



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

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February 09, 2023

MEMORANDUM

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

**FROM : The OIC-PENR Officer
Calapan City, Oriental Mindoro**

**SUBJECT : RECONSTITUTION OF DENR - CENRO ROXAS, ORIENTAL
QUALITY MANAGEMENT SYSTEM**

Forwarded is the memorandum of CENR Officer Caezar E. Quebec on the reconstitution of CENRO Roxas Quality Management System (QMS) pursuant to the expansion of ISO 9001:2015 Certified Quality Management System of the DENR.

For information and consideration.


ALAN L. VALLE



DENRPENR02302000018

Tracking No. 2302000220



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

February 07, 2023

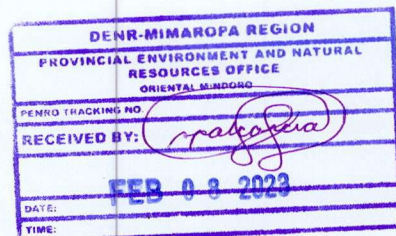
MEMORANDUM

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

THRU : **The OIC PENRO**
Calapan City, Oriental Mindoro

FROM : **The CENR Officer**
CENRO, Roxas, Oriental Mindoro

SUBJECT : **RECONSTITUTION OF DENR CENRO ROXAS ORIENTAL MINDORO QUALITY MANAGEMENT SYSTEM**



In the interest of the service and pursuant to the expansion of ISO 9001:2015 Certified Quality Management System of the Department of Environment and Natural Resources (DENR), the QMS Organization of this office is hereby created as follows:

1. Quality Management Representative (QMR) – For. III Reynaldo D. Pudiquet
Chief, Monitoring and Enforcement Section

Functions:

- Oversee the implementation of the QMS.
- Coordinate with the External parties on matters relating to QMS;
- Ensure that procedures for Internal Quality Audit, Management Review, Corrective actions and preventive Measures are established and duly implemented; and
- Report QMS performance to the DENR top management for review and continual improvement;

2. The Deputy QMR/QMS Focal Person – Forester II Jiely Rose P. Galindez
Chief, Planning and Support Section

Functions:

- Assist the QMR in the implementation of QMS
- Assume responsibilities of the QMR;
- Participate in all QMS- related activity learning event conducted with the Development Academy of the Philippines (DAP);
- Spearhead the re-echo/roll out of QMS related learning events in the region/PENRO

The QMS Core Team

Assist the QMR and QMS Focal Person in the development and implementation of all requirements of ISO 0001-2008 it shall consist of the Chairpersons of the five (5) QMS Team as follows:

1. Internal Quality Audit Team

Chairperson : FII Chucklee B. Ngabit
Members : For. I Rhea Aguillo
FT I Larry E. Herilla



Functions:

- a. Determine conformance of the QMS to the planned arrangements and to the requirements of ISO 9001.
- b. Determine whether the QMS is effectively implemented and maintained
- c. Provide inputs to management review regarding the results;
- d. Keep tracking of the implementation of the corrective and preventive

2. Planning Team

Chairperson: **For. I Kathreen Diaz**
Members : For. Ivy Migzylo E. Macalalag
Admin Aide VI Dale Melchor Alagay

Functions:

- a. Ensure the quality objectives are established relevant functions with the organization;
- b. Ensure the quality objectives are measurable;
- c. Ensure the quality objectives are supported by programs;
- d. Ensure consumer information is monitored as one of the measures in the performance of QMS;

3. Workplace Organization Team

Chairperson: **FT I Arabelle Joy V. Tamayosa**
Members : FT I Ginalyn U. Pariño

Functions:

- a. Ensure that the work environment needed, conformity of the requirements is properly managed;
- b. Ensure consistent implementation of the 5S program;
- c. Monitor and assess workplace cleanliness, orderliness and safety

4. Education and Training Team

Chairperson: **FT I Nowena Joung**
Members : FR Neil Rocky Cabayao

Functions:

- a. Plan and Coordinate with QMS Focal Person the QMS Learning and Development Plan for DENR Control Offices and personnel;
- b. Conduct re-echoing sessions and writeshops conducted by DAP to comply QMS document and other requirements toward ISO 9001-2008 certification

5. Document and Records Control Team

Chairperson: **AO I (Records Officer) Venice Angela Viros**
Members : Admin Aide VI Maria Senfrosa D. Sayse

Functions:

- a. Ensure that changes and current revision of document
- b. Ensure relevant versions of applicable documents are available at points of use;
- c. Ensure documents remain legible and readily identifiable and retrievable



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- d. Prevent the unintended use of obsolete documents
- e. Ensure controls are established for identification, storage and protection retrieval, retention of time and disposition of records.

6. QMS Secretariat

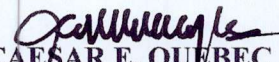
Chairperson: **FT II Anabelle R. Castillo**
Members : **FT I Marcelina Escondo**

Functions:

- a. Provide coordination and support to QMS Organizations

In view hereof, the aforesaid personnel shall be at all times judicious and prompt in performing their duties and responsibilities as stated in the Special Order.

This order shall take effect immediately and supersedes previous order and shall remain in force unless revoke by the undersigned or higher authorities.


CAESAR E. QUEBEC
CENR Officer