



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

MEMORANDUM

TO : ALL PENROs
ALL CENROs

FROM : THE ARD FOR MANAGEMENT SERVICES AND
CHAIRPERSON, EMS CORE TEAM

SUBJECT : ACTIVITY REPORT OF THE RECENTLY
CONDUCTED AWARENESS TRAINING ON ISO
14001:2015 KNOWN AS ENVIRONMENTAL
MANAGEMENT SYSTEM


DATE : OCT 18 2022

We are furnishing you a copy of the activity report on the recently conducted Awareness Training on ISO 14001:2015 known as Environmental Management System held at Selah Pods Hotel last 21-22 September 2022.

As agreed during the training among the participants, the below listed outputs are expected to be submitted on or before 21 November 2022 thru email address: ems.denrmimaropa@gmail.com. These outputs are vital in the planning workshop scheduled to be held tentatively on 21-22 November, 2022.

- a) Environmental aspects including the activities and environmental impacts
- b) Compliance obligations
- c) Scope
- d) Environmental policy
- e) Environmental objectives

For information and compliance.


DONNA MAYOR-GORDOVE, CESO IV


cc. EMS Core Team PENROs
EMS Core Team CENROs





Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

MEMORANDUM

FOR : THE REGIONAL EXECUTIVE DIRECTOR

**THRU : THE ASSISTANT REGIONAL DIRECTOR FOR
MANAGEMENT SERVICES**

FROM : THE CHIEF, ADMINISTRATIVE DIVISION

**SUBJECT : END OF LEARNING REPORT ON THE CONDUCT OF
AWARENES TRAINING ON ISO 14001:2015 KNOWN
AS ENVIRONMENTAL MANAGEMENT SYSTEM HELD
ON SEPTEMBER 21-22, 2022**

DATE : OCT 0 5 2022

We are pleased to submit the End-of-Learning Report on the conduct of Awareness Training on ISO 14001:2015 known as Environmental Management System (EMS) held on September 21 and 22, 2022 at the Selah Pods Hotel as per Regional Special Order No. 289 dated September 21, 2022.

This report will serve as means of verification (MOV) to 100% conduct of Learning programs based on submitted L&D Plan for CY 2022.

For information and record.

Rosario C. Gulmatico
ROSARIO C. GULMATICO

AWARENESS TRAINING ON ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

SELAH PODS HOTEL, SEPTEMBER 21-22, 2022
RSO NO. 289 DATED SEPTEMBER 21, 2022

1. EXECUTIVE SUMMARY

The Department of Environment and Natural Resources (DENR) is the primary government agency responsible for the conservation, management and development of the country's natural resources and the protection of the environment. One of the major requirements in maintaining its mandate is to have the organization be certified as ISO 14001:2015 known as Environmental Management Systems (EMS). Being certified as ISO 14001:2015 the Department complies as well with the requirements of the Performance Based-Bonus.

Given the above situation, it is important that DENR MIMAROPA Region be certified as ISO 14001:2015 - Environmental Management System (EMS). In order to strengthen the implementation of the EMS in DENR MIMAROPA Region in accordance with international standards, the conduct of **Awareness Training on ISO 14001:2015** was conceptualized and implemented on September 21-22, 2022 through the issuance of Regional Special Order No. 289 dated September 21, 2022 with the designated members of the Core Teams from the regional office down to its field offices as participants/attendees.

2. BACKGROUND

The ISO 14001:2015 is an International Standard for an environmental management system that aims to provide the organization a structure for its EMS to enhance its environmental performance, to manage its environmental responsibilities in a systematic manner that contributes to the environmental pillar of sustainability and ensure that all operational processes are consistent, effective and will achieve its environmental objectives.

EMS is a framework used by an organization to identify, manage and reduce environmental impacts of its operations and activities to deliver services. It also serves as a tool to address risk associated with threats and take advantage of opportunities in the workplace.

In December 2015, the DENR became the first government agency in the country to be certified under the new version of ISO 14001:2015. In December 2018, the agency was re-certified, audited and awarded with Certificate No. PH16/1341.

True to its mandate and to serve as a role model in environmental management, Regional Special No. 289 dated September 21, 2022 was approved by the Regional Executive Director Lormelyn E. Claudio. This RSO authorized the conduct of awareness training on ISO 14001:2015 that will help the members of core teams to understand the ISO 14001:2015 and be guided on the step-by-step process to successfully set up an EMS and be certified.

