



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
141

OUTGOING

Received by: [Signature]

Date: 2/10/23

February 6, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515 DENR By the Bay Bldg.
Roxas Blvd., Barangay 668
Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

FROM : The OIC, PENR Officer
Odiongan, Romblon

SUBJECT : AWARENESS TRAINING ON ISO 9001:2015 FOR QUALITY
MANAGEMENT SYSTEM (QMS) TEAM OF DENR- PENRO
ROMBLON HELD AT LYN'S FERN GARDEN, BUDIONG,
ODIONGAN, ROMBLON ON JANUARY 23, 2023

DENR MIMAROPA RECORDS SECTION RECEIVED	
FEB 21 2023	
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BY: _____	DATE NO. _____
TIME: _____	

Respectfully submitting is the accomplishment report on "Awareness Training on ISO 9001:2015 for Quality Management System (QMS) Team of DENR- PENRO Romblon held at Lyn's Fern Garden, Budiong, Odiongan, Romblon on February 1, 2023.

Based on the abovementioned activity, this Office successfully facilitated the conduct of awareness training and planned the way forward for its continued improvement.

Please see attached documents, namely; a) *PENRO Special Order*, b) *Program of Activities*, c) *Minutes of the Awareness Training on ISO 9001:2015*, d) *Photo Documentation*, and e) *Attendance Sheet*.

For information and further instruction.

ARNOLDO A. BLAZA, JR.



Republic of the Philippines
Department of Environment and Natural Resources Office
MIMAROPA Region
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
OR

18 January 2023

PENRO Special Order

No. 23-07
Series of 2023

SUBJECT: AUTHORIZING THE CONDUCT OF AWARENESS TRAINING ON ISO 9001:2015 KNOWN AS THE QUALITY MANAGEMENT SYSTEM (QMS)

In the interest of the service, and to enhance the knowledge of the QMS Team as part of the Office' certification readiness endeavors, the conduct of the "Awareness Training on ISO 9001:2015 on 23 January 2023 at Odiongan, Romblon is hereby authorized.

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

PARTICIPANTS	POSITION/ DESIGNATION
1. Arnoldo A. Blaza, Jr.	OIC, PENR Officer
Quality Management Representative (QMR)	
2. Thelmo S. Hernandez	Chief, Management Services Division
Deputy QMR/QMS Focal Person	
3. Raymund G. Inocencio	Planning Officer III
Planning Team	
4. Malvin R. Rocero	Chief, Technical Services Division
5. Allan T. Sendiong	Land Management Officer III
6. Vannesa R. Gadon	Community Development Officer II
7. Catherine O. Atienza	Forester I
Educational and Training Team	
8. Monaliza G. Peralta	Planning Officer I
9. Dolly Jane F. Falcutila	Credit Officer I
10. Eunice May A. Cacabelos	Designated Information Officer
11. Romer I. Gervacio	Land Management Inspector
12. Gemma F. Fallaria	Admin. Officer IV
Internal Audit Team	
13. Engr. Paul Anthony Iringan	Geodetic Engineer II
14. Arlyn D. Balibag	Senior Eco MS
15. Sheilla Jane M. Forlales	Forester II
16. Jennifer C. Anastacio	Budget Officer II
Workplace Organization Team	
17. Florence Grace F. Domingo	Accountant III
18. James M. Mendoza	Forester II
19. Ann J. Adriguez	Special Investigator I
20. Hersalyn M. Royo	Supply Officer I
21. Crisamel P. Miranda	Forester I

Brgy. Tabing-dagat, Odiongan, Romblon
Email Address: penrorom_r4b@yahoo.com
Telephone Nos.: (045) 567 2188/ 2199



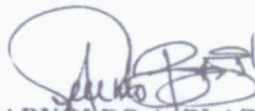
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Documents and Records Control Team	
22. Jovir S. Cabaron	Records Officer I
23. Philippe Zar E. Meñez	Information System Analyst II
24. Monalie G. Forlales	Land Management Officer
25. Iloisa Amor M. Moreno	Forest Ranger
26. Lei-ane Grace M. Gan	Admin. Assistant II
QMS SECRETARIAT	
27. Marielle V. Magallanes	Forester I
28. Jennifer R. Lucas	Admin. Assistant I
29. Rachel Joy Baliguat	GAD Staff/ Member, Training Secretariat
30. Ma. Jenevieve R. Ramilo	Admin. Assistant
31. Remar P. Samidara	Data Management Officer/ Member, Training Secretariat

All training-related expenses to be incurred shall be charged against QMS funds subject to the usual accounting and auditing rules and regulations.

