



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 WORKSHOP ON THE DRAFTING OF  
THE ISO 14001:2015 ENVIRONMENTAL  
MANAGEMENT SYSTEM MANUAL

**DATE :** FEB 01 2023

We are furnishing you a copy of the activity report on the recently conducted Workshop on the drafting of the ISO 14001:2015 known as Environmental Management System Manual held at Bayview Park Hotel, Manila last 5-7 December 2022.

As agreed during the workshop among the participants, below listed are the agreements and recommendations:

- a) All applicable proposed actions will be implemented in all Offices starting January 2023.
- b) All activities related to the implementation of proposed actions should be included in FY 2023 Work and Financial Plan.
- c) Create internal policy/ies for each activity that will be implemented in consideration of particular/different office situation/status.
- d) Regional Office will explore possibility of having a consultant that will help and guide the Regional and Field Offices for the drafting of DENR MIMAROPA Region EMS Manual.

For information and compliance.

  
**DONNA MAYOR-GORDOVE, CESO IV**

cc. EMS Core Team PENROs  
EMS Core Team CENROs



# **ACTIVITY REPORT**

This is to apprise the Regional Executive Director on what has transpired during the conduct of Workshop on the Drafting of the ISO 140001:2015 Environmental Management System(EMS) Manual.

## **I. BACKGROUND**

On 21 to 22 September 2022, an Awareness Training on ISO 14001:2015 known as Environmental Management System, through the issuance of Regional Special Order No. 289 dated 21 September 2022, was held at Selah Pods Hotel, Pasay City. This training event was attended by members of EMS core teams who will be responsible for the implementation of EMS in their respective offices. Engineer Melchor E. Formacil was tapped as the Resource Person/discussant to impart the theoretical knowledge on the concepts of ISO 14001:2015 “Environmental Management System”. On the other hand, Assistant Regional Director for Management Services, Donna Mayor-Gordove facilitated the planning workshop. At the end of the planning workshop, field offices were 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

In order to strengthen the implementation of the EMS in DENR MIMAROPA Region in accordance with international standards, the Workshop on the Drafting of the ISO 14001-2015: EMS Manual was conceptualized and implemented on 5 to 7 December 2022 in Bayview Hotel, Ermita, Manila through issuance of Regional Special Order No. 399 dated 2 December 2022. This event was attended by designated members of the Core Teams from the regional office down to its field offices.

## **II. OBJECTIVES:**

**General** - This workshop aims to discuss the applicable environmental aspects and identify the activities and environmental impacts related to each aspects, compliance obligations, scope, environmental policy and objectives that are critical for the drafting of the EMS Manual which is the primary requirement to become certified in ISO 14001:2015.



**Specific-**At the end of the sessions, the participants will be able to:

1. Enumerate the processes/activities needed in each aspect such as-compliance obligations, scope, environmental policy and objectives;
2. List down the steps needed in accomplishing the aspects of EMS
3. Craft draft copy of the EMS Manual

### III. DISCUSSIONS/WORKSHOP

#### A. Presentation of EMS Manual of DENR Central Office

The Regional EMS Core Team Chairperson, ARD Donna Mayor-Gordove, *CESO IV* discussed the overview and objectives of the workshop and presented the EMS Manual of DENR Central Office as the basis and guide for the workshop discussion.

#### B. Workshop Proper Outputs

ARD Gordove facilitated the workshop and with help of each participant, they were to discuss the office activities and identify the environmental aspects and impacts related to each given activity. They were also able to conceptualize the proposed actions as to how to prevent or lessen the environmental impacts. Below are the documented workshop outputs in tabulated format.

#### DAY 1 : 5 DECEMBER 2022

##### INTERNAL

INTERESTED PARTIES	NEEDS AND EXPECTATIONS
<u><b>Top Management</b></u> -Head of Office and Assistants PENRO (HO and DCs) CENRO (HO and Designated Assistant)	<u><b>Needs</b></u> -Institutional support -Policy guidance -Additional human resource complement <u><b>Expectations</b></u> -Effective and efficient delivery of accomplishments by employees -Support and feedbacks by employees
<u><b>Employees</b></u>	-Salaries and benefits incl. hazard pay -Conducive and safe workplace -Learning and Development eg. scholarships -Motivation/Recognition and legal support -Logistics -Health and Wellness -Promotion
<u><b>Contract of Service</b></u>	-To be regularized -Timely payment of salaries
<u><b>Service Provider (Security Service)</b></u>	-Contract and payment -Judicious compliance to contract's terms and conditions

