



**Regional Special Order**

**No. \_\_\_\_\_**

**Series of 2023**

**SUBJECT: RECONSTITUTION OF DENR-PENRO ORIENTAL  
MINDORO QUALITY MANAGEMENT SYSTEM (QMS)  
ORGANIZATION**

In the interest of the service and pursuant to the expansion of the ISO 9001:2015 Certified Quality Management 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) - Chief, MSD Maricel V. Supleo**

*Functions:*

- a. Oversee the implementation of the QMS;
- b. Coordinate with external parties on matters relating to QMS;
- c. Ensures that procedures for Internal Quality Audit, Management Review, Corrective Actions and Preventive Measures are established and duly implemented; and
- d. Report QMS Performance to the DENR top management.

**2. Deputy QMR/QMS Focal Person -Planning Officer II Nestor G. Mira, Jr.**

*Functions:*

- a. Assist the QMR in the implementation of QMS;
- b. Assume the responsibilities of the QMR in his absence;
- c. Participate in all QMS-related learning events to be conducted with the Development Academy of the Philippines (DAP); and
- d. Spearhead in the echo/roll-out of QMS-related learning events in the PENRO/CENROs.



### 3. QMS Core Team

#### 3.1 Internal Quality Audit Team

Chairperson : **Chief, TSD Alma E. Gibe**  
Members : For. Amor D. Asi  
LMO III Delia T. Almarez  
For. Rick U. Dumadag

##### *Functions:*

- a. Determines conformance of the QMS against the planned arrangement and requirements of ISO 9001;
- b. Evaluate whether the QMS is effectively implemented and maintained;
- c. Provide inputs to management review regarding the results of the audits; and
- d. Monitor the compliance and implementation to corrective actions and preventive measures for non-conformance findings during audits.

#### 3.2 Planning Team

Chairperson : **For. Corazon E. Pudiquet**  
Members : Ronaldo L. Suarez  
Jezreel John M. Matre

##### *Functions:*

- a. Ensure the quality objectives are established at relevant functions within the organization;
- b. Ensure that quality objectives are measurable;
- c. Ensure that quality objectives are supported by appropriate programs to achieve them; and
- d. Ensure that customer information and level satisfaction is monitored as one of the measures of QMS performance.

#### 3.3 Workplace Organization Team

Chairperson : **Nestor N. Cuasay**  
Members : Buena P. Florida  
Cedrick M. Masongsong

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*Functions:*

- a. Plan and coordinate effective deployment and efficient utilization of resources;
- b. Ensure that the work environment is properly managed and in conformity with quality and service requirements;
- c. Ensure the consistent implementation of the 5S program; and
- d. Monitor and assess the cleanliness, orderliness and safety of the workplace.

### 3.4 Education and Training Team

Chairperson : **For. Bea Natasha R. Fortu**

Members : Myla Gemma P. Gamboa  
Nesiree A. Saiazar

*Functions:*

- a. Plan and coordinate with QMS Focal Person the QMS Learning and Development; and
- b. Echo sessions and writeshops to comply with QMS documentation and other requirements of ISO 9001:2015 Certification.

### 3.5 Document and Record Control Team

Chairperson : **Noeme P. Alcancia**

Members : Lillie Mae S. Tuason  
Rhadjie A. Hulleza

*Functions:*

- a. Ensure the changes and revision on the documents are determined and recorded;
- b. Ensure that relevant and updated version of documents are readily available at all times;
- c. Ensure that documents are legible, accessible and retrievable;
- d. Prevent and avoid the use of obsolete documents; and
- e. Established control mechanisms for identification, storage, protection, retrieval, retention through time and disposition of records.



#### 4. QMS Secretariat

Chairperson : **Dalia G. Bigtas**  
Members : Ma. Chistine D. Gardoce  
Christine R. Untalan

*Function:*

- a. Provide coordination and other 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 takes effect immediately and supersedes previous order and shall remain in force unless revoke by the undersigned or higher authorities.

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director

Recommending Approval:

  
**ALAN L. VALLE**  
OIC, PENRO