The Secretariat shall submit a report to the undersigned within thirty (30) days upon completion of this activity.

This Order takes effect on the aforementioned date.


ARNOLDO A. BLAZA, JR.
OIC, PENR Officer

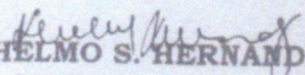
AWARENESS TRAINING ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)

January 23, 2023

Program of Activities

Date/ Time	Activities	Responsible Person
7:00 AM – 8:00 AM	Arrival and registration of Participants	Secretariat
8:00 AM – 8:30 AM	Opening Prayer	Gemma F. Fallaria Administrative Officer IV (HRMO II)
	Singing of "Lupang Hinirang"	Pre-recorded
	Welcome Remarks	Thelmo S. Hernandez Chief, MSD/ QMR
	Inspirational Message	Arnoldo A. Blaza, Jr. OIC, PENR Officer
8:30 AM – 8:40 AM	Overview of the Activity	Raymund G. Inocencio Planning Officer III/ Deputy QMR
8:40 AM – 10:40 AM	Awareness Training on ISO 9001:2015 Quality Management System (echo)	Monaliza G. Peralta Planning Officer I
10:40 AM – 12:00 NN	Updating of Risks, Opportunities and Action Plans (ROAPs) based on evaluation of IQA	Facilitator
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Internal Audit Course (echo)	Engr. Paul Anthony Iringan GE II/ Internal Audit
3:00 PM – 4:00 PM	Scope of QMS Audit	Arlyn D. Balibag Senior EcoMS/ Internal Audit
4:00 PM – 4:30 PM	Way Forward	Raymund G. Inocencio Planning Officer III/ Deputy QMR
4:30 PM – 5:00 PM	Closing Remarks	Malvin R. Rocero Chief, TSD
	Closing Prayer	Rachel Joy Baliguat GAD Staff/ Member, Training Secretariat
5:00 PM	Homeward Bound	All Participants

Noted by:


THELMO S. HERNANDEZ
QM Representative



MINUTES ON THE CONDUCT OF AWARENESS TRAINING ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

This Office facilitated the conduct of "Awareness Training ISO 9001:2015 Quality Management System (QMS)" held on February 1, 2023 at Lyn's Fern Garden, Budiong, Odiongan, Romblon.

It was attended by thirty-two (32) participants composing of eighteen (18) female and eight (8) male consisting of the QMS Core Team of DENR-PENRO Romblon.

The Opening Program started about 9:30 in the morning led by QMS Secretariat. Admin Assistant I Jennifer R. Lucas hosted the opening program. Ms. Rachel Joy Baliguat led the opening prayer followed by the singing of the Philippine National Anthem.

DENR-PENRO Chief, MSD Thelmo S. Hernandez delivered the welcome remarks. He acknowledged and welcomed the participants as well as discussed a brief introduction of ISO 9001:2015. He stated that the QMS focuses more on the processes of the daily activities of the Office in compliance with the ISO standard as well as the quality of the services being offered to the clients. He reminded everyone that the improvement of our processes should be continuous and encouraged them to focus on the lectures and make the necessary efforts in order to give quality service to the public.

Planning Officer III Raymund G. Inocencio gave an overview of the activity. He presented the flow of the program and gave a brief explanation on each of the topics to be discussed. He also emphasized that we should not think that the QMS is for compliance only. Instead, we should consider it as an opportunity to improve our processes and give excellent service to our clients.

For the first topic, Planning Officer I Monaliza G. Peralta presented the Awareness Training on ISO 9001:2015 Quality Management System (QMS). She gave a detailed discussion on the ISO 9001:2015 including its definition, legal bases, processes, benefits, and requirements in order to achieve the ISO standard.

After the lecture, the participants each gave their one-word description of QMS in order to assess their understanding of the topic discussed. Some of the words given were quality, support, leadership, satisfaction, plan, improvement, etc.

During the open forum, issues on the Client Satisfactory Survey (CSS) and delay of turnaround time indicated in the Streamlining of Process Improvement of Critical Services (SPICS) were raised. Some of the suggestions raised for CSS were the conduct of weekly assessment of the CSS and determination of focal person for each section. In order to increase the turnaround time for SPICS, it was suggested to modify/simplify unnecessary requirements in order to expedite processing of services and the releasing officers should quickly inform the clients upon approval of their permits/documents requested. A google drive intended for the storage of all Means of Verifications (MOVs) for each section should be created in order to provide quick access on reports and accomplished targets.



