



Republic of the Philippines  
Department of Environment and Natural Resources  
PENRO Marinduque

**DENR MIMAROPA  
RECORDS SECTION  
RECEIVED**

**FEB 14 2023**

☐ INCOMING ☐ OUTGOING  
BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_  
TIME: \_\_\_\_\_

February 9, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**FROM** : The OIC – PENR Officer

**SUBJECT** : **REPORT ON THE CONDUCT OF SIMULTANEOUS 5S  
DAY OF PENRO MARINDUQUE**

Respectfully submitted is the accomplishment report on the conduct of Simultaneous 5S Day of PENRO Marinduque in support with the implementation of Action Plan under DENR Environmental Management System (EMS) ISO 14001-2015.

For information and record.

  
**IMELDA M. DIAZ**



February 2, 2023

**MEMORANDUM**

**FOR : The OIC, PENR Officer**  
**THRU : The In-Charge, Management Services Division**  
**FROM : The Chief, Administrative Section**  
**SUBJECT : NARRATIVE REPORT ON THE CONDUCT OF  
SIMULTANEOUS 5S DAY DENR PENRO MARINDUQUE**

In compliance with the Memorandum dated January 11, 2023 to conduct simultaneous 5S day at PENRO Marinduque, PAMO Office and Buyabod Monitoring Station and Look-Out Tower every last Friday of the Month in support with the implementation of Action Plan under the DENR Environmental Management System (EMS) ISO 14001:2015, respectfully submitted is the narrative report on the conduct of the activity on January 27, 2023.

The activity started at 8:00 a.m. PENRO Marinduque office personnel first worked on their own stations to clear them of unnecessary items before checking and inspecting colleagues' workplaces and assigning red tags to items deemed unnecessary for the performance of work-related tasks and responsibilities. Meanwhile, personnel from the PAMO office, Buyabod Monitoring Station, and Look-Out Tower cleaned both the outside and inside of the office. The 5S principles (SORT, SET IN ORDER, SHINE, STANDARDIZE, AND SUSTAIN) were followed by all personnel, which involved going through items in their workspace, removing what is unnecessary, organizing items, cleaning, performing maintenance, and ensuring that these things become habits. This activity aims to primarily improve the work environment by making everything more efficient.

Attached are photos taken during the conduct of the 5S Day in DENR Marinduque.