3. OBJECTIVES

3.1 General

At the end of the training course, the learners shall be able to:

- 1. Prepare the required documented information (maintain/retain) needed for the implementation of EMS in their respective offices
- 2. Strengthen the implementation of EMS

3.2 Specific

At the end of each topic, the learners will be able to:

- 1. Understand ISO 14001:2015 and Environmental Management System
- 2. Identify the importance and benefits of an ISO 14001:2015: EMS
- 3. Explain the key terms, definitions, components, structure, process approach and elements of ISO 14001: 2015
- 4. Familiarize with the different documented information of the system
- 5. Explain the documentation requirements of the standard
- 6. Appreciate the need to be certified in ISO 14001:201

4. LEARNERS

The participants of this awareness training are identified members of core teams who will be responsible for the implementation of EMS in their respective offices.

	Name	Office
1	Donna Mayor-Gordove, CESO IV	Regional Office
2	Maximo C. Landrito	-do-
3	Rosario C. Gulmatico	-do-
4	Dennis B. Valdez	-do-
5	Edna A. Tarrosa	-do-
6	Maria Cristina C. Rendorio	-do-
7	Winston A. De Guzman	-do-
8	Jyferson A. Villapa	-do-
9	Romeo P. Ibarrientos	-do-
10	Lyza Ellaine A. Bernabe	PENRO Occidental Mindoro
11	Wilfredo T. Aquino	-do-
12	Mercy A. Fianza	CENRO Sablayan
13	Reynaldo A. Daño	-do-
14	Ritchel C. Alvarado	CENRO San Jose
15	Karina Tricia D. Sy	-do-
16	Myla Gemma P. Gamboa	PENRO Oriental Mindoro
17	Nestor N. Cuasay	-do-
18	Dale Melchor A. Alagao	CENRO Roxas, Oriental Mindoro
19	Arabelle Joy V. Tamayosa	-do-
20	Adrian V. Catud	CENRO Socorro

	Name	Office
21	Rayson C. Alfante	CENRO Socorro
22	Nannette M. Joven	PENRO Marinduque
23	Eden P. Palacios	-do-
24	Monaliza G. Peralta	PENRO Romblon
25	Thelmo S. Hernandez	-do-
26	Irene A. Mixdon	PENRO Palawan
27	Joselito A. Eyala	CENRO Brooke's Point
28	Nikki E. Ripalda	CENRO Coron
29	Arlene B. Basaya	CENRO Puerto Princesa
30	Richelle C. Ojario	CENRO Quezon
31	Marces C. Lasangen	CENRO Roxas, Palawan
32	Mariano P. Lilang, Jr.	CENRO Taytay

- ☛ 31 out of 32 (96.875%) learners attended the learning event
- ☛ Two (2) learners were viced
- ☛ 17/31 or 54.84% were female participants
- ☛ 14/31 or 45.16% were male participants

5. The Resource Person

In order to impart the knowledge on the concept of ISO 14001:2015 "Environmental Management System", Engineer Melchor E. Formacil, Consultant, IRCAA Lead Auditor Tutor, experienced Trainer and Lead Auditor in different Management Systems ISO 14001:2015 EMS, ISO 45001:2018 OH & SMS, ISO 22000:2018 FSMS, FSSC 22000 v5.1 and ISO 50001:2018 EnMS was tapped as discussant.

6. METHODOLOGY

The training was conducted through face-to-face set-up. Presentations / lectures were done using the PowerPoint. Sharing of ideas and experiences was encouraged to intensify the learning process. The learners were invited to ask questions in order to clarify doubts and ensure understanding of the key learning points. Group planning workshop was employed to reinforce learning.

7. HIGHLIGHTS OF THE ACTIVITY

Day 1- September 21, 2022 Classroom lecture-discussion

The Resource Person (RP) during this event was Engr. Melchor E. Formacil, a Chemical Engineer, Consultant, IRCAA approved Lead Auditor Tutor, experienced Trainer and Lead Auditor in different Management Systems (ISO 14001:2015 EMS, ISO 45001:2018 OH&SMS, ISO 22000:2018 FSMS, FSSC 22000 v5.1 and ISO 50001:2018 EnMS). He lectured the ISO 14001:2015 and its relevance to EMS, the importance and benefits of getting certified in ISO 14001:2015. He also discussed all the contents of EMS manual emphasizing the important clauses:

- a) Scope
- b) References
- c) Terms and Definitions
- d) Context of the Organization
- e) Leadership
- f) Planning
- g) Support
- h) Operation
- i) Performance Evaluation
- j) Improvement

The RP explained the components, structure, process approach and elements of ISO 14001: 2015 and helped the learners to be familiar with the different documented information of the system as well as with the documentation requirements for EMS certification.



Day 2 - September 22, 2022 Planning Workshop

The planning workshop was facilitated by Assistant Regional Director for Management Services Donna Mayor-Gordove, CESO IV.



