



Republic of the Philippines  
Department of Environment and Natural Resources  
Provincial Environment and Natural Resources Office  
**MIMAROPA Region**

Bgy. Sta. Monica, Puerto Princesa City, Palawan  
E-mail: penropalawan@denr.gov.ph  
Telfax No. (048) 433-5638/ (048) 434-879

**DENR MIMAROPA  
RECORDS SECTION  
RECEIVED**

**MAR 23 2023**

☐ INCOMING ☐ OUTGOING

BY: \_\_\_\_\_ DATE: March 13, 2023  
TIME: \_\_\_\_\_

**MEMORANDUM**

**FOR :** The Regional Executive Director  
DENR MIMAROPA Region  
1515 L&S Bldg., Roxas Blvd.,  
Barangay 668, Ermita, Manila

**THRU :** The Assistant Regional Director  
for Management Services Division

**FROM :** The Provincial Environment and  
Natural Resources Officer

**SUBJECT :** **SIMULTANENOUS 5S DAY EVERY LAST FRIDAY OF THE  
MONTH**

Respectfully forwarded is the memorandum from CENRO Taytay dated March 6, 2023 pertaining the above-captioned subject with enclosures.

As stated, the said office and PAMO ENTMRPA conducted simultaneous 5S Day on February 23, 2023 and was participated by a total of eight (8) personnel composed of three(3) males and five (5) females within an age group in between of 18-59 years old.

For information and record.

  
**FELIZARDO B. CAYATOC**

DR #: 2023-2093

**DENR-PENRO PALAWAN  
RELEASED  
THROUGH E-MAIL**

EMAILED TO: RED cc: ARD MS

E-MAILED BY: Xyra

DATE: 17 MAR 2023 TIME: 1:10 PM

**DENR-PALAWAN  
PENRO-RECORDS  
RELEASED**

By: Khea  
Date: 7 MAR 2023 CN: 23-721



Republic of the Philippines  
Department of Environment and Natural Resources  
Region IV- MIMAROPA

COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

5312 Taytay, Palawan  
by the National Highway, Poblacion, Taytay, Palawan  
email:cenrotaytay@denr.gov.ph  
Contact Nos: 0912-171-3889 (Talk and Text) 0926-505-9335 (TM)

DENR CENRO  
PALAWAN RECORDS  
RECEIVED

March 6, 2023

MEMORANDUM

BY: [Signature]  
DATE: 03-07-2023 CN 23-2093

FOR : The Provincial and Natural Resources Officer-Palawan

FROM : The Community Environment and Natural Resources Officer

SUBJECT : **ACCOMPLISHMENT REPORT/MEANS OF VERIFICATION (MoV) FOR ENVIRONMENTAL MANAGEMENT SERVICES (EMS) ACTIVITY**

<b>Activity:</b> Simultaneous 5S Day every last Friday of every month				
<b>Performance Indicator:</b> Reports submitted				
<b>Frequency of submission:</b> Monthly				
<b>Current submission:</b> Memorandum dated February 27, 2023 of PAMO-El Nido-Taytay Managed Resource Protected Area (ENTMRPA) corresponding to CN 1412 in the EDATS				
<b>Attachment:</b> Report dated February 27, 2023 of PAMO-ENTMRPA Information Officer Aljen F. Becera with photo documentation and attendance sheet.				
<b>Gender and Development (GaD) data</b>	Male =3   Female = 5   LGBTQ+ = 0   Prefer not to say = 0 Note: These five are those who did the habitat surveillance			
<b>Age Grouping</b>	60 and above	18-59	17 and below	TOTAL
	0	8	0	8
<b>Environmental Management System (EMS Compliance)</b>	<div>✓ Compliant to <b>5S</b> organization techniques (<b>SORT</b> – keep only necessary items, <b>SET IN ORDER</b> – arrange items to promote efficient workflow, <b>SHINE</b> – clean the work area so it is neat and tidy, <b>STANDARDIZE</b>, and <b>SUSTAIN</b> – maintain and review standard)</div> <div>✓ Subjected to 5S management techniques were the Protected Area Management Office and the Dive House.</div>			
<b>Explanation:</b> The activity was actually held on February 23 (Thursday) because February 24 (Friday) was declared by His Excellency, the President as non-working holiday. The same 5S activity was also held in CENR Office Taytay, Palawan, at the records of the Office mainly attended to by two (2) males and (1) female, all between 18-59 years old (photos provided)				

This is our **Means of Verification (MoV)** on the activity.