## EXTERNAL

INTERESTED PARTIES	NEEDS AND EXPECTATIONS
<u>-National Government Agencies/GOCCs</u>	<ul style="list-style-type: none"> <li>-Collaboration/Partnership</li> <li>-Coordination</li> <li>-Networking</li> <li>-Involvement/Participation</li> <li>-Technical Assistance/Resource Assistance</li> <li>-Conflicting policies discussed for resolution</li> </ul>
<u>-Local Government Unit</u>	<ul style="list-style-type: none"> <li>-Collaboration/Partnership</li> <li>-Coordination</li> <li>-Networking</li> <li>-Involvement/Participation</li> <li>-Technical Assistance/Resource Assistance</li> <li>-Conflicting policies discussed for resolution</li> </ul>
<u>-NGOs/CSOs/POs</u>	<ul style="list-style-type: none"> <li>-Support</li> <li>-Collaboration/Partnership</li> <li>-Coordination</li> <li>-Networking</li> <li>-Involvement/Participation</li> <li>-Technical Assistance/Resource Assistance</li> </ul>
<u>-Private Organizations/Institutions (Corporate or Companies)</u>	<ul style="list-style-type: none"> <li>-Judicious implementation of environmental laws</li> <li>-Technical/Resource Assistance</li> <li>-Partnership</li> <li>-Streamlined processes and user friendly systems</li> </ul>
<u>-Church/Charitable Institutions</u>	<ul style="list-style-type: none"> <li>-Financial/Technical/Resource Assistance</li> <li>-Partnership</li> <li>-Involvement/Participation</li> </ul>
<u>-SUCs/Academe</u>	<ul style="list-style-type: none"> <li>-Technical/Resource Assistance</li> <li>-Collaboration/Partnership</li> <li>-Involvement/Participation</li> </ul>
<u>-PAMB/Management Board Members</u> MFPC (Multi-sectoral Forest Protection Committee)	<ul style="list-style-type: none"> <li>-Regular attendance</li> <li>-Policy Issuance</li> <li>-Expeditious action on resolutions</li> <li>-Honorarium</li> <li>-Ensure implementation of agreements</li> <li>-Strict enforcement of ENR Laws, Rules and Regulations</li> </ul>
<u>-Media</u>	<ul style="list-style-type: none"> <li>-Immediate response to queries</li> <li>-Identified focal person</li> <li>-Regular Press Release</li> <li>-Courtesy and professionalism</li> </ul>
<u>-IPs</u>	<ul style="list-style-type: none"> <li>-Preferential attention</li> <li>-Respect and recognition of their beliefs, culture and tradition</li> <li>-Financial/Technical/Resource Assistance</li> <li>-Livelihood Assistance</li> <li>-Courtesy and professionalism</li> </ul>
<u>-General Clients incl. Senior Citizens, PWDs and LGBTQIA+</u>	<ul style="list-style-type: none"> <li>-Equal Opportunity</li> <li>-Recognition of special needs incl. facilities</li> <li>-Freedom of expression</li> </ul>
<u>-Permittees/Tenure holders</u>	<ul style="list-style-type: none"> <li>-Courtesy and professionalism</li> <li>-Reasonable fees</li> <li>-Fast processing and release of permits and tenurial instruments</li> <li>-Simplified/streamlined processes</li> </ul>
<u>-Suppliers/Contractors</u>	<ul style="list-style-type: none"> <li>-Simplified/streamlined processes</li> <li>-Fast processing of payments</li> <li>-Transparency/No Red Tape</li> <li>-Equal access and opportunity</li> <li>-Approved Purchase Order and Contract</li> </ul>