The participants were grouped into five (5). These are:

Group	Province/Office
1	PENRO Palawan
2	PENRO Occidental Mindoro
3	PENRO Oriental Mindoro
4	PENRO Marinduque & PENRO Romblon
5	Regional Office

Each group was tasked to determine and submit the following:

1. Environmental aspects including the activities and environmental impacts
2. Compliance obligations
3. Scope
4. Environmental policy
5. Environmental objectives

GROUP PLANNING WORKSHOP



PALAWAN

**MARINDUQUE AND ROMBLON**

ORIENTAL MINDORO



OCCIDENTAL MINDORO

REGIONAL
OFFICE

8. AGREEMENTS/ISSUES AND CONCERNS

8.1 EMS Secretariat will create a messenger group chat and official email exclusive for EMS Core Groups.

✦ GC: EMS MIMAROPA

✦ Email Address: ems.denrmimaropa@gmail.com

8.2 Create a Core Team per PENRO/CENRO that will develop / maintain documented information. Identify the head and members of the core team. Submit on or before **September 30, 2022** the names of the core team in memorandum format signed by the Head of Office with the following details:

Name

Designation

Contact/CP No.

Messenger Account

8.3 Send the advance copy (screenshot) of the memorandum in group chat.

Likewise, send the copy of memorandum in MS Word format in email for the preparation/consolidation of names into an RSO.

8.4 Head of Core Team can be the MSD, Assistant CENRO or someone with leadership quality with the following functions:

1. Responsible for their office certification process in EMS;
2. To develop the documents in EMS; and
3. To establish the procedures in developing the maintain documents.

8.5 The output of planning workshop will be submitted on or before **November 21, 2022**.

8.6 All instructions and information that will be sent in group chat are considered official and no need to wait for written instruction/memorandum.

8.7 EMS Secretariat to draft memorandum on the agreements and deliverables.

Prepared by:


Leizel F. Moreno
Member, EMS Secretariat


Michelle B. Tuyan
Assistant Head, EMS Secretariat

Attachments: RSO 289 dated September 21, 2022
Course Design





REGIONAL SPECIAL ORDER

No. 289
Series of 2022

SEP 21 2022

**SUBJECT : AUTHORIZING THE CONDUCT OF AWARENESS TRAINING
ON ISO 14001:2015 KNOWN AS ENVIRONMENTAL
MANAGEMENT SYSTEM (EMS)**

In the interest of the service, and in order to strengthen the implementation of the Environmental Management System (EMS) in the DENR MIMAROPA Region in accordance with the international standard, the conduct of Awareness Training on ISO 14001:2015 Known as Environmental Management System (EMS) on September 21- and 22, 2022 in a venue to be announced later, is hereby authorized.

This activity shall be participated by the following officials and personnel:

PARTICIPANTS	POSITION/DESIGNATION
Regional Office	
1. Donna Mayor-Gordove	ARD for Management Services
2. Maximo C. Landrito	OIC, ARD for Technical Services
3. Rosario C. Gulmatico	Chief, Administrative Division
4. Dennis B. Valdez	Supervising Administrative Officer
5. Ma. Cristina C. Rendorio	Chief, Personnel Section
6. Edna A. Tarrosa	Chief, Human Resource Development Section
7. Romeo P. Ibarrientos	OIC, General Services Section
8. Madona P. Corado	Chief, Regional Strategic Communication and Initiatives Group
9. Winston A. De Guzman	OIC, Monitoring Evaluation Section
PENRO Marinduque	
10. Eden P. Palacios	Administrative Officer IV
11. Nannette M. Joven	Forester II
PENRO Occidental Mindoro	
12. Wilfredo T. Aquino	Land Management Officer II
13. Lyza Ellaine A. Bernabe	Administrative Officer I
PENRO Oriental Mindoro	
14. Nestor N. Cuasay	Development Management Officer IV
15. Myla Gemma P. Gamboa	Forest Technician II
PENRO Palawan	
16. Irene A. Mixdon	Administrative Assistant I
PENRO Romblon	
17. Thelmo S. Hernandez	Chief, Management Services Division
18. Monaliza G. Peralta	Planning Officer I
CENRO Sablayan	
19. Alvin E. Sanico	Forester II
20. Mercy A. Fianza	Forester I

