



October 18, 2023

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

FROM : The OIC – PENR Officer

SUBJECT : QUALITY MANAGEMENT REPRESENTATIVES FOR THE IMPLEMENTATION OF THE DENR QUALITY MANAGEMENT SYSTEM IN PENRO MARINDUQUE

Pursuant to Executive Order No. 065 s. 2007 institutionalizing the implementation of the Quality Management System (QMS) in the government offices, and to ensure the effective implementation of the DENR QMS 9001:2015, the Quality Management System (QMS) organization of the DENR-PENRO Marinduque is hereby reconstituted as follows:

1. PENRO QMS Core Team

Quality Management Representative (QMR) : IMELDA M. DIAZ
OIC, PENRO

Deputy QMR : GEMMA P. DELOS REYES
In-Charge, Management Services Division

Co-Deputy QMR : CYNTHIA U. LOZANO
Chief, Technical Services Division

Core Team Members : EMETERIO M. RECTO
Protected Area Superintendent, PAMO – MWS

MARIA ELENA M. PARAÑAQUE
Chief, Conservation and Development Section

SIMEON R. DIAZ
Chief, Regulation and Permitting Section

NANNETTE M. JOVEN
Chief, Monitoring and Enforcement Section

JHONNA LIZA S. MEDENILLA
Chief, Planning Section

LORELYN P. SAET
Chief, Finance Section

EDEN P. PALACIOS
Chief, Administrative Section



The **Quality Management System Core Team** shall perform the following functions:

- a. Implement the QMS processes identified and their respective levels;
- b. Ensure the delivery of required outputs in accordance with the DENR's requirements and the ISO 9001:2015 standard;
- c. Evaluate effectiveness and conformance of the processes to the standard and to the requirements of the mandate of the Department;
- d. Prepare and recommend implementation plans and resource requirement for the effective implementation of the QMS;
- e. Review and recommend revision of the processes and procedures based on the results of the internal and external quality audit;
- f. Report to their respective QMR the performance of the quality management system and opportunities for improvement; and
- g. Perform other functions as may be assigned by their respective QMR.

2. **Internal Quality Audit Team**

Chairperson : **CYNTHIA U. LOZANO**
Chief, Technical Services Division

Members : **SIMEON R. DIAZ**
Chief, Regulation and Permitting Section

EDEN P. PALACIOS
Chief, Administrative Section

MARIA ELENA M. PARANAQUE
Chief, Conservation and Development Section

ERICKA L. MACUNAT
Administrative Aide VI

The **Internal Quality Audit Teams** shall perform the following functions:

- a. Prepare the audit plans and criteria based on the DENR's established requirements and ISO 9001: 2015 standard;
- b. Conduct the internal quality audit based on the established audit plans and criteria;
- c. Conduct of the internal quality audit;
- d. Monitor the implementation of the corrective actions;
- e. Verify and validate the effectiveness of the corrective actions for non-conformances raised during internal audits; and
- f. Submit the results of the IQA to Lead Auditor;
- g. Perform other functions as may be assigned by the QMR.

For consideration.


IMELDA M. DIAZ