For the afternoon session, the Head of the Internal Audit Team, Engr. Paul Anthony L. Iringan presented an echo of the Internal Audit Course. He discussed the overview of ISO 9001:2015; detailed explanation of the Audit Process; and the contents of the Internal Audit Report. His presentation focused on the PDCA (Plan-Do-Check-Act) style of QMS focusing on Sections 5-8 of the ISO 9001:2015.


Afterwards, Internal Audit Team Member, Chief CDS Arlyn D. Balibag presented the scope of QMS Audit focusing on the previous Internal Audit of PENRO Romblon and discussing the Audit Findings by Internal Auditor Kareen S. Tuazon. She emphasized the opportunities for improvement identified during the audit especially the filing system of our records.

Subsequently, the Risks/Opportunities Analysis and Action Planning (ROAPP) of the different Sections/Units were reviewed and updated.


Afterwards, Planning Officer III Raymund G. Inocencio facilitated the ways forward of the activity. The activities included in the way forward are: (1) compliance to the Internal Audit Report of 2022; (2) review and updating of Office processes including ROAPPs for 2022; (3) dissemination of ISO 9001:2015 Standards Checklist during Monday Convocation; (4) mock Internal Audit (5) internal quality audit per S.O 2023-12 from January to March 2023; (6) incorporating 5S of good housekeeping; (7) conduct of orientation on ISO 9001:2015; (8) ISO refresher and planning for CY 2024 of QMS Team; (9) sub-PMT meeting; and (10) 1st Quarter FDU Meeting.

Lastly, MSD Chief Thelmo S. Hernandez ended the program by giving a synthesis of the activity and expressing his gratitude for a successful and productive event.

Submitted:


MARIELLE V. MAGALLANES
Forester I / Chairperson, QMS Secretariat

Noted:


RAYMUND G. INOCENCIO
Planning Officer III/QMS Focal Person

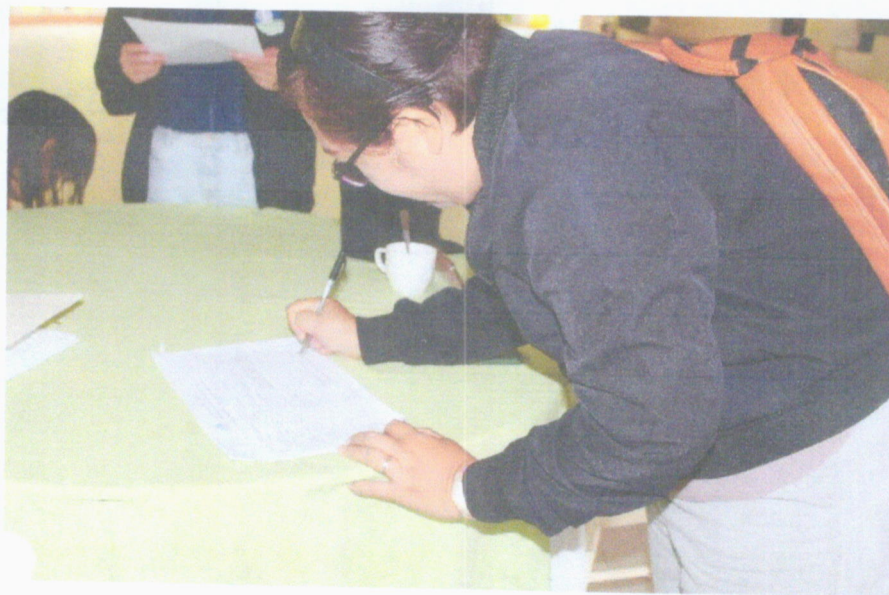


PENRO ROMBLON ISO 9001:2015
Way Forward

Date	Activities/Venue	Responsible Person
January to March 2023	1. Internal Quality per SO 2023-12 from January to March 2023	Regional/Central Office
February 6, 2023 Monday	2. Conduct of Orientation on ISO 9001:2015	QMS Team/Mona
	3. Incorporating 5S of Good Housekeeping during Convocation	QMS Team
February 6, 2023	4. Dissemination of ISO 9001:2015 Standards Checklist during Convocation and (for reproduction)	Mam Arlyn
February 6-10, 2023	5. Review and Updating of Office Processes including ROAAPs for 2022	Process Owners/Section Chief/Internal Audit
February 14, 2023 Tuesday	6. Compliance to the Internal Audit Report of 2022	Chief, MSD
February 27, 2023 Monday	7. Sub-PMT meeting	Sub-PMT Secretariat per SO
February 28, 2023 Tuesday	8. Mock Internal Audit	All personnel
March 6, 2023 Monday	9. 1 st Quarter FDU Meeting	FDU Secretariat
October 2023 (tentative)	10. ISO Refresher and Planning for CY 2024 of QMS Team	QMS Team



