



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 23, 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 : **INTERNAL POLICES ON WASTE MANAGEMENT OF THE
CENROs OF QUEZON, CORON, AND BROOKE'S POINT,
PALAWAN**

Respectfully forwarded is the memorandum from CENRO Brooke's Point dated February 8, 2023, CENRO Coron dated February 21, 2023 and CENRO Quezon dated February 21, 2023 respectively pertaining the above-captioned subject with enclosures.

Anent to this, the said office adopted and implemented internal policies in adherence to Environmental Management System (EMS) as per attached memorandum and matrix hereto.

For information and record.

"For the PENRO"


RHODORA B. UBANI
Supervising ECOMS/Chief, CDS /
In-charge, Office of the PENRO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Bgy. Alfonso XIII, Quezon, Palawan
Email: cenroquezon@denr.gov.ph

March 8, 2023


MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC - Community Environment and
Natural Resources Officer

SUBJECT : **INTERNAL POLICY ON WASTE MANAGEMENT**

**DENR PENRO
PALAWAN RECORDS
RECEIVED**

BY: 
DATE: 03-20-2023 2483

This is in connection with the memorandum dated February 8, 2023 of PENRO Felizardo B. Cayatoc regarding the implementation of proper Waste Management in our respective Office.

Please be informed that this Office adopted policies under Environmental Management System (EMS) Action Plan CY 2023, copy hereto attached.

For his information and reference.


RENATO S. GONZAGA





Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Bgy. Alfonso XIII, Quezon, Palawan
Email: cenroquezon@denr.gov.ph

February 21, 2023

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC, Community Environment and
Natural Resources Officer, Quezon, Palawan
Concurrent Protected Area Superintendent, MMPL

SUBJECT : **SUBMISSION OF ENVIRONMENTAL MANAGEMENT
SYSTEM (EMS) ACTION PLAN FOR CY 2023 OF CENRO
QUEZON, PALAWAN**

This is in compliance to the agreements and/or recommendations during the Workshop on the Drafting of ISO 14001:2015 Environmental Management System (EMS) Manual last December 5-7, 2022 held at Bayview Park Hotel, Manila.

In this regard, respectfully submitted is the EMS Action Plan for CY 2023 of CENRO Quezon, Palawan. Be informed that the said plan was presented and reviewed by the Members of the EMS Core Team last February 13, 2023 and to be presented on February 27, 2023 (Monday Forum/Meeting) for information and compliance of all DENR-CENRO Quezon personnel.

For your information and record.



RENATO S. GONZAGA



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
National Highway, Bgy. Alfonso XIII, Quezon, Palawan
Email: cenroquezon@denr.gov.ph

February 14, 2023

MEMORANDUM

FOR : The OIC, Community Environment and
Natural Resources Officer, Quezon, Palawan
Concurrent Protected Area Superintendent, MMPI

FROM : The Acting Head, EMS Core Team
The Member, EMS Core Team

SUBJECT : **SUBMISSION OF ENVIRONMENTAL MANAGEMENT
SYSTEM (EMS) ACTION PLAN FOR CY 2023 OF CENRO
QUEZON, PALAWAN**



This pertains to the agreements and/or recommendations during the Workshop on the Drafting of ISO 14001:2015 Environmental Management System (EMS) Manual last December 5-7, 2022 held at Bayview Park Hotel, Manila.

In this regard, the undersigned prepared and presented the proposed EMS Action Plan for FY 2023 which was participated in by the Members of the EMS Core Team on February 13, 2023. Be informed that all comments, suggestions and/or recommendations were accommodated and incorporated in the said plan (*hereto attached*). Further, the undersigned recommends that the said plan will be presented during the Monday Forum/Meeting for information and compliance of all DENR-CENRO Quezon personnel.

For your information, record and approval.