Please confirm your receipt hereof. Thank you.

DENR CENRO  
TAYTAY, PALAWAN  
RELEASED

BY: [Signature]  
DATE: MAR 07 2023 CN 927

CONRADO M. COPUZ

Copy furnished:  
PAMO-ENTMRPA





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Community Environment and Natural Resources  
**EL NIDO-TAYTAY MANAGED RESOURCE PROTECTED AREA**  
Calle Real, Barangay Masagana, El Nido, Palawan 5313  
Contact No. Landline (048-716-0674)  
Email: [entmrpa@gmail.com](mailto:entmrpa@gmail.com)

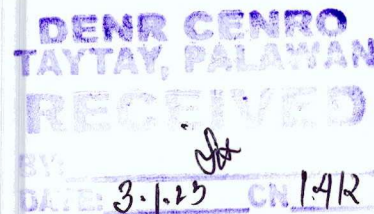
February 27, 2023

**MEMORANDUM**

**FOR :** The Community Environment and Natural Resources Officer  
Taytay, Palawan

**FROM :** The Protected Area Superintendent  
El Nido - Taytay Managed Resource Protected Area

**SUBJECT :** **SIMULTANEOUS 5S DAY EVERY LAST FRIDAY OF THE MONTH**



Respectfully forwarded is the memorandum dated February 27, 2023 of Information Officer Aljen F. Becera regarding the above subject.

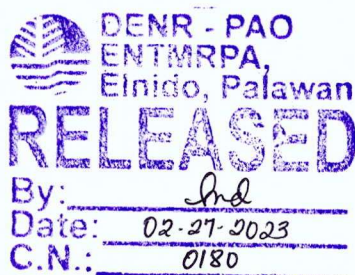
Please be informed that on February 27, 2023, this Office and Dive house conducted cleaning of office tables, sorting of paper and other reusable items, arrangement of tables and chairs in the Conference Room, sweeping the floors, cleaning of dry leaves and removal of grass in the backyard. Trash bins were also emptied and garbage were properly disposed. The activity was participated by a total of eight (8) ENMRPA PAMO personnel composed of five (5) females and three (3) males.

Attached is the photo documentation of the activity.

For information and record.

For the Protected Area Superintendent:

**JENUEL P. CASEL**  
Park Maintenance Foreman /  
Assistant PASu, ENMRPA





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
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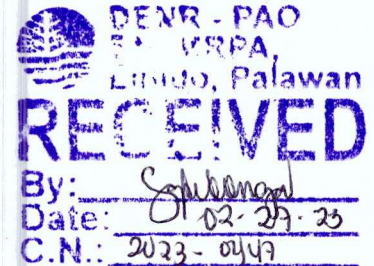
February 27, 2023

**MEMORANDUM**

**FOR :** The Protected Area Superintendent  
El Nido - Taytay Managed Resource Protected Area  
El Nido, Palawan

**FROM :** The Information Officer

**SUBJECT :** **SIMULTANEOUS 5S DAY EVERY LAST FRIDAY OF THE MONTH**



This pertains to the compliance and implementation of activities stated in the Action plan under DENR Environmental Management System (EMS) ISO 14001:2015 and in order to set standard of organizational techniques to create and maintain instinctive workplace of each officer in the province.

Please be informed that on February 23, 2023 personnel of this office conducted the following activities as part of simultaneous 5S Day for the month of February CY 2023.

Facility	Location	Activity
Protected Area Management Office	Bgy. Masagana, El Nido, Palawan	<ul style="list-style-type: none"><li>Cleaned the office tables</li><li>Recycled paper and emptied trash cans</li><li>Sweep the floors</li><li>Cleaned the stand fans</li><li>Sorted and recycled scratch papers</li><li>Arranged the tables and chairs in the Conference Room</li></ul>
Dive House	Bgy. Corongcorong, El Nido, Palawan	<ul style="list-style-type: none"><li>Cleaned-up dry leaves and weeds in the surrounding using rake</li><li>Sweep the floors</li><li>Cut and removed the grass in the backyard</li></ul>

The said activity was participated by a total of eight (8) ENMRPA PAMO staff. Below are the details of information.