**AWARENESS TRAINING ON ISO 9001:2015
QUALITY MANAGEMENT SYSTEM (QMS)**
Lyn's Fern Garden, Brgy. Budiong, Odiongan, Romblon
February 1, 2023



Arrival and Registration of Participants



Opening Prayer and Singing of Lupang Hinirang led by
GAD Staff Rachel Joy R. Baliguat



MSD Chief Thelmo S. Hernandez in his Welcome Remarks



Planning Officer III Raymund G. Inocencio while delivering the Overview of the Activity



Planning Officer I Monaliza G. Peralta during her Lecture
on Awareness Training on ISO 9001:2015
Quality Management System (Echo)



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Working snacks/ Morning



Some participants while giving their insights/ learnings about QMS



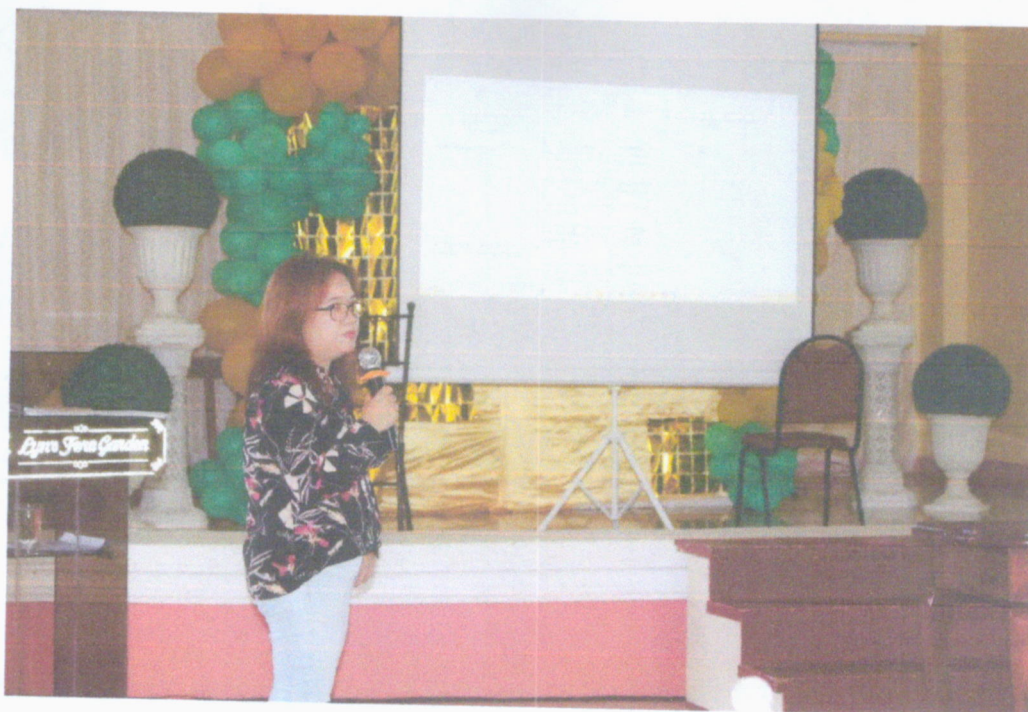
Lunch Break



Participants of the activity during the Energizer



Geodetic Engineer II Paul Anthony Iringan during his Lecture
on Internal Audit Course (Echo)



Senior EcoMS/ Internal Auditor Arlyn D. Balibag while explaining
the Scope of QMS Audit



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Working snacks/ Afternoon



Ms. Balibag facilitating the Updating of Risks, Opportunities
and Action Plans (ROAPs based on the evaluation of IQA)



Planning Officer III Raymund G. Inocencio facilitating the Ways Forward



MSD Chief Thelmo S. Hernandez while giving the Closing Remarks



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PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

AWARENESS TRAINING ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)