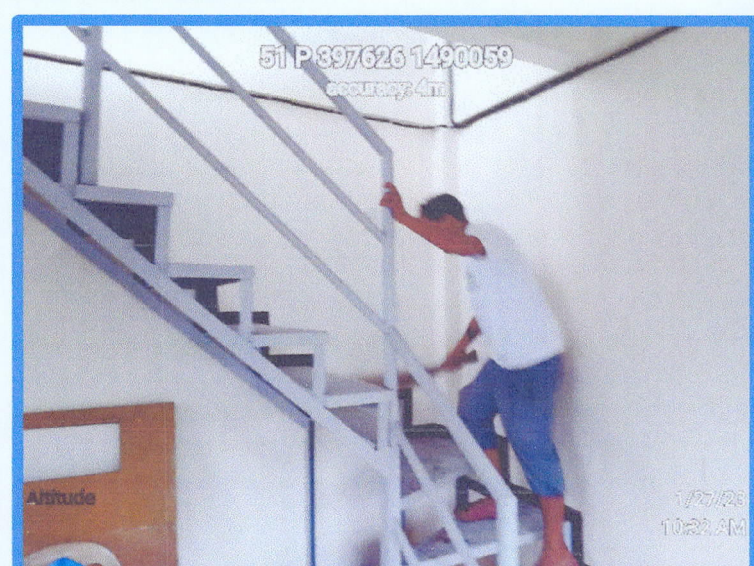
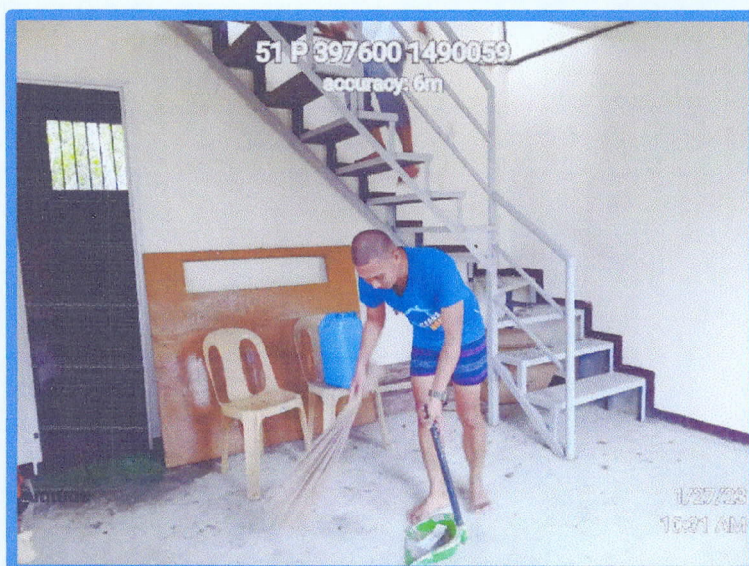
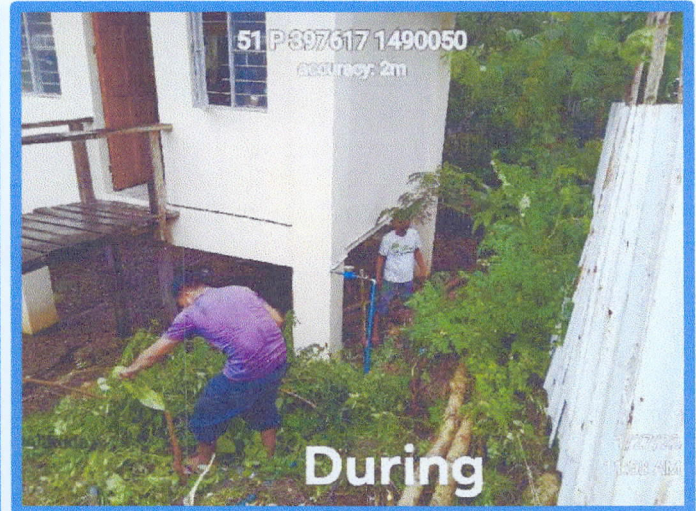
For information and record.

**EDEN P. PALACIOS**





**Photos during the conduct of 5S Day in Buyabod Monitoring Station  
and Look-Out Tower in Brgy. Buyabod, Santa Cruz, Marinduque**



*Photos of Monitoring and Enforcement Section (MES) staff cleaning the inside of the station and cleared the weeds around the Buyabod Monitoring Station and Look-Out Tower in Brgy. Buyabod, Santa Cruz, Marinduque.*





**Photos of the conduct of 5S Day in PENR Office Marinduque**



*Photos of Management Services Division (MSD) personnel, cleaning the office premises taken before, during and after 5S Clean-up drive Day.*





