



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

MAR 16 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR by the Bay Building, Roxas Blvd.,  
Brgy. 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : REQUEST FOR ISSUANCE OF SPECIAL ORDER TO OIC,  
PENRO PLANNING OFFICER / ECOMS II ALVIN E. SANICO  
AS IN-CHARGE, OFFICE OF THE MANAGEMENT  
SERVICES DIVISION

This Office would like to request for the issuance of a Special Order due to the personal travel abroad of the Chief, Management Services Division to Singapore and Malaysia from April 2-8, 2023 per Travel Authority No. DENR-PTA-01-0077-2023 dated February 3, 2023.

In order to ensure continuous operation and supervision of all the personnel in the division, OIC-PENRO Planning Officer / ECOMS II Alvin E. Sanico is recommended for such designation while Chief, MSD is not around in the office from April 3-5, 2023.

For information and issuance of corresponding special order.

  
**ERNESTO E. TAÑADA**



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

MAR 16 2023

**MEMORANDUM**

FOR : The Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR By the Bay Building, Roxas Boulevard,  
Brgy. 668, Ermita, Manila

THRU : The OIC, PENR Officer

FROM : The Chief, MSD / The EMS Chair

SUBJECT : FY 2023 ENVIRONMENTAL MANAGEMENT SYSTEM  
(EMS) IMPLEMENTATION PLAN (RDATS No. I-2023-103770)

In compliance with memorandum dated February 28, 2023 on the above, please see below matrix as EMS plan of this Office for the current year.

EMS ACTIVITY	IMPLEMENTATION SCHEDULE / TIME FRAME	FUNDING SOURCE	
		OFFICE GAA	FOR CO FUNDING
1. Baseline activity for electricity, water and fuel for vehicles and generator sets (last 5 years – 2018-2022)	Until March 31, 2023	Yes	
2. Issuance of office orders to address No. 1 activity aiming for 5% reduction for 2023 (starting 3 <sup>rd</sup> Qtr.)	Until April 30, 2023	Yes	
3. Procurement of environmental-friendly supplies and equipment	1 <sup>st</sup> Qtr. to 2 <sup>nd</sup> Qtr., 2023	Yes	
4. Establishment of EMS Activity/Display/Information Area	Until March 31, 2023		5k
5. Issuance of office order to support activity No. 4	Until April 30, 2023		
6. Invite environmental advocate to share art making out of wastes generated from offices	Starting 2 <sup>nd</sup> Qtr. 2023		5k / qtr
7. Intensification of waste management in the office/workplace	Starting immediately	Yes	



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EMS ACTIVITY	IMPLEMENTATION SCHEDULE / TIME FRAME	FUNDING SOURCE	
		OFFICE GAA	FOR CO FUNDING
8. Collation/Production/Display and Distribution of EMS compliant IEC materials in the office	Starting 3 <sup>rd</sup> Qtr., 2023		10k
9. Introduction of information system to minimize paper and ink use	Starting 1 <sup>st</sup> Qtr. 2023		10k
10. Installation/implementation of centralized printers to start in the Administrative Unit as pilot	Starting 1 <sup>st</sup> Qtr. 2023		

For information and record.

  
**ERNESTO E. TAÑADA**

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