Gender and Development (GaD) data	Male=3	Female=5	LGBTQ+=0	Prefer not to say=0
Age Grouping	60 and above	18-59	17 and below	Total
	0	8	0	8

Attached is the photo documentation of the activity.

For information and record.

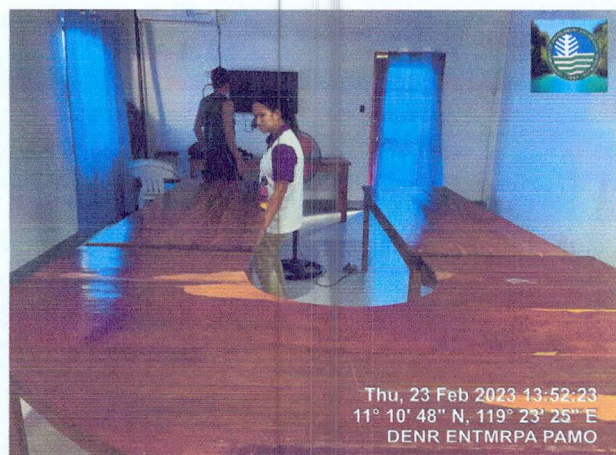
  
**ALJEN F. BECERA**





Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
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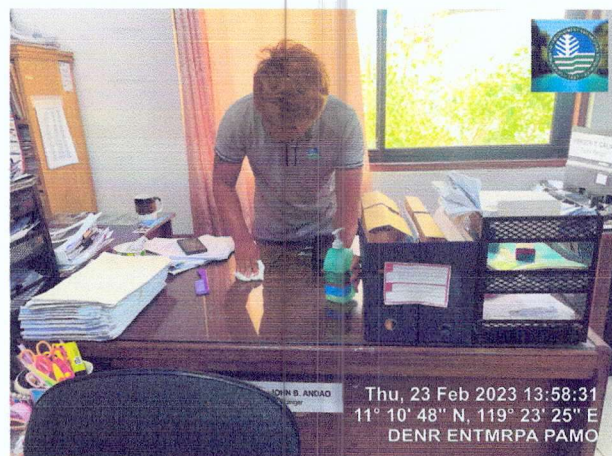
**PHOTOS**







Republic of the Philippines  
Department of Environment and Natural Resources  
**MIMAROPA Region**  
Community Environment and Natural Resources  
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I hereby certify that the above photos are true and correct and taken during the simultaneously 5S day on February 23, 2023 at El Nido-Taytay Managed Resource Protected Area - Protected Area Management Office (ENTMRPA-PAMO) and Dive House, Bgy. Corong-corong, El Nido, Palawan.

**ALJEN F. BÉCERA**  
Information Officer





Republic of the Philippines  
Department of Environment and Natural Resources  
MIMAROPA Region

**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

By the National Highway, Poblacion, Taytay, Palawan 5312

Mobile: 0926-505-9335 TM 0912-171-3889 TNT

Email: cenrotaytay@denr.gov.ph

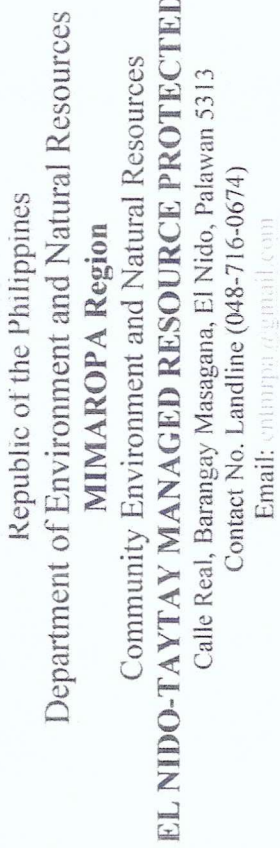


Photos showing before the organizing of records at CENRO Taytay office.



Photos showing after the organizing of records at CENRO Taytay office.





*El Nido Managed Resource Protected Area (ENMRPA), El Nido, Palawan*

February 23, 2023

[illegible]