ACTIVITY	ENVIRONMENTAL ASPECT	ENVIRONMENTAL IMPACT
-Procurement of common use supplies and equipment	-Generation of packaging waste	-Soil contamination
-Repair and maintenance of service vehicle	-Hazardous waste generation (batteries, used oils) -Ordinary waste (tires, used spare parts) -Health and safety	-Air pollution -Soil and water contamination -Soil contamination
-Administrative, Finance and Planning works	-Use of paper, energy/electricity -Generation of non-hazardous waste -Use of computer, scanner, printer, internet -Generation of hazardous/special waste	-Air pollution -Soil and water contamination -Soil contamination -Increase of carbon footprint/global warming -Ozone depletion -Deforestation
-Conferences/Meetings and other related activities	-Food waste and food packaging materials -Use of non-biodegradable or single use plastic -Use of water/energy	-Air pollution -Soil and water contamination -Soil contamination -Increase of carbon footprint/global warming -Ozone depletion
-Construction of new buildings/infrastructure	-Use of wood -Use of steel -Use of sand and gravel -Use of water and electricity -Health and safety	-Noise pollution -Deforestation -Resource depletion -Air pollution -Soil and water contamination -Increase of carbon footprint/global warming
-Maintenance and operation of Office space/building	-Use of electricity -Use of water -Use of chemical -Use of fuel -Use of non-biodegradable materials -Reuse of water resources (rain water collector) -Use of alternative energy (solar panels) -Use of energy saving devices eg. LED, inverter aircon,	-Air pollution -Soil and water contamination -Increase of carbon footprint/global warming -Ozone depletion -Conservation of natural resources (water and energy)
-Procurement of medical supplies to prevent and/or address COVID 19 and other related sickness	-Use of non-biodegradable or single use plastic -Generation of hazardous and special waste	-Soil and water contamination -Soil contamination
-Procurement of PPE	-Use of plastic and non-biodegradable -Generation of waste	-Soil contamination -Increase of carbon footprint/global warming -Ozone depletion
-Production, distribution and/or conduct of IEC	-Use of paper -Use of tarpaulins -Use of ink -Use of vehicle -Use of GI sheets and metals -Generation of waste -Use of electricity -Use of single-use packaging -Use of spray paint/chemicals/butane	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Ozone depletion -Deforestation
-Conduct of monitoring, inspection, surveillance and other related activities with report writing	-Use of vehicle -Use of fuel -Health and safety -Use of paper -Use of ink -Use of power/electricity -Use of water -Use of electronic gadgets -Hazardous waste generation -Use of spray paint/chemicals/butane	-Noise pollution -Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Deforestation
-Reforestation efforts activities	-Use of polyethylene bags -Use of fertilizer, rooting hormones and insecticides -Use of water -Use of gardening tools -Use of soil testing kits -Increase forest cover -Decrease dependency of upland communities on wood utilization -Use of exotic species	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Disturbance on biodiversity
-Issuance of tenorial instrument and permits	-Use of paper and office supplies -Use of vehicle -Use of spray paint -Disturbance of natural resources -Use of electronic gadgets and survey	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Disturbance on biodiversity -Deforestation

	instruments -Use of electricity	-Solid waste accumulation
-Operation and maintenance of Hostel/Guest Accommodation facilities	-Use of electricity -Use of water -Use of beddings -Use of aircon/electric fan -Generation of waste -Use of chemicals -Use of genset	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Solid waste accumulation
-Operation and maintenance of forest product monitoring station and patrol-based station	-Use of electricity -Use of water -Use of beddings -Use of electric fan -Generation of waste -Use of chemicals	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Solid waste accumulation
-Operation and maintenance of eco-tourism facilities	-Use of electricity -Use of water -Use of beddings -Use of aircon/electric fan -Generation of waste -Use of chemicals -Use of alternative energy (solar panels)	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Solid waste accumulation  -Conservation of natural resources
-Operation and maintenance of Wildlife Rescue Center	-Use of electricity -Use of water -Use of electric fan -Generation of medical waste -Generation of organic waste (wildlife) -Use of chemicals	-Soil contamination -Water and air pollution -Increase of carbon footprint/global warming -Solid waste accumulation