**Photos of the conduct of 5S Day in PENR Office Marinduque**

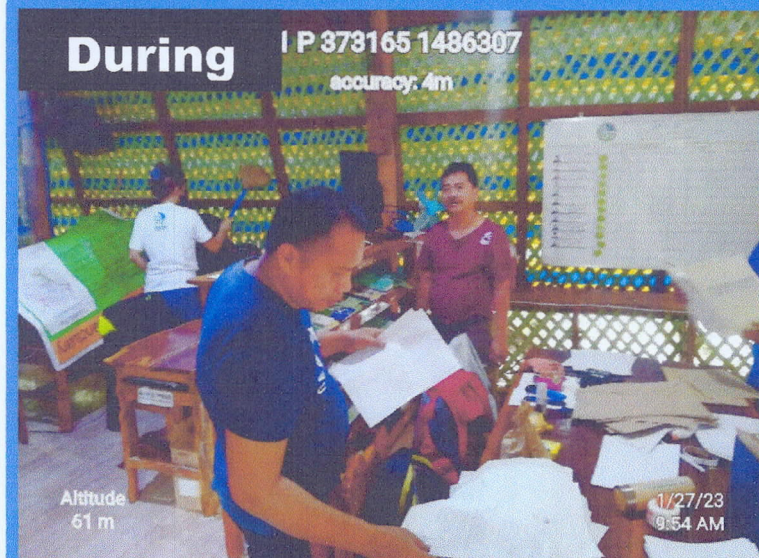
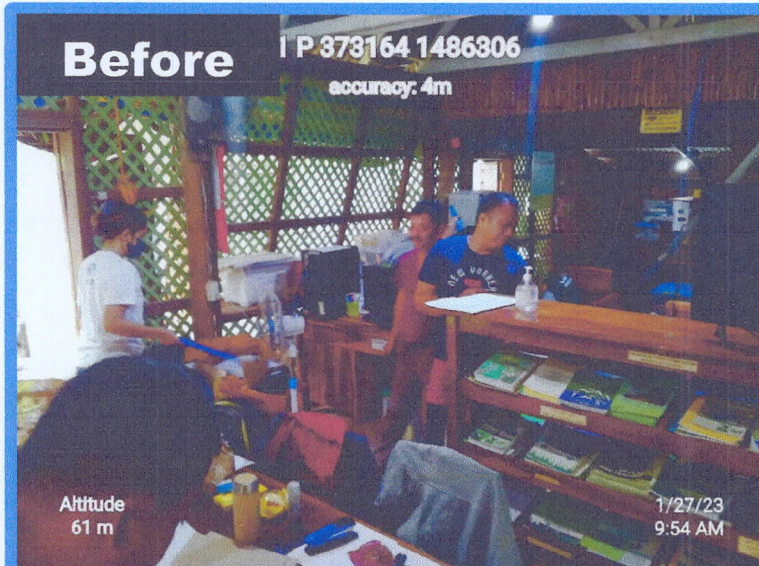


*Photos of Technical Services Division (TSD) personnel, cleaning the office premises taken before, during and after 5S Clean-up drive Day.*





**Photos of the conduct of 5S Day in PENR Office Marinduque**



*Photos of Protected Area Management Office (PAMO) Satellite and Marinduque Wildlife Sanctuary (MWS) personnel, cleaning the premises taken before, during and after 5S Clean-up drive Day.*





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**PENRO MARINDUQUE**

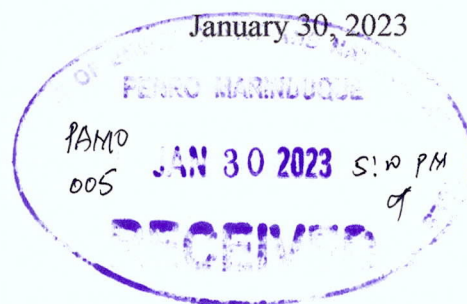
**MEMORANDUM**

FOR : **The OIC, PENR Officer**  
Boac, Marinduque

THRU : **The In-Charge**  
Management Services Division *[Signature]*

FROM : **The Protected Area Superintendent**  
Marinduque Wildlife Sanctuary

SUBJECT : **PARTICIPATION TO SIMULTANEOUS 5S DAY CONDUCTED BY PROTECTED AREA MANAGEMENT OFFICE LOCATED AT BARANGAY TUMAGABOK AND PAMO SATELLITE OFFICE AT BARANGAY BANGBANGALON, BOAC, MARINDUQUE.**



Respectfully submitted is the accomplishment report of the Protected Area Management Office regarding the aforementioned subject in compliance to Memorandum dated January 11, 2023 anent implementation of Action Plan under DENR Environmental Management System (EMS) ISO 14001-2015.

