



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
Provincial Environment and Natural Resources Office

13 June 2022



MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The Assistant Regional Director
Management Services

FROM : The In-Charge, Office of the PENRO
Calapan City, Oriental Mindoro

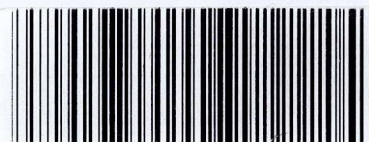
SUBJECT : SUBMISSION OF STATUS OF ENVIRONMENTAL
MANAGEMENT SYSTEM (EMS) IMPLEMENTATION
IN THE PROVINCE OF ORIENTAL MINDORO

Respectfully submitting herewith is the duly accomplished EMS project implementation plan for the province of Oriental Mindoro, in compliance with Memorandum No. 2022-322 from Undersecretary of Legal, Administration, Human Resources and Legislative Affairs and Chairperson of Environmental Management System, Atty. Ernestor D. Adobo, Jr.

Attached also is PENRO Special Order authorizing the creation of EMS focal persons to fully facilitate and monitor compliance to project implementation.

For reference and guidance.


ALMA E. GIBE



DENRPENRO2206000018

Tracking no. 2205000832



PENRO Special Order

No. _____

Series of 2022


**SUBJECT: DESIGNATING FOCAL PERSONS FOR ENVIRONMENTAL
MANAGEMENT SERVICE AT DENR-PENRO ORIENTAL
MINDORO**

In the interest of the service and in compliance to **DENR-EMS (ISO 14001:2015) – Environmental Management System** to issue Special Order designating focal persons to ensure consistency, effectivity and achieve environmental objectives in operational processes of the Office, the following are hereby designated as focal persons for EMS:

- Chairperson - Nestor N. Cuasay
[DMO IV](#)
- Members - Nelson S. Sikat
Myla Gemma P. Gamboa
Erwin Val R. Sixon
Rayson C. Alfante (CENRO Socorro rep)
Arabelle Joy V. Tamayosa (CENRO – rep)

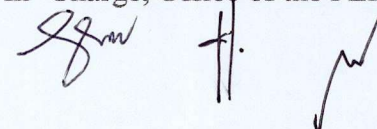
As such, they shall ensure that processes and activities are in accordance with good environmental management consistent with ISO 14001:2015 and identify, manage and reduce environmental impacts of operation and activities to deliver services and serve as a focal person to address risk associated with threats and take advantage of opportunities in the workplace.

This Order takes effect immediately and shall remain enforced unless revoked by another Order.



ALMA E. GIBE

In- Charge, Office of the PENRO



EMS PROJECT IMPLEMENTATION PLAN FORM

ACTIVITIES	BUDGETARY REQUIREMENT AND FUNDING SOURCE	RESPONSIBLE OFFICE/UNIT/PERSONNEL	TIMETABLE	INTENDED OUTCOME	REMARKS
1. Proper wearing of office IDs.	Regular Fund	Management	Continuing	Employee and Clientele satisfaction	
2. Provision of garbage bins properly labelled with DENR Logos and Color Coded to be placed in designated areas.	Regular Fund	Management	End of June 2022	Proper waste disposal	
3. Maintenance of Material Recovery Facility (MRF).	Regular Fund	GSS	Continuing	Waste properly management	
4. Provision of signages bearing "No Smoking Zone" at designated areas.	Regular Fund	GSS	End of June 2022	Health and Wellness of employees and clientele	
5. Implementation of physical fitness/wellness of employees (Zumba) every Wednesday 4:30 pm.	Regular Fund	Management	Continuing	Health and Wellness of employees	
6. Clean-up drive every Friday afternoon at workplace and surroundings.	Regular Fund	Management	Continuing	Cleanliness of Surroundings	
7. Maintenance of access ramp and washroom, railings for PWDs and Senior Citizens customers.	Regular Fund	GSS	Continuing	Reduce workplace accidents and assistance of PWDs and Senior Citizens	

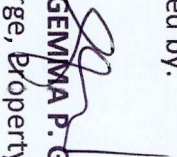
8. Maintenance of feeding/lactation room and Senior Citizen assistance.	Regular Fund	Management	Continuing	Assistance to clientele	
9. Maintenance of First Aide Kits and apparatus.	Regular Fund	GSS	Continuing	Health assistance to employees and clientele	

Energy Conservation


1. Regular Maintenance and smoke emission of all service vehicles including motorcycles.	Regular Fund	GSS	Continuing	Vehicles properly maintained	
2. Implementation of 4:00 habit to power off air-conditioning units.	Regular Fund	Sectorial Units	June 2022	Energy Conservation	
3. Regulation of water usage thru designating focal person to monitor and check on leaks and defects of faucets and water pipes.	Regular Fund	Management	June 2022	Water System properly maintained	
4. Regulation of vehicle travel thru issuance of trip tickets to maximum passenger capacity on official travel.	Regular Fund	Management	Continuing	Maximized used of vehicles	
5. Installation of Solar lights at the outer part of the building (1,000.00)	Regular Fund	GSS	End of July 2022	Energy conservation and promotion of renewable energy	

6. Provision of GPS tracking device in all service vehicles.	Regular Fund	GSS	End of Sept. 2022	Monitoring of vehicles	
7. Weekly cleaning of air-conditioning filters and periodic general cleaning and maintenance of air-conditioning units.	Regular Fund	GSS	End of June 30, 2022	Air-conditioning units properly maintained	
8. Provision of rain water storage (drums) to be used in watering of plants and carwashing of vehicles.	Regular Fund	GSS	End of July 2022	Water Conservation	
Others:					
1. Reused/Reduced/Recycling of bond papers.	Regular Fund		Continuing	Solid Waste Management compliant	


Prepared by:


MYLA GEMMA P. GAMBOA
 In-Charge, Property/HR

Reviewed by:


NELSON S. SIKAT
 In-charge, GSS

Approved by:


ALMA E. GIBE
 DMO V/In-charge, Office of the PENRO