## DAY 2 : 6 DECEMBER 2022

ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS
-Disturbance of natural resources	-Issuance of tenurial instrument and permits	-Conduct of regular compliance monitoring and strict enforcement of procedures for violations -Policy recommendation: decrease area for award residential by about 50% except urban areas agricultural from 5 to 2.5 has
-Generation of waste <ul style="list-style-type: none"> <li>➤ non-hazardous waste</li> <li>➤ organic waste (wildlife)</li> <li>➤ ordinary waste (tires, used spare parts)</li> </ul>	-Administrative, Finance and Planning works - Operation and maintenance of Wildlife Rescue Center -Procurement of PPE -Production, distribution and/or conduct of IEC -Operation and maintenance of Hostel/Guest Accommodation facilities -Operation and maintenance of forest product monitoring station and patrol-based station -Operation and maintenance of eco-tourism facilities -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Issuance of tenurial instrument and permits -Repair and maintenance of service vehicle	-Establishment and maintenance of MRFs -Sorting of waste and provisions of bins -Training on Recycling, Reusing -Designated display area for recycled products of employees and PO partners -Last Friday of the month 5S day (9-12)
-Generation of waste <ul style="list-style-type: none"> <li>➤ generation of packaging waste use of plastic and non-biodegradable</li> <li>➤ use of single-use packaging</li> <li>➤ generation of food waste</li> <li>➤ generation of medical waste</li> <li>➤ generation of hazardous and/or special waste</li> <li>➤ Hazardous waste generation (batteries, used oils)</li> <li>➤ Use of spray paint/chemicals/butane</li> <li>➤ use of beddings</li> <li>➤ use of tarpaulins</li> <li>➤ use of steel</li> <li>➤ use of GI sheets and metals</li> </ul>	-Procurement of common use supplies and equipment -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Maintenance and operation of Office space/building (Wildlife Rescue Center) -Conferences/Meetings and other related activities -Procurement of medical supplies to prevent and/or address COVID 19 and other related sickness -Administrative, Finance and Planning works	-Regional Office to issue guidelines on packaging materials for food and for field office to issue memorandum adopting and cascading the guidelines <ul style="list-style-type: none"> <li>&gt;No single use plastic</li> <li>&gt;No to disposable plastic utensils</li> <li>&gt;DENR to collect all reusable plastic</li> <li>&gt;Come up with projects using the collected reusable plastic</li> <li>&gt;Posting requirements: use of reusable, recyclable biodegradable or washable eating paraphernalia</li> </ul> -Awards and Recognition for employees, office and suppliers practicing NSWC while reprimand for violators -Separate bin for food wastes and corresponding action on how to dispose food wastes -IEC on the policies



ENVIRONMENTAL ASPECTS	ACTIVITIES	PROPOSED ACTIONS
➤ use of ink	-Procurement of PPE -Repair and maintenance of service vehicle -Production, distribution and/or conduct of IEC -Issuance of tenurial instrument and permits -Operation and maintenance of Office space/building such as Hostel/Guest Accommodation facilities, forest product monitoring station and patrol-based stations, eco-tourism facilities, Wildlife Rescue Center -Construction of new buildings/infrastructure	-Creation of COMPOST Team to handle food wastes and urban/backyard gardening -Designated area for hazardous waste -Coordinate with the LGU for the collection and disposal if none then we bring the hazardous waste to the collection point -Coordinate with embedded EMB personnel for the design of plan and disposal of hazardous waste -For EMB to provide technical and financial assistance on ESWM -Designate and train PCOs