RICHELLE C. OJARIO
Forest Technician II

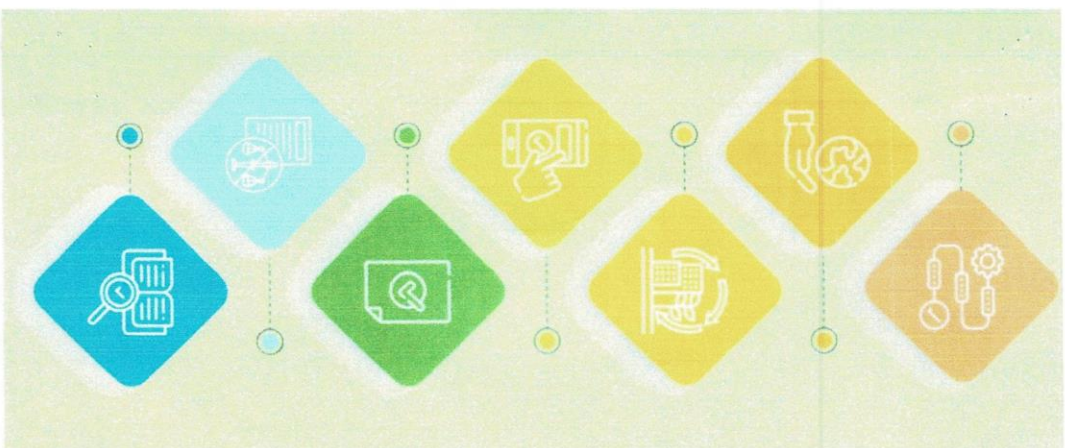
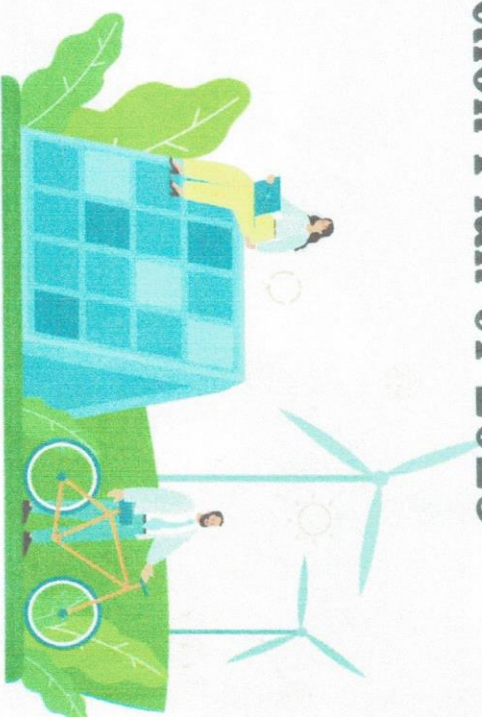

JANES T. PANES
Forester II/Planning Officer



DENR-CENRO QUEZON

Environmental Management System

Action Plan CY 2023



Environmental Management System (EMS) Action Plan CY 2023

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	EXPECTED OUTPUT	TIMELINE/ TIME FRAME
A. Generation of Waste					
<input type="checkbox"/> Food wastes (leftovers, peelings, vegetable trims, fish/fowl entrails, innards/washings, soft shells, seed bones); <input type="checkbox"/> Special/Hazardous wastes (paints, spray canisters, tires, fluorescent bulbs, use oils, ink bottles); <input type="checkbox"/> Recyclable wastes (cans/aluminum/ metals, glass/bottles, dry paper/cardboard, tarpaulins, used spare parts, tires); and <input type="checkbox"/> Residual waste/ single-use packaging/plastics	Conferences/ Meetings and other related activities Repair and Maintenance of office space/ buildings, stations & other facilities Procurement of common use supplies and other materials	1. Establishment and/or maintenance of MRFs;	Office of the DMO Office of PAMO-RIWS In-Charge, Narra Station In-Charge, Rizal Station Team Leader, FPMS EMB Embedded/focal	Memo Report re: Established and/or Maintained MRFs	1 st Quarter 2023
		2. Segregation at source;	All Employees Plastic Monitoring Police Officer	Accomplishment Report of Utility Personnel	Sporadically
		3. Centralization and provision of additional bins with proper label;	Office of the DMO Property/Supply Officer	Purchase Request	1 st Quarter 2023
		4. Regional Office to issue guidelines on packaging materials for food for adoption and cascading of the field offices, to wit: ➤ No single-use plastic; ➤ No to disposable plastic utensils; ➤ Project proposals on the use of collected reusable plastics; ➤ Posting requirements: use of reusable, recyclable non-biodegradable or washable eating paraphernalia;	Office of the DMO All Section/Unit Heads In-Charge, Narra Station In-Charge, Rizal Station All Requesting Party/Personnel	Memo re: Adoption of Policy Guidelines issued by the Regional Office Inclusion of Policy to all Purchase Request for Common-Use Supplies and Job Request for Catering Services	Depends on Regional Office ANA