PENRO, Romblon
23 January 2023

Note: PLEASE fill-out all the necessary information given below

NO.	NAME	AGE	SEX		POSITION/ DESIGNATION	EMAIL ADDRESS	CONTACT NO/S.	SIGNATURE
			FEMALE	MALE				
1	ARNOLDO A. BLAZA, JR.				OIC, PENR Officer			
2	THELMO S. HERNANDEZ	49		✓	Chief, Management Services Division	thelmo.s.hernandez@gmail.com	09184260168	
3	RAYMUND G. INOCENCIO	46		✓	Planning Officer III	bambam.penro@gmail.com	09275964822	
4	MALVIN R. ROCERO				Chief Technical Services Division			
5	ALLAN T. SENDIONG	57		✓	Land Management Officer III	atsendiong@gmail.com	09498653058	
6	VANNESA R. GADON	40	✓		Community Development Officer II	bunch23_gal@yahoo.com	09298457090	
7	CATHERINE O. ATIENZA	26	✓		Forester I	coatiencza2@gmail.com	09950076744	
8	MONALIZA G. PERALTA	41	✓		Planning Officer I	monalizagperalta@gmail.com	09391366378	
9	DOLLY JANE F. FALCUTILA	31	✓		Credit Officer I	budifregona@gmail.com	09463807609	
10	EUNICE MAY A. CACABELOS	31	✓		Designated Information Officer	nice.0007@yahoo.com	09496510745	
11	ROMEL I. GERVACIO				Land Management Inspector			
12	GEMMA F. FALLARIA				Admin. Officer IV			
13	ENGR. PAUL ANTHONY IRINGAN	26		✓	Geodetic Engineer II			
14	ARLYN D. BALIBAG	48	✓		Senior Ecosystem Mgt Specialist	ralyn.p.balibag-athalibag@gmail.com	09391098024	
15	SHEILLA JANE M. FORLALES	36	✓		Forester II	sheillaforlales@outlook.com	09214964696	
16	JENNIFER C. ANASTACIO				Budget Officer II			
17	FLORENCE GRACE F. DOMINGO	46	✓		Accountant III	fgfmcen@yahoo.com	09300695936	
18	JAMES M. MENDOZA	43		✓	Forester II	mendoza.james1979@gmail.com	09398178617	
19	ANN J. ADRIQUEZ	41	✓		Special Investigator I	icejabs22@gmail.com	09461459475	
20	HERSALYN M. ROYO				Supply Officer I	hersalynroyo@gmail.com	09084136531	
21	CRISAMEL P. MIRANDA	41	✓		Forester I	crisamelmiranda@gmail.com	09817727652	
22	JOEVIR S. CABARON	38		✓	Records Officer I	cabarongoevir@gmail.com	09511351299	
23	PHILIPPE ZAR E. MEÑEZ	41		✓	Information System Analyst II	peenez@denr.gov.ph	09284410788	



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AWARENESS TRAINING ON ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)

PENRO, Romblon

23 January 2023

Note: PLEASE fill-out all the necessary information given below

NO.	NAME	AGE	SEX		POSITION/ DESIGNATION	EMAIL ADDRESS	CONTACT NO/S.	SIGNATURE
			FEMALE	MALE				
24	MONALIE G. FORLALES	31	✓		Land Management Officer	monalieforlales@gmail.com	09166867958	mforlales
25	ILOISA AMOR M. MORENO	30	✓		Forest Ranger	amoramingood@gmail.com	0981-310-8366	Amor Moreno
26	LEI-ANE GRACE M. GAN	32	✓		Admin. Assistant II	leianegm23@yahoo.com	09199666023	gan
27	MARIELLE V. MAGALLANES	26	✓		Forester I	mvmagallanes@up.edu.ph	0923 05853946	Magallanes
28	JENNIFER R. LUCAS	34	✓		Admin. Assistant I	jennifer.ra.03@gmail.com	0928/54 2673	J.R. Lucas
29	RACHEL JOY BALIGUAT	27	✓		GAD Support Assistant	rdeljoybaliguat@gmail.com	09021528866	Rachel Joy Baliguat
30	MA. JENEVIEVE R. RAMILO	26	✓		Admin. Assistant	rmagenciuwramilo@gmail.com	09454185804	Jenevieve Ramilo
31	REMAR P. SAMIDARA	22		✓	Data Management Officer	RemarSamidara10@gmail.com	09661744279	Remar Samidara
32	Florence Grau Domingo	46	✓		Accountant III			Florence Grau Domingo
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