<b>-Use of electricity/energy</b> ➤ Use of electronic gadgets ➤ Use of electronic gadgets and survey instruments ➤ Use of computer, scanner, printer, internet ➤ Use of energy saving devices eg. LED, inverter aircon ➤ Use of aircon or electric fan ➤ Use of alternative energy (solar panels)	-Production, distribution and/or conduct of IEC -Issuance of tenurial instrument and permits -Operation and maintenance of Office space/building such as Hostel/Guest Accommodation facilities, forest product monitoring station and patrol-based stations, eco-tourism facilities, Wildlife Rescue Center -Administrative, Finance and Planning works -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Conferences/Meetings and other related activities -Construction of new buildings/infrastructure	-Regulate use of aircon (9am-4pm) in well ventilated offices -Use of energy efficient materials for renovations and repairs -Progressive replacement of lights to LED -Regular maintenance of aircon and electric fan -Turn off and unplug all electrical appliances upon leaving the office -Designated common area for all those permitted to stay in the office -To those allowed render overtime work minimize energy consumption eg. Turn off lights and other equipment that are not in use -Wherever applicable, convert to solar energy e.g. Start investing to solar panels
-Use of genset	-Operation and maintenance of Hostel/Guest Accommodation facilities	-Transition to solar energy -Regular maintenance of genset -Place genset in an enclosed area to minimize noise pollution -Secure permit
-Use of fuel (use of vehicle)	-Maintenance and operation of Office space/building -Conduct of monitoring, inspection, surveillance and other related activities with report writing	-Organize travel to maximize conveyance and as much as possible within the travel plan (minimize unnecessary travel) -Carpooling -Speed limit observe -Strict compliance on accomplishment of trip tickets
	-Production, distribution and/or conduct of IEC -Issuance of tenurial instrument and permits	-Regular maintenance of vehicle -Use of appropriate vehicle based on work -Fuel to be used in accordance to the age of vehicle -Require all vehicles incl. two wheels to have dash cam and GPS -Lessen use of aircon when applicable
-Use of paper	-Production, distribution and/or conduct of IEC -Conduct of monitoring, inspection, surveillance and other related activities with report writing -Administrative, Finance and Planning works -Issuance of tenurial instrument and permits	-Reuse clean side of the paper >Travel Orders >Order of payment >Attachment of DTRs/Travel claims/ >Attachment to vouchers 2 <sup>nd</sup> and 3 <sup>rd</sup> copy only >Draft written works >Duplicate of request for quotation >Use as notepad -If both side of the paper is used for junk shop disposal however if the content is confidential for shredding -Printing of emails and their attachments -Establish designated area for used paper and ready for use -Strict observance of the rules or guidelines in the disposal of documents
-Use of polyethylene bags	-Use of polyethylene bags	-Minimize use of polyethylene through reuse of food packaging and pet bottles
-Use of sand and gravel	-Construction of new buildings/infrastructure	-Procure from establishments with permit/legal source -If applicable explore use of alternative environment friendly materials
-Use of wood	-Construction of new buildings/infrastructure	-Prioritize use of abandoned/forfeited forest product and turned over logs and lumber from STCEP, SLTP and Government projects e.g. DPWH, NAPOCOR etc.
-Use of water	-Conferences/Meetings and other related activities -Construction of new buildings/infrastructure -Operation and maintenance of Office space/building such as Hostel/Guest Accommodation facilities, forest product monitoring station and patrol-based stations, eco-tourism facilities, Wildlife Rescue Center -Conduct of monitoring, inspection, surveillance and other related activities with report writing	-Discharge permit -Extraction permit for deep well -CRs with hygienic septic tanks -Regular siphoning of septic tanks -Setup rain collector -Repair/replace leaking pipes and faucets -Regular maintenance of pipes and faucets -Explore other ways of reusing or conserving water e.g. From lavatory to water tank of bowls, waterless urinals etc. -Reuse of water resources (rain water collector)
	-Reforestation efforts activities	
-Use of fertilizer, rooting hormones, soil testing kits and insecticides	-Reforestation efforts activities	-Policy recommendation: >for ERDB with DOST to come up with alternatives >Protocol on how to dispose container of rooting hormones and solution (avoidance of leachate)
-Decrease dependency of upland communities on wood utilization	-Reforestation efforts activities	
-Use of exotic species	-Reforestation efforts activities	
-Use of gardening tools	-Reforestation efforts activities	

