



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

**DENR MIMAROPA
RECORDS SECTION
RECEIVED**

FEB 09 2023

☐ INCOMING ☐ OUTGOING

BY: _____ DATE NO. _____

TIME: _____

January 11, 2023

MEMORANDUM

TO : All Employees

FROM : The OIC-PENR Officer

SUBJECT : **SIMULTANEOUS 5S DAY AT PENRO MARINDUQUE, PAMO OFFICE AND BUYABOD MONITORING STATION/LOOK-OUT TOWER EVERY LAST FRIDAY OF THE MONTH**

In compliance with the implementation of one of the activities in the Action Plan under the DENR Environmental Management System (EMS) ISO 14001:2015 and in order to set standard of organization technique to create and maintain intuitive workplace, please be advised that we will be regularly conducting a **Simultaneous 5S Day** which is a five-step organization technique: **1-SORT** (*Keep only necessary items in the workplace*); **2-SET IN ORDER** (*Arrange items to promote efficient workflow*); **3-SHINE** (*Clean the work area so it is neat and tidy*); **4-STANDARDIZE** (*Set standards for a consistently organized workplace*); and **5-SUSTAIN** (*Maintain and review standards*) within the Office and surroundings of PENR Office, Protected Area Management Office (PAMO) located at Barangay Tumagabok, Boac, Marinduque and Buyabod Monitoring Station/Look-out Tower situated at Buyabod Port, Barangay Buyabod, Sta. Cruz, Marinduque **every last Friday of the month** beginning January 2023.

In view hereof, documentation reports with geotagged photos shall be prepared and submitted by AO IV Eden P. Palacios (for PENR Office), PASu Emeterio M. Recto (for PAMO) and Forester I Don Gibson D. Mercado (for Buyabod Monitoring Station/Look-out Tower) within five (5) days after the conduct of said activity.

For information and compliance.


IMELDA M. DIAZ

Copy furnished:

The ARD for Management Services, DENR MIMAROPA

File