Relative thereto, the PAMO staff and personnel participated in conducting simultaneous 5S day last January 27, 2023 at PAMO in Barangay Tumagabok and PAMO Satellite Office in Barangay Bangbangalon, Boac respectively. Said activity was attended by five (5) females and twelve (12) males with a total of seventeen (17) participants. Despite of intermittent rain, the group continued the activities on both areas, thus, this office had successfully attained the 5S goal thru five-step organizational technique to create and maintain intuitive workplace.

In view of the said activities, it is hereby recommended that regular clean up or 5S be conducted in every workplace of DENR PENRO Marinduque.

Attached are the geotagged photos and attendance sheet of the activity.

For information, record and further instruction.

*[Signature]*  
**EMETERIO M. RECTO**  
*[Signature]*



BEFORE THE ACTIVITY AT PAMO TUMAGABOK (MAIN)



Geotagged photos of the conducted simultaneous 5S day at Protected Area Management Office (PAMO) located at Barangay Tumagabok, Boac, Marinduque.



DURING THE ACTIVITY AT PAMO TUMAGABOK (MAIN)



Geotagged photos of the conducted simultaneous 5S day at Protected Area Management Office (PAMO) located in Barangay Tumagabok, Boac, Marinduque



# AFTER THE ACTIVITY AT PAMO TUMAGABOK (MAIN)



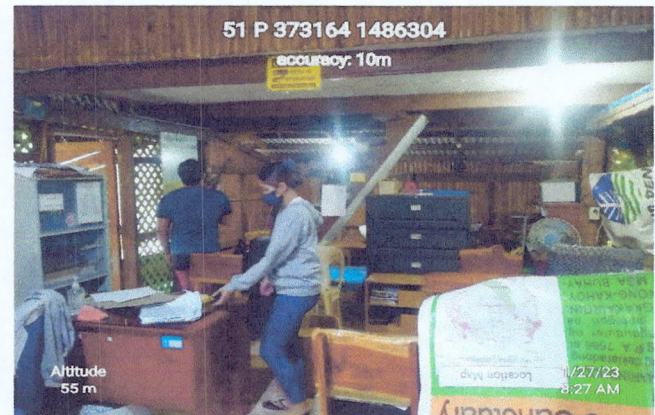
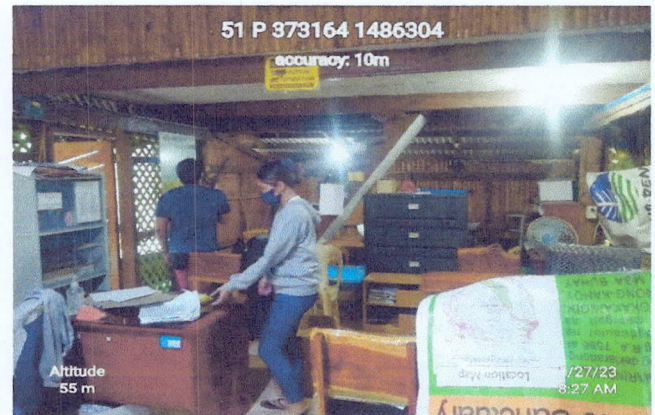
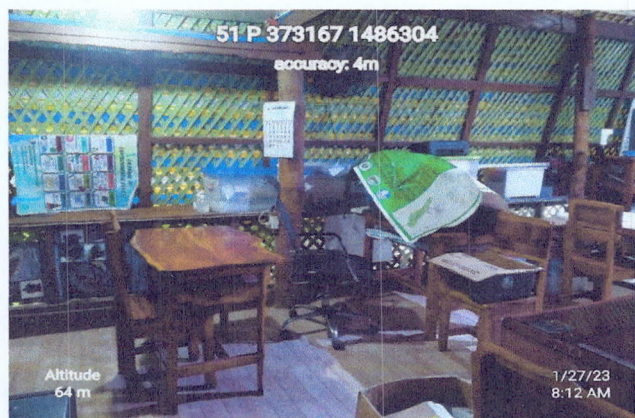


