



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) 434-8791

DENR MIMAROPA RECORDS SECTION	
RECEIVED	
BY:	
DATE:	
TIME:	

May 12, 2023

**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

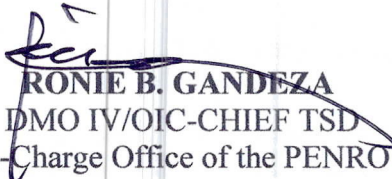
SUBJECT : **ACCOMPLISHMENT REPORT ON OBSERVANCE OF 5S  
PROGRAM ON APRIL 28, 2023**

Respectfully forwarded is the memorandum from CENRO Taytay dated May 8, 2023  
pertaining the above-captioned subject with enclosures.

As stated, the CENR Office Taytay and field stations conducted simultaneous 5S Day on  
April 28, 2023 and was participated by a total of thirty-nine (39) personnel composed of twenty  
(20) females and of seventeen (17) males within an age group in between of 18-60 years old and  
above.

For information and record.

"For the PENRO"

  
**RONIE B. GANDEZA**  
DMO IV/OIC-CHIEF TSD  
In-Charge Office of the PENRO

DR #: 2023-4370  
Irene

DENR-PENRO PALAWAN RELEASED THROUGH E-MAIL	
EMAILED TO:	RED cc: ARD MS
E-MAILED BY:	Xyra H
DATE:	16 MAY 2023
TIME:	9:55 am

DENR-PALAWAN PENRO-RECORDS RELEASED	
By:	Rene
Date:	16 MAY 2023
CN:	2023-1356



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)

May 8, 2023

DENR PENR  
PALAWAN RECORD  
RECEIVED

MEMORANDUM

FOR : The Provincial and Natural Resources Officer-Palawan

BY: *[Signature]*  
DATE: 05-12-2023 CN 23-4370

FROM : The Community Environment and Natural Resources Officer

SUBJECT : **ACCOMPLISHMENT REPORT ON OBSERVANCE OF 5S PROGRAM ON APRIL 28, 2023**  
**Compliance to PENRO-Palawan memorandum dated January 25, 2023 to conduct simultaneously 5S program in all DENR stations every last Friday of the month.**

<b>Activity:</b> Conduct of 5S program of CENR Office Taytay and field stations				
<b>Performance Indicator:</b> Report with endorsement to the Provincial Environment and Natural Resources Office - Palawan				
<b>Frequency of submission:</b> Monthly after the activity				
<b>Current submission:</b> Memorandum dated May 2, 2023 of the QMS – Workplace Organization marked with Correspondence No. (CN) 2826 in the Edats.				
<b>Attachment:</b> photo documentations during conduct of activity				
<b>Gender and Development (GaD) data</b>	Male = 17    Female – 20    LGBTQ+=1    Prefer not to say = 1			
<b>Age Grouping</b>	60 and above	18-59	17 and below	TOTAL
	2	37	0	39
<b>Environmental Management System (EMS Compliance)</b>	<input checked="" type="checkbox"/> Compliant to 5S organization techniques (SORT – keep only necessary items, SET IN ORDER – arrange items to promote efficient workflow, SHINE – clean the work area so it is neat and tidy, STANDARDIZE, and SUSTAIN – maintain and review standard) <input checked="" type="checkbox"/> No single-use plastic waste during the whole activity			
<b>Recommendation/s</b>	The team recommends: 1. Continue to observe the 5S program			

This is our **Means of Verification (MoV)** on the activity. Please confirm your receipt hereof. Thank you.

For and the absence of the CENRO:

DENR CENRO  
TAYTAY, PALAWAN  
RELEASED  
BY: *[Signature]*  
DATE: MAY 09 2023 1760

*[Signature]*  
**MARIANO R. LILANG, JR.**  
Development Management Officer IV





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

**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**

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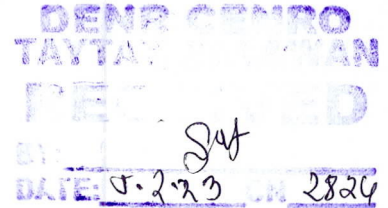
May 2, 2023

**MEMORANDUM**

FOR : The Community Environment and  
Natural Resources Officer

FROM : QMS- Workplace Organization Team

SUBJECT : **5S OBSERVANCE DATED APRIL 28, 2023**



In compliance with PENRO memorandum dated January 25, 2023 to hold the 5S program simultaneously in all DENR stations in the Province of Palawan every last Friday of the month.


Please be informed that on April 28, 2023 at about 3:00 in the afternoon, CENR Office Taytay and field Offices/ stations of this jurisdiction carried out the instruction orderly, very satisfactorily, and exactly in accordance with the definition of 5S terms Sort, Set in Order, Shine, Standardize and Sustain. The said activity was participated by 17 male, 20 female, one (1) LGBTQ++ and one (1) prefer not to say.

Attached are geotagged photos as evidence of the compliance.

Yes to 5S! It will be sustained observance in this jurisdiction.

  
**ELVIE O. BASE**  
LMO II/ Chair

  
**MICHAEL L. MARASIGAN**  
Forester I/ Member

  
**JOANNA JEAN L. TALAMAYAN**  
LMI/ Member





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**PHOTO**

**CENR Office Taytay**



**Protected Area Management Office- MSPLS**



**Protected Area Management Office- ENMRPA**