Environmental Management System (EMS) Action Plan CY 2023

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	EXPECTED OUTPUT	TIMELINE/ TIME FRAME
A. Generation of Waste (cont...)					
		5. Train designated PCO;	Office of the DMO EMB Embedded Designated PCO	Memo Request/ Attendance Report	1 st Quarter 2023
		6. Identify designated area for: ➤ Food wastes; ➤ Special/hazardous wastes; and ➤ Recycled products of employees and POs/Project Partners	Office of the DMO Chief, MES In-Charge, Narra Station In-Charge, Rizal Station Team Leader, FPMS EMB Embedded IEC Team	Post (Meeting) Report re: Identification and Conceptualization of Designated Area	On or before June 30, 2023
		7. Coordinate with the LGU for the collection and disposal of special/hazardous and residual wastes, if none, coordinate with EMB embedded personnel for the design of plan and disposal; and	Office of the DMO In-Charge, Narra Station In-Charge, Rizal Station Team Leader, FPMS EMB Embedded IEC Team	Post (Meeting) Report re: Coordination	On or before June 30, 2023
		8. Conduct of regular IEC/CEPA.	Office of the DMO EMS TWG Information Officer IEC Team	Activity Report Attendance	On or before June 30, 2023 (Monday forum)
		9. Last Friday of the month (55 day)	All Employees	Activity Report	Monthly

Environmental Management System (EMS) Action Plan CY 2023

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	EXPECTED OUTPUT	TIMELINE/ TIME FRAME
B. Use of Electricity/Energy					
<input type="checkbox"/> Use of electronic gadgets <input type="checkbox"/> Use of air conditioner or electric fan <input type="checkbox"/> Use of computer, scanner, printer, internet <input type="checkbox"/> Use of energy-saving devices, e.g. <i>LED</i> , <i>inverter aircon</i> <input type="checkbox"/> Use of alternative energy, e.g. <i>solar panels</i>	Administrative, Finance and Planning Works	1. Regulate the use of aircon (9AM-4PM) in well ventilated space;	All Employees	5% decrease of energy consumption	Daily
	Conferences/ Meetings and other related activities	2. Regular check-up/maintenance of aircon and electric fan;	Office of the DMO Property/Supply Officer	5% decrease of energy consumption	Quarterly
	Repair and Maintenance of office space/ buildings, stations & other facilities	3. Centralization and designation area for water dispenser and other appliances (kitchen);	Office of the DMO		1 st Quarter 2023
	Procurement of common use supplies and other materials	4. Progressive replacement of lights to LED;	Office of the DMO Property/Supply Officer	5% decrease of energy consumption	ANA
	Production and distribution and/or conduct of IEC	5. Turn off and unplug all electrical appliances upon leaving the office;	All Employees	5% decrease of energy consumption	Daily
	Construction of New Infrastructure/ Storage Facilities	6. Whenever applicable, convert to solar energy/start investing to solar panels.	Office of the DMO Property/Supply Officer	5% decrease of energy consumption	ANA
			Office of the DMO	Memo re: Policy on Austerity Measure	1 st Quarter 2023
			Planning Officer	GHG Inventory Report	On or before the end of Dec. 2023