#### **IV. AGREEMENTS AND RECOMMENDATIONS**

1. It was recommended and agreed upon that the applicable proposed actions will be implemented in all offices.
2. All activities related to the implementation of proposed actions should be included in 2023 work plan.
3. Create internal policy/ies for each activity that will be implemented.
4. Regional office will invite consultant that will help and guide the Regional and Field offices for the creation of DENR MIMAROPA Region EMS Manual.

#### **V. ANNEXES**

- A. Attendance
- B. Photo-Documentation

Prepared by:



**Michelle B. Tuyan**  
Assistant Head - EMS Secretariat

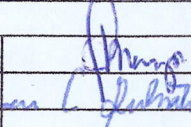
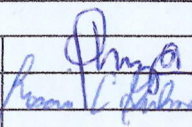
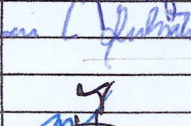
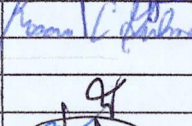
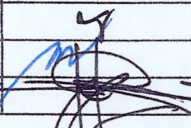
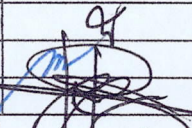
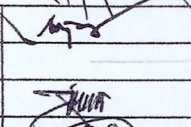
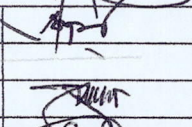
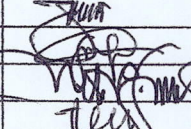
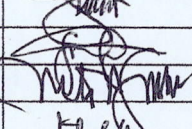
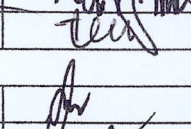
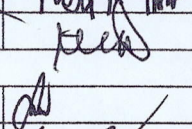
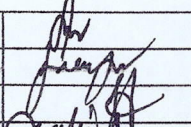
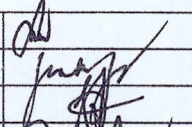
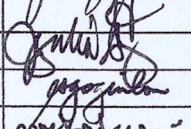
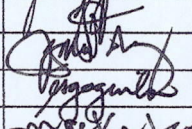
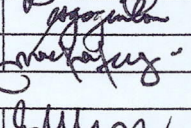
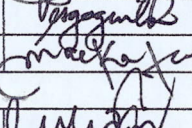
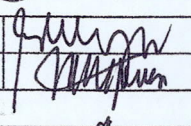
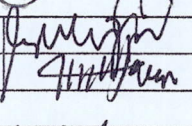
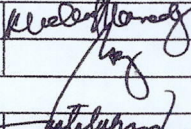
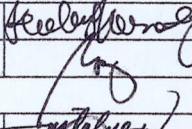
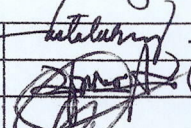
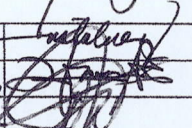
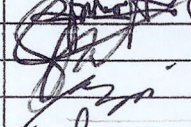
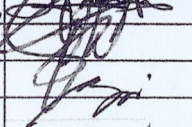
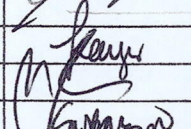
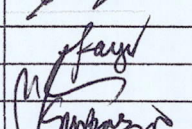
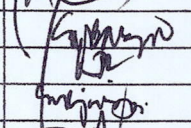
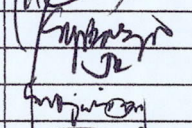
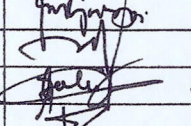
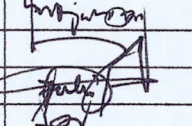
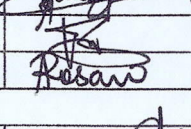
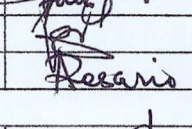
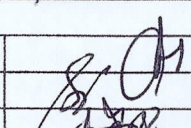
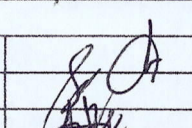
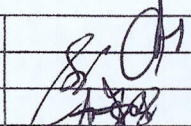
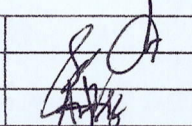


# Workshop on Drafting ISO 14001:2015 Environmental Management System (EMS) Manual

BAYVIEW PARK HOTEL, MANILA

December 5, 2022

## ATTENDANCE SHEET (DAY 1)

NAME		POSITION/DESIGNATION	SIGNATURE	
			AM	PM
REGIONAL OFFICE				
1	Donna Mayor-Gordove	ARD for MS / Chairperson, EMS Core Team		
2	Rosario C. Gulmatico	Chief, Administrative Division		
3	Edna A. Tarrosa	Chief, HRDS		
4	Maria Cristina C. Rendorio	Chief, Personnel Section		
5	Madona P. Corado	Chief, RSCIG		
6	Romeo P. Ibarrientos	OIC-Chief, GSS		
OCCIDENTAL MINDORO				
7	Abe R. Francisco	Chief Admin. Officer / Chief, MSD		
8	Wilfredo T. Aquino	Land Management Officer II		
9	Isaias A. Guimod	Deputy CENRO		
10	Mercy A. Fianza	Forester I / Planning Officer		
11	Nilo P. Salvador	DMO IV / Assistant CENRO		
12	Karina Tricia D. Sy	ECOMS I / Planning Officer		
ORIENTAL MINDORO				
13	Maricel V. Supleo / <i>NESTOR N. CHASAY</i>	Chief, MSD		
14	Myla Gemma P. Gamboa / <i>MA. KRISTINE R. TOLENTINO</i>	Forest Technician II		
15	Reynaldo D. Pudiquet	Forester III / Assistant CENRO		
16	Jiely Rose P. Galindez	Forester II / Chief, PMSS		
17	Emily G. Aguilon	Forester III / Chief, CDS		
18	Mackaley P. Martinez	Forester I / Planning Officer		
MARINDUQUE				
19	Gemma P. Delos Reyes	Planning Officer III / In-Charge, MSD		
20	Nannette M. Joven	Forester II		
ROMBLON				
21	Thelmo S. Hernandez	Chief, MSD		
22	Sheilla Jane M. Forlales	Forester II / OIC-Chief, Planning		
PALAWAN				
23	Wamalayda S. Talabucon	Planning Officer III / Chief, Planning		
24	Irene A. Mixdon	AO I / IEC Officer		
25	Joselito A. Eyala	Forester III / Deputy CENRO		
26	Rachel H. Appie	Forester I / Planning Officer		
27	Edwin I. Cac	SEMS / Designated OIC-DMO IV		
28	Nikki E. Ripalda	FT I / Information Officer		
29	Norma D. Cayatoc / <i>MA. VIVIAN D. SORIANO</i>	OIC- Assistant CENRO		
30	Arlene B. Basaya / <i>SA-EMS / CHIEF, CDS</i>	ECOMS I / Chief, CMMU		
31	Janes T. Panes	Forester II / Planning & Budget Officer		
32	Richelle C. Ojario	FT II / Asst. CBFM Desk Officer		
33	Ronnie P. Lilang	LMO III / Chief, RPS		
34	Grace M. Castañas	ECOMS II / Planning Officer		
35	Mariano P. Lilang, Jr.	DMO IV / Chief, PASS		
36	Ana Liza D. Marasigan	ECOMS I / QMS Educ. & Training Team Chair		
SECRETARIAT				
37	Michelle B. Tuyan	OIC-Chief, Records Section		
38	Leizel F. Moreno	Admin. Asst. I		
39	Angel Nica B. Capacio	Admin. Asst. I		
40	Kristine A. Zacarias	Admin. Asst. I		