AFTER THE ACTIVITY AT PAMO TUMAGABOK (MAIN)





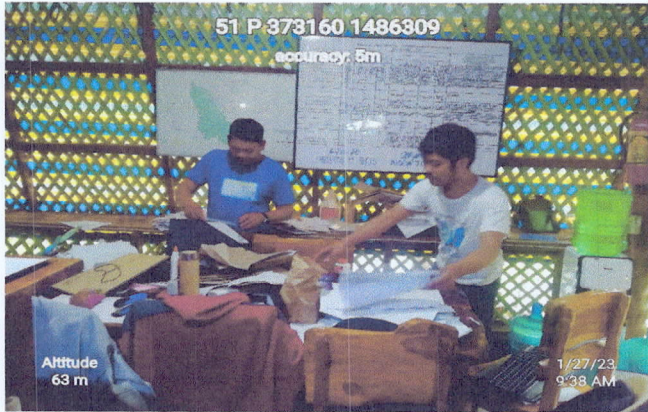
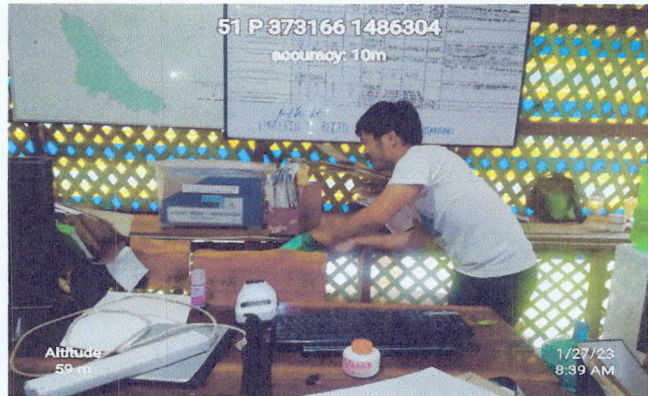
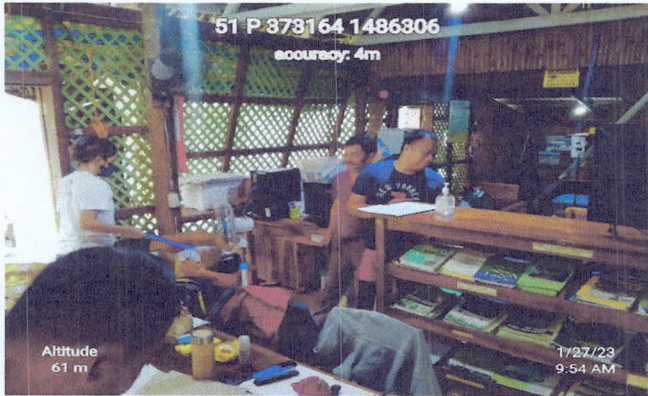
## BEFORE THE ACTIVITY AT PAMO SATELLITE OFFICE



Geotagged photos of the conducted simultaneous 5S day at PAMO Satellite Office located in Barangay Bangbangalon, Boac, Marinduque