Environmental Management System (EMS) Action Plan CY 2023

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	EXPECTED OUTPUT	TIMELINE/ TIME FRAME
C. Use of Fuel					
<input type="checkbox"/> Stationary (Generator set)	Operation and maintenance of genset	<ol style="list-style-type: none"> 1. Secure Permit to Operate (PTO); 2. Use of electric fan, instead of aircon; 3. Regular check-up/maintenance; and 4. Place genset in an enclosed area to minimize noise pollution (disturbance). 	Office of the DMO EMB Embedded Designated PCO Utility/Janitor	PTO 5% decrease of fuel consumption	Depending on the PCO Training ANA Quarterly
<input type="checkbox"/> Mobile (vehicles)	Attendance to and/or Conduct of Meetings, Monitoring, Inspection, Surveillance and other related activities	<ol style="list-style-type: none"> 1. Organize travel to maximize conveyance and as much as possible within the travel plan; 2. Carpooling; 3. Speed limit observance; 4. Strict compliance on the accomplishment of trip tickets; 5. Repair and maintenance of vehicle; and 6. Fuel to be used must be in accordance to the age of the vehicle. 	Office of the DMO All personnel with issued vehicle & Official Driver	5% decrease of fuel consumption Travel Plan Trip Tickets Maintenance Report	Daily Quarterly ANA Quarterly
			Planning Officer	GHG Inventory Report	On or before the end of Dec. 2023

Environmental Management System (EMS) Action Plan CY 2023

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS	RESPONSIBLE PERSON	EXPECTED OUTPUT	TIMELINE/ TIME FRAME
D. Use of Paper					
<input type="checkbox"/> Use of paper	Administrative, Finance and Planning Works	1. Reuse clean side of paper on: <ul style="list-style-type: none"> ➤ Travel Orders; ➤ Order of Payment; ➤ Attachment of DTRs/Travel Claims; ➤ Attachment to Ofs and DV's 2nd and 3rd copy only; ➤ Draft written reports; ➤ Duplicate copy of quotation; ➤ Notepad ➤ Printing of emails and their attachments; 2. Establish designated area for used papers and ready for use; 3. If both side of the paper is used, subject for junk shop disposal, however, if the content is confidential, subject for shredding; and 4. Strict observance of the rules or guidelines in the disposal of documents.	All Employees Planning Officer	Memo and/or Activity Report 5% decrease on annual consumption/procurement	Daily On or before the end of Dec. 2023

Prepared and consolidated by:

Attested by:

JANEST T. PANES
Forester II/Acting Head, EMS Core Team


RENATOS. GONZAGA
Officer/Concurrent PAsu, MNPL



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office
Coron, Palawan
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February 21, 2023

MEMORANDUM

FOR : The Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City


FROM : The OIC- Community Environment and
Natural Resources Officer
Coron, Palawan

SUBJECT : INTERNAL POLICY ON WASTE MANAGEMENT OF CENRO
CORON, PALAWAN



Respectfully forwarded is the attached memorandum instruction of the undersigned dated February 15, 2023 in support to the Environment Management System (EMS) of the Department and in adherence to the submitted action plan of this office dated February 15, 2023.

For information and record.


RODNEY C. VERIAN





Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Community Environment and Natural Resources Office
Coron, Palawan
Email add: cenrocoron@denr.gov.ph

February 15, 2023

MEMORANDUM

TO : ALLCENRO-CORON PERSONNEL
(BPR, EMB, MGB, JOB ORDER/S)

FROM : The OIC-Community Environment and
Natural Resources Officer

SUBJECT : **STRICT OBSERVANCE OF BASURA MO BITBIT MO**

In support the adherence to the conformance of the Quality Management System ISO9001:2015 and to sustain the implementation of the Environment Management System (EMS) Action Plan for CY 2023, all CENRO-Coron personnel are hereby instructed to strictly observe the BASURA MO BITBIT MO behavior within the Office.