CENRO San Jose	
21. Karina Tricia D. Sy	Ecosystems Management Specialist I
22. Ritchel C. Alvarado	Administrative Aide VI
CENRO Socorro	
23. Rayson C. Alfante	Ecosystems Management Specialist I
24. Adrian V. Catud	Forest Technician I
CENRO Roxas, Oriental Mindoro	
25. Arabelle Joy V. Tamayosa	Forest Technician I
26. Dale Melchor A. Alagao	Administrative Aide VI
CENRO Brooke's Point	
27. Joselito A. Eyala	Forester III
CENRO Coron	
28. Nikki E. Ripalda	
CENRO Puerto Princesa City	
29. Arlene B. Basaya	Ecosystems Management Specialist I
CENRO Quezon	
30. Richelle C. Ojario	Forest Technician II
CENRO Roxas, Palawan	
31. Marces C. Lasangen	Forester I
CENRO Taytay	
32. Mariano P. Lilang, Jr.	Development Management Officer IV
Secretariat/Facilitator	
33. Michelle B. Tuyan	OIC, Records Section
34. Leizel F. Moreno	Administrative Assistant I
35. Angel Nica B. Capacio	Administrative Assistant I
36. Kristine A. Zacarias	Administrative Assistant I/Training Staff


All expenses to be incurred in the conduct of this program shall be charged against EMS funds, however, travel expenses of all participants shall be charged against their respective office's funds subject to accounting and auditing rules and regulations.

The EMS Secretariat shall submit a report fifteen (15) days after the completion of the learning event to the undersigned through the Assistant Regional Director for Management Services.

This Order shall take effect on the dates specified herein.


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director



 Department of Environment
and Natural Resources
MIMAROPA Region



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ARD-MS/AD/HRDS

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Website: <https://mimaropa.denr.gov.ph>



REGIONAL SPECIAL ORDER

No. 298
Series of 2022

OCT 03 2022

SUBJECT: AMENDMENT TO REGIONAL SPECIAL ORDER NO. 289 DATED SEPTEMBER 21, 2022 AUTHORIZING THE CONDUCT OF AWARENESS TRAINING ON ISO 14001:2015 KNOWN AS ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

In the interest of service, Regional Special Order No. 289 dated September 21, 2022 authorizing the conduct of the Awareness Training on ISO 14001:2015 is hereby amended to include the following as substitute learners:

Name/Position	Vice/Position
1. Jyferson A. Villapa- Communication Development Officer II	Madona P. Corado-Sr. Communication Development Officer
2. Reynaldo A. Dano- Ecosystems Management Officer II	Alvin E. Sanico- Forester II

All other provision of Regional Special Order No. 289 not inconsistent herewith remain in force.

This Order shall take effect immediately


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

• **ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM AWARENESS TRAINING**

I. RATIONALE

- Mandated to be the primary agency in the conservation, management, development, and proper use of the country's environment and natural resources, it is inevitable that the entire organization be certified of the ISO 14001:2015.

ISO 14001:2015 is an International Standard for an environmental management system to enhance its environmental performance and to manage its environmental responsibilities in a systematic manner that contributes to the environmental pillar of sustainability.

• **II. OBJECTIVES**

At the end of this activity, participants shall be able to:

- Identify the benefits of an ISO 14001:2015 EMS;
- Explain the key terms, definitions, and requirements of the standard;
- Know and understand the key changes in ISO 14001:2015;
- ➤ Re-echo the learning in their respective offices.

III. LEARNERS

The learners in this activity are the EMS Committee core team in the regional office; two (2) representatives from each CENROs and PENROs.

• **IV. MONITOR AND EVALUATION**

Training evaluation refers to the process of collecting the results of evaluation tools needed to determine if the learning and development intervention is effective.

The learners' Reaction (level 1) and Learning (level 2) shall be evaluated at the end of the event.

• **V. COURSE CONTENT**

In this course, the participants will have an overview of the scope of EMS and the step-by-step process to successfully set up an EMS.

They will also discover the risks that affect compliance, the roles of top management for an EMS, and scope of performance evaluation.

• **VI. METHODOLOGY**

Participants will learn through role plays, case studies, group exercises, scenarios and discussions.

VII. RESOURCE PERSONS

The awareness training will be handled by a reputable international standard certification body which is also a learning service provider.

VIII. DATE AND VENUE


This activity will be held in September 2022 in a venue to be announced later.

IX. BUDGETARY REQUIREMENTS

The following expenses shall be charged to ~~GMS~~ funds subject to accounting and auditing rules and regulations:

Food and accommodation: (36 pax x PhP2,500.00 x 2 days)	PhP180,000.00
Learning Service Provider	48,160.00
Incidental expense	20,000.00
TOTAL BUDGETARY REQUIREMENT	<u>PhP248,160.00</u>


Certified on the availability of funds:


NAZAR NORMAN S. CORTUNA
Chief, Accounting Section
4 wty. fund.

Prepared by:


EDNA A. TARROSA
Chief, HRDS

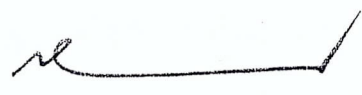
Reviewed by:


ROSARIO C. GULMATICO
Chief, Administrative Division

Recommending Approval:


DONNA MAYOR-GORDOVE, CESO IV
ARD for Management Services

Approved by:


LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director