



January 16, 2023

PENRO SPECIAL ORDER

No. : _____
Series of 2023

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

In the interest of the service and in pursuant to the implementation of ISO 9001:2015-Certified Quality Management System in DENR MIMAROPA, the QMS organization of this office is hereby reconstituted as follows:

Quality Management Representative (QMR):

Wamalayda S. Talabucon

OIC-Chief, Management Services Division Chief

Functions:

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

Deputy QMR/QMS Focal Person

Mailah L. Regalado

Administrative Officer IV (HRMO II)

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 re-echoing and roll-out of QMS related learning events in DENR PENRO Palawan in coordination with the education and learning team.

QMS Core Team

The QMS Core Team shall assist the QMR and QMS Focal Person in the development and implementation of all the requirements of ISO 9001:2008. It shall ensure that the requirements for maintaining and retaining documented information are established and implemented. It shall consist of five (5) QMS teams namely: Planning, Education and Training, Internal Audit, Workplace Organization and Documents and Records Control with the following compositions:

1. Planning Team

Chairperson : **Myra S. Mapanao, Planning Officer II**
Members : **Jimmy C. Villareal, LMO III**
Angelica D. Verian, Senior Forest Mgmt Specialist
Laurie Rose S. Coquia, ECOMS I
Sherwina Grace Q. Velasco, Forest Technician II
Lilibeth B. Cayetano, Forest Ranger

Functions:

- a. Develop plans and policies to guarantee that quality management objectives are well-established and relevant functions implemented within the organization;



- b. Ensure that quality objectives are doable and measurable;
- c. Guarantee that quality objectives are supported by programs and measures to achieve them;
- d. Formulate a system to ensure that customer information and level of satisfaction is monitored as one of the measures of QMS performance; and
- e. Formulate an appropriate monitoring, assessment, evaluation and reporting system as bases in improving the QMS in the province.

2. Education & Training Team

Chairperson: **Maylene S. Udtojan, ISA II**
Members : **Irene A. Mixdon, Admin. Assistant I (Computer Operator I)**
Jonathan F. Gellez, Engineer III
Marjorie M. Ortega, Forest Technician I
Renato A. Cornel, Forest Technician I
Hazel A. Mongcal, Forest Ranger

Functions:

- a. Formulate a plan on developing and strengthening capacities on QMS in close coordination with the focal persons;
- b. Undertake performance feed-backing in collaboration with the planning team; and
- c. Convene and undertake orientations and writeshops to comply with QMS documentation and other requirement towards ISO 9001:2015 Certification

The Chair shall serve as Assistant QMS Focal Person. Together with the QMS Focal Person shall participate in all QMS learning events to be conducted by DAP and shall assist the QMS Focal Person in re-echoing and roll-out activities.

3. Internal Audit Team

Chairperson: **Ronie B. Gandeza, OIC, Chief Technical Services Division**
Members : **Arnel C. Gamutia, Forester II/Chief, Monitoring & Enforcement Section**
Donna Belle E. Luengo, Engineer III
Juvy B. Sarmiento, AO I (Cashier I)
Reina Kezia B. Quidpuan, Administrative Assistant II (Bookkeeper I)
Maria Corazon L. Zeñarosa, Forest Technician II
Marichu O. Guinto, Forest Ranger
Rachelle E. Liwag, Engineering Aide

Functions:

- a. Determine conformance of the QMS against the planned arrangement and requirements of ISO 9001;
- b. Evaluate whether the QMS is effectively implemented and sustained;
- c. Provide inputs to management review regarding the results of audits;
- d. Track and monitor the implementation of identified corrective and preventive actions for non-conformances raised during audits.

4. Workplace Organization Team

Chairperson: **Rhodora B. Ubani, Supervising ECOMS/Chief, CDS**
Members : **Angelica D. Verian, SFMS/NGP Provincial Coordinator**



Merlie V. de Jesus, AO IV (Budget Officer II)
Merlyn L. Blaza, CDO II
Roland G. Talabucon, LMO II
Ma. Teresa E. Gacasa, Forest Technician II
Cesar M. Rancap, Cartographer I
Leonardo M. Jaurigue, Engineering Aide

Functions:

- a. Plan and coordinate effective deployment and efficient utilization of project resources in-line with QMS activities;
- b. Ensure that the work environment needed to achieve conformity to quality and service requirements is properly managed;
- c. Ensure consistent implementation of the 5S programs; and
- d. Monitor, assess and evaluate workplace cleanliness, orderliness, security and safety.

5. Document and Records Control Team

Chairperson: **Rhea D. Juab, Designated Records Officer**
Members : **Glenda G. Sanchez, Admin. Assistant III (Comp. Operator II)**
Karla Kristine V. Aballa, Special Investigator I
Donnabelle D. Ocampo, Admin. Officer I (Supply Officer)

Functions:

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

Secretariat

Functions:

- a. Provide administrative support to successfully implement the QMS up to the 3rd party certification;
- b. Facilitate the delivery of specific outputs in line with the QMS;
- c. Plan and coordinate effective deployment and efficient use of human, financial and other physical resources for the QMS.

Chair : **Maria Laura M. Ortega, Special Investigator I**
Members : **Belinda G. Abrea, Administrative Aide VI**
Rosella S. Abison, Forest Ranger
Cyrille M. Fernando, Forest Ranger
Walter C. Yan, Forest Ranger

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

This Order takes effect immediately and shall remain in force unless otherwise revoke by the undersigned or higher authorities.

Recommending Approval:


FELIZARDO B. CAYATOC
 PENRO

Approved:

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