In line with this, all personnel are advised to bring all of your generated BASURA during the day. In addition hereto, you are also discouraged to use SINGLE PLASTIC to minimize and/ or eliminate the production of plastic waste. Likewise, please bring your own personal belonging like: lunch box for your food and tumblers for your drinking water.

Your full cooperation in this endeavor is hereby enjoined.

FOR COMPLIANCE.


RODNEY G. VERIAN



Barangay Poblacion 5, Coron, Palawan



Republic of the Philippines
Department of Environment and Natural Resources
MEMAROPA Region
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Brooke's Point, Palawan

February 08, 2023

MEMORANDUM

FOR : The Provincial Environment and Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The Community Environment and Natural Resources Officer

SUBJECT : INTERNAL POLICY ON WASTE MANAGEMENT OF CENRO BROOKE'S POINT, PALAWAN

**DENR PENRO
PALAWAN RECORDS
RECEIVED**
BY: [Signature]
DATE: 13.12.2023 ON 23.12.2023

This is in connection to your Memorandum dated February 08, 2023 received on even-date regarding the above-cited subject. Listed hereunder are our internal policy in accordance to Regional Memorandum Order No. 2018-06, to wit :

1. Every employee shall practice and adopt the Reduce, Reuse, Recycle and Refuse (4R's) system;
2. Every employee is required to bring and use reusable water tumbler and food containers;
3. Every employee shall be responsible in managing their own trash to avoid negative environmental and health impacts;
4. Proper sorting/ segregation at source and disposal of solid waste should be strictly observed.
5. Use cloth streamers and banners instead of plastic tarpaulins;
6. The use of Styrofoam, food containers and "unnecessary" single use products will be prohibited/ banned within the Office and CENRO Compound. "Unnecessary" plastic products refer to cups less than 0.2 millimeter in thickness, drinking straws, coffee stirrers, spoons, forks, knives, "labo" or thin and translucent plastic bags, and thin - filmed sando bags;
7. Caterers or food vendors will no longer be allowed to deliver food in Styrofoam containers and single-use plastics inside CENRO Brooke's Point premises;
8. Conduct general clean-up of CENRO compound every last Friday of the month from 3:00 to 5:00 in the afternoon;
9. The Designated Plastic Monitoring Police and alternates are responsible for the implementation of these policies with tasks to:
 - a. Conduct random inspection in work areas to check if employees practice the policy;

M. Rodriguez St. Poblacion District I, Brooke's Point Palawan 5305
Mobile Phone: Globe: 09175028961 / Telephone No. (048) 7264101
Email / Gmail: cenrobrookespoint@denr.gov.ph

- b. Remind officials and employees in charge of events or activities to require serving or distribution of meals to coordinate with their respective suppliers or caterers to ensure the above policies are observed;
- c. Monitor and inspect section's rubbish bins before leaving the Office at 5pm.
- d. Call the attention of erring employees for first violation and collecting the following fines for second violation:
 - d.1. Php 100.00- of Styrofoam container;
 - d.2. Php 50.00- use of single use plastic and paper utensils (plastic spoons and tools, straw, stirrer, plastic or paper cups and plates (RMO No. 2018-006);
- e. Report to the Office of the CENRO the personnel who continue to violate above policies for appropriate sanctions;
- f. Officials and employees who violated this policy and their corresponding fines and penalties shall be given a written notice with advice to settle fines.

The fines will be collected by the Designated Collecting Officer and the proceeds from the fines shall be used for the implementation of RA 9003 in the Office and in other related activities within our area of jurisdiction including IECs subject for approval of the CENRO.

For your information and record.


LEONARD T. CALUYA



M.Rodriguez St. Poblacion District I, Brooke's Point Palawan 5305
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