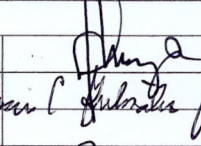
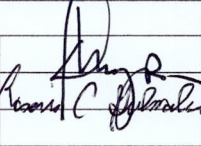
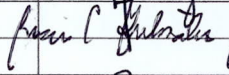
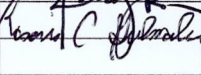
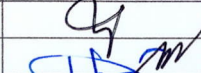
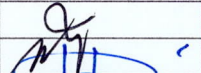

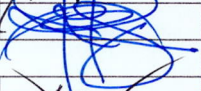
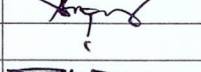
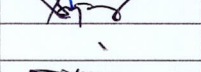
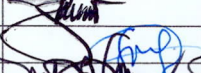
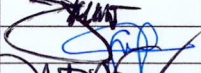
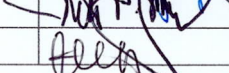
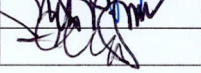
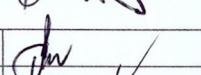
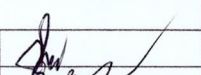
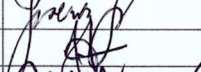
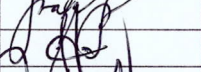
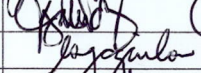
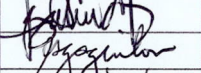
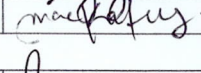
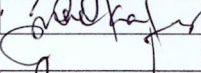

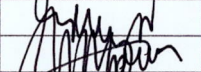
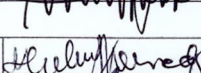
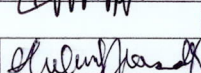
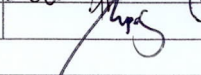
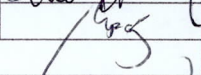
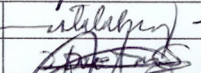
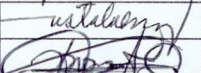
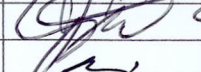
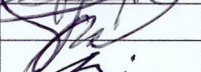
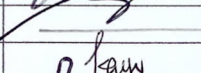
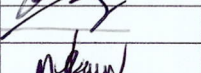
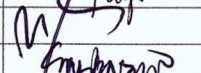
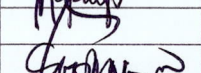
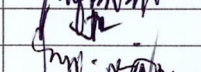
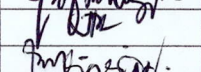
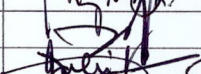
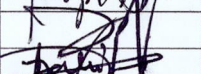
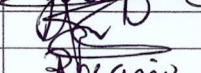
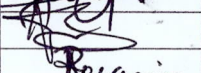
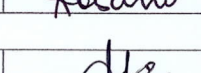
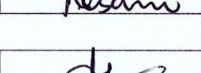
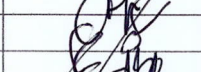
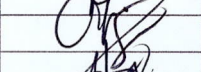




