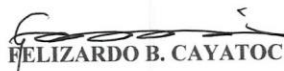
FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **SUBMISSION OF FY 2023 ENVIRONMENTAL MANAGEMENT
SYSTEM (EMS) IMPLEMENTATION PLAN**

Respectfully forwarded is the memorandum from CENRO Coron dated March 8, 2023 and CENRO Roxas dated March 16, 2023 pertaining to the above-captioned subject.

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

For information and record.


FELIZARDO B. CAYATOC



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Poblacion 5, Coron, Palawan
Email Address: cenrocoron@denr.gov.ph

March 8, 2023

MEMORANDUM

FOR : Assistant Regional Director for
Management System and Chairperson, EMS Core Team

THRU : The Provincial Environment and
Natural Resources Officer

: The Community Environment and
Natural Resources Officer

FROM : EMS Head, CENRO Coron

SUBJECT : **FY 2023 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
IMPLEMENTATION PLAN (RDATS No. I-2023-103770)**

DENR PENRO
PALAWAN RECORDS
RECEIVED
BY: [Signature]
DATE: 03-20-2023 03:2453

This is in reference to the memorandum dated February 28, 2023 from the Assistant Regional Director for Management System and Chairperson, EMS Core Team regarding the above mentioned subject.

Listed below are the following target Environmental Management System (EMS) activities for implementation as part of the preparation for ISO 14001:2015 Certification.

EMS ACTIVITY	IMPLEMENTATION SCHEDULE / TIME FRAME	FUNDING SOURCE	
		OFFICE GAA	FOR CO FUNDING
Formulation of internal policies for EMS	1 st quarter		
Quarterly meeting of EMS Technical Working Group (TWG) and monitoring of implementation	Quarterly		8,000.00 (2000/quarter)
Implementation of 5S	Every last Friday of the Month		24,000.00 (6,000/quarter)
Provision of Bins (4)	2 nd quarter		40,000
Maintenance of MRF	3 rd quarter of the month		Conduct will be under GEM Project
CEPA on Ecological Solid Waste Management and other related policies	2 nd semester		
Procurement of Solar Panels for six (6) Forest Product Monitoring Station (60 watts)	2 nd quarter	Charge to supplies (For delivery this March)	
Creation of COMPOST Team to handle food wastes and urban/backyard gardening	3 rd quarter		10,000.00

For information and record.



[Signature]
EDWIN I. CAG



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Barangay III (Poblacion), Roxas, Palawan
Contact No. 09171606578 / 09175028647
Email address: cenroroxaspalawan@denr.gov.ph

March 16, 2023

MEMORANDUM

FOR : The Provincial Environment and Natural Resources Officer

THRU : The OIC-Chief, Management Services Division and Chief, Planning Section

FROM : The Community Environment and Natural Resources Officer

SUBJECT : ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANAGEMENT PLAN

DENR PENRO
PALAWAN RECORDS
RECEIVED

BY: [Signature]
DATE: 03-17-2023 GN 232431

Submitted is this Office Environmental Management System (EMS) Implementation for CY 2023.

For information and record.

[Signature]
PABLO L. CRUZ

DENR-CENRO ROXAS
RELEASED
DATE: MAR 17 2023
BY: [Signature]
DOC. NO. 2023-03-0449

Use of Paper			
29	<ul style="list-style-type: none"> -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 	January to December 2023	/

No.	EMS ACTIVITY	IMPLEMENTATION SCHEDULE/TIME FRAME	FUNDING SOURCE	
			OFFICE GAA	FOR CO FUNDING
Generation of Waste				
1	Establishment and maintenance of MRFs	January to December 2023	/	
2	Sorting of waste and provisions of bins	January to December 2023	/	
3	Training on Recycling, Reusing	April 2023 (Earth Day Celebration)	/	
4	Designated display area for recycled products of employees and PO partners	Quarterly	/	
5	Last Friday of the month 5S day (9-12)	Quarterly	/	
Generation of Waste				
6	No single use plastic	January to December 2023	/	
7	No to disposable plastic utensils	January to December 2023	/	
8	DENR to collect all reusable plastic	January to December 2023	/	
9	Come up with projects using the collected reusable plastic	January to December 2023	/	
10	Creation of Composite Team to handle food wastes and urban/backyard gardening	January to December 2023	/	
11	Coordinate with the LGU for the collection and disposal if none	January to December 2023	/	
12	Designate and train PCOs	January to December 2023	/	
Use of Electricity/Energy				
13	Regulate use of aircon (9am-4pm) in well ventilated offices	January to December 2023	/	
14	Progressive replacement of lights to LED	January to December 2023	/	
15	Regular maintenance of aircon and electric fan	January to December 2023	/	
16	Turn off and unplug all electrical appliances upon leaving the office	January to December 2023	/	
17	Designated common area for all those permitted to stay in the office	January to December 2023	/	
18	Wherever applicable, convert to solar energy e.g. Start investing to solar panels	January to December 2023		/
Use of Genset				
19	-Transition to solar energy	January to December 2023		/
20	-Regular maintenance of genset	January to December 2023		/
21	-Place genset in an enclosed area to minimize noise pollution	January to December 2023		/
22	-Secure permit	January to December 2023	/	
Use of Fuel				
23	-Organize travel to maximize conveyance and as much as possible within the travel plan (minimize unnecessary travel)	January to December 2023	/	
24	-Speed limit observe	January to December 2023	/	
25	-Strict compliance on accomplishment of trip tickets	January to December 2023	/	
26	-Regular maintenance of vehicle	January to December 2023	/	
27	-Use of appropriate vehicle based on work	January to December 2023	/	
28	-Fuel to be used in accordance to the age of vehicle	January to December 2023	/	