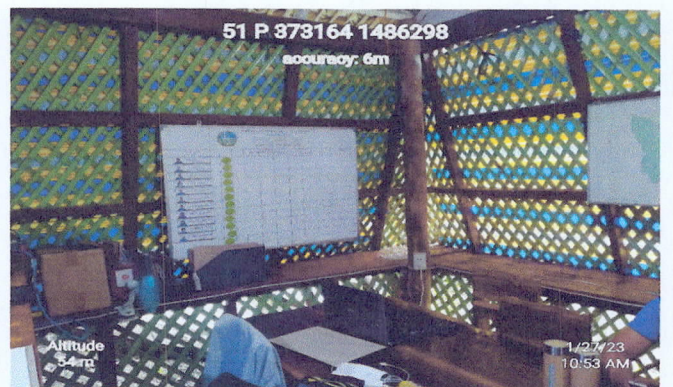
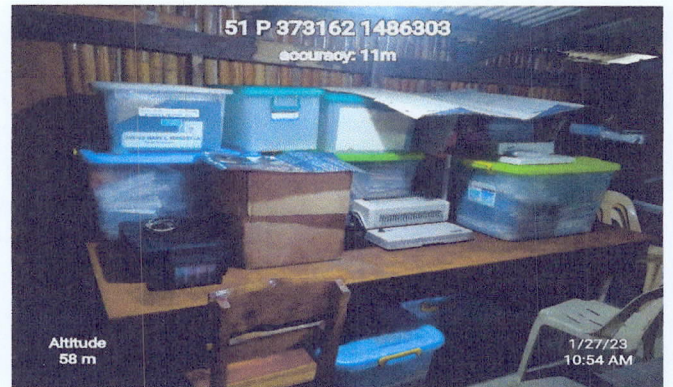
DURING THE ACTIVITY AT PAMO SATELLITE OFFICE



Geotagged photos of the conducted simultaneous 5S day at PAMO Satellite Office located in Barangay Bangbangan, Boac, Marinduque



## AFTER THE ACTIVITY AT PAMO SATELLITE OFFICE



Geotagged photos of the conducted simultaneous 5S day at PAMO Satellite Office located at Barangay Bangbangalon, Boac, Marinduque





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PENRO MARINDUQUE

ATTENDANCE

SIMULTANEOUS 5S DAY  
AT PAMO SATELLITE OFFICE IN BRGY. BANGBANGALON, BOAC, MARINDUQUE ON JANUARY 27, 2023

	NAME	AGE	ADDRESS	OFFICE /ORGANIZATION	GENDER		SIGNATURE
					M	F	
1	STEPHAN M. MILAIDA	08	Denre - Penre	PAMO	✓		
2	PONDABOR M. MONTAÑA		Denre - Penre	PAMO	✓		
3	MARK L. PEREZON		Denre - Penre	Penre	✓		
4	ALVIN L. PEREZON	34	Denre - Penre PAMO	PAMO - MWS	✓		
5	BLESILDA J. CONSTANTINO	48	- do -	- do -		✓	
6	RACHEL ANN V. GUERRON	22	- do -	- do -		✓	

“Tungo sa Matapat, Matuwid at Mabilis na Serbisyo”





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PENRO MARINDUQUE

ATTENDANCE

SIMULTANEOUS 5S DAY

AT PROTECTED AREA MANAGEMENT OFFICE (PAMO) IN BRGY. TUMAGABOK, BOAC, MARINDUQUE ON JANUARY 27, 2023

	NAME	AGE	ADDRESS	OFFICE /ORGANIZATION	GENDER		SIGNATURE
					M	F	
1	Nina Jane L. Mendoza	26		PAMO		-	
2	Regie D. Patulot	36		DEMR - PAMO	-		
3	Eimerio M. Recto	58		DEMR NERRO / PAMO	✓		
4	Lenzo Villanueva	64		DEMR - PAMO	✓		
5	Arnold M. - Loga Jr.	36		DEMR - PAMO	✓		
6	Erica O. Rodan	24		DEMR - PAMO		✓	
7	Caliza M. Peñaflorida	25		DEMR - PAMO		✓	
8	Armando R. Riva Montejr	36		DEMR - PAMO	✓		
9	Jimmy P. Linga	33		DEMR - PAMO	✓		
10	Myrauel R. Ordillano	44		DEMR - PAMO	-		
11	POPELLE J. Villaputza	43		DEMR - PAMO	-		

“Tungo sa Matapat, Matuwid at Mabilis na Serbisyo”