# Workshop on Drafting ISO 14001:2015 Environmental Management System (EMS) Manual

BAYVIEW PARK HOTEL, MANILA

December 6, 2022

## ATTENDANCE SHEET (DAY 2)

NAME		POSITION/DESIGNATION	SIGNATURE	
			AM	PM
REGIONAL OFFICE				
1	Donna Mayor-Gordove	ARD for MS / Chairperson, EMS Core Team		
2	Rosario C. Gulmatico	Chief, Administrative Division		
3	Edna A. Tarrosa	Chief, HRDS		
4	Maria Cristina C. Rendorio	Chief, Personnel Section		
5	Madona P. Corado	Chief, RSCIG		
6	Romeo P. Ibarrientos	OIC-Chief, GSS		
OCCIDENTAL MINDORO				
7	Abe R. Francisco	Chief Admin. Officer / Chief, MSD		
8	Wilfredo T. Aquino	Land Management Officer II		
9	Isaias A. Guimod	Deputy CENRO		
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12	Karina Tricia D. Sy	ECOMS I / Planning Officer		
ORIENTAL MINDORO				
13	Maricel V. Supleo / Nestor M. Cuasay	Chief, MSD		
14	Myla Gemma P. Gamboa / MA. KRISTINE R. TULENINO	Forest Technician II		
15	Reynaldo D. Pudiquet	Forester III / Assistant CENRO		
16	Jiely Rose P. Galindez	Forester II / Chief, PMSS		
17	Emily G. Aguilon	Forester III / Chief, CDS		
18	Mackaley P. Martinez	Forester I / Planning Officer		
MARINDUQUE				
19	Gemma P. Delos Reyes	Planning Officer III / In-Charge, MSD		
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21	Thelmo S. Hernandez	Chief, MSD		
22	Sheilla Jane M. Forlales	Forester II / OIC-Chief, Planning		
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25	Joselito A. Eyala	Forester III / Deputy CENRO		
26	Rachel H. Appie	Forester I / Planning Officer		
27	Edwin I. Cac	SEMS / Designated OIC-DMO IV		
28	Nikki E. Ripalda	FT I / Information Officer		
29	Norma D. Cayatoc / MA. VIVIAN D. SORIANO ST-EMS/Chief, CDS	OIC- Assistant CENRO		
30	Arlene B. Basaya	ECOMS I / Chief, CMMU		
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34	Grace M. Castañas	ECOMS II / Planning Officer		
35	Mariano P. Lilang, Jr.	DMO IV / Chief, PASS		
36	Ana Liza D. Marasigan	ECOMS I / QMS Educ. & Training Team Chair		
SECRETARIAT				
37	Michelle B. Tuyan	OIC-Chief, Records Section		
38	Leizel F. Moreno	Admin. Asst. I		
39	Angel Nica B. Capacio	Admin. Asst. I		
40	Kristine A. Zacarias	Admin. Asst. I		



# Workshop on Drafting ISO 14001:2015 Environmental Management System (EMS) Manual

BAYVIEW PARK HOTEL, MANILA

December 7, 2022

## ATTENDANCE SHEET (DAY 3)

NAME		POSITION/DESIGNATION	SIGNATURE	
			AM	PM
REGIONAL OFFICE				
1	Donna Mayor-Gordove	ARD for MS / Chairperson, EMS Core Team		
2	Rosario C. Gulmatico	Chief, Administrative Division		
3	Edna A. Tarrosa	Chief, HRDS		
4	Maria Cristina C. Rendorio	Chief, Personnel Section		
5	Madona P. Corado	Chief, RSCIG		
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12	Karina Tricia D. Sy	ECOMS I / Planning Officer		
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13	Maricel V. Supleo / Manila M. Cuenca	Chief, MSD		
14	Myla Gemma P. Gamboa / Manila M. Cuenca	Forest Technician II		
15	Reynaldo D. Pudiquet	Forester III / Assistant CENRO		
16	Jiely Rose P. Galindez	Forester II / Chief, PMSS		
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29	Norma D. Cayatoc / MA. IV / An. D. Soriano	OIC- Assistant CENRO		
30	Arlene B. Basaya / SE-EMS / Chief, Ops	ECOMS I / Chief, CMMU		
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# ANNEX B

