



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 MARCH 31, 2023**

Respectfully forwarded is the memorandum from CENRO Taytay dated May 2, 2023
pertaining the above-captioned subject with enclosures.

As stated, the CENR Office Taytay and field stations conducted simultaneous 5S Day on
March 31, 2023 and was participated by a total of twenty-five (25) personnel composed of twenty-
five (25) males and of twenty-three (23) females 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 #: 2023-4191
Irene

DENR-PENRO PALAWAN	
RELEASED	
THROUGH E-MAIL	
EMAILED TO:	RED cc: ARP MS
E-MAILED BY:	Xyra Lb
DATE: 16 MAY 2023	TIME: 10:16 am

DENR-PALAWAN	
PENRO-RECORDS	
RELEASED	
By	Rhca
Date: 16 MAY 2023	CN 2023-1357



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: 0922-111-3389 (Toll-free) 0926-505-9335 (TM)

**DENR CENRO
PALAWAN RECORDS
RECEIVED**

May 2, 2023

BY: [Signature]
DATE: 05-05-2023 BN 23-4/91

MEMORANDUM

FOR : The Provincial and Natural Resources Officer-Palawan

FROM : The Community Environment and Natural Resources Officer

SUBJECT : **ACCOMPLISHMENT REPORT ON OBSERVANCE OF 5S PROGRAM ON MARCH 31, 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.

Activity: Conduct of 5S program of CENR Office Taytay and field stations				
Performance Indicator: Report with endorsement to the Provincial Environment and Natural Resources Office - Palawan				
Frequency of submission: Monthly after the activity				
Current submission: Memorandum dated April 5, 2023 of the QMS – Workplace Organization marked with Correspondence No. (CN) 2321 in the Edats. <u>1 CN 2309</u>				
Attachment: photo documentations during conduct of activity				
Gender and Development (GaD) data	Male = 25 Female – 23 LGBTQ+=1 Prefer not to say = 2			
Age Grouping	60 and above	18-59	17 and below	TOTAL
	2	49	0	51
Environmental Management System (EMS Compliance)	✓ 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) ✓ No single-use plastic waste during the whole activity			
Recommendation/s	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: 05/02/2023 1636

MAY 02 2023
MARIANO P. LILANG, JR.
Development Management Officer IV
[Signature]



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: 0917-501-0503 TM 0912-171-3889 TNT

Email: cenrotaytay@denr.gov.ph

April 5, 2023

MEMORANDUM

FOR : The Community Environment and
Natural Resources Officer

FROM : QMS- Workplace Organization Team


SUBJECT : **5S OBSERVANCE DATED MARCH 31, 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 March 31, 2023 at about 1:30 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 25 male, 23 female, one (1) LGBTQ++ and two (2) 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 G. BASE
LMO II/ Chair


MICHAEL L. MARASIGAN
Forester I/ Member

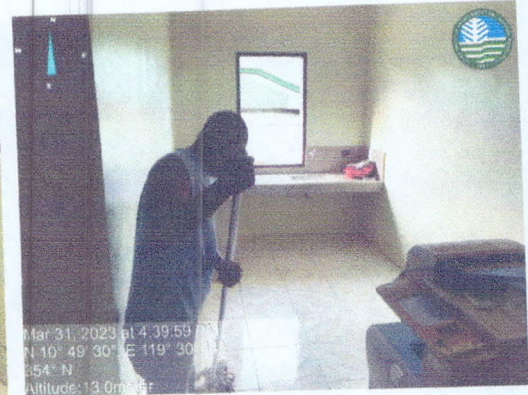

JOANNA JEAN L. TALAMAYAN
LMI/ Member



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PHOTO

CENR Office Taytay



Protected Area Management Office- MSPLS



Protected Area Management Office- ENMRPA





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Forest Product Monitoring Station II (Bagong Bayan, El Nido, Palawan)



Forest Product Monitoring Station IV (Lamoro, Pasadeña, El Nido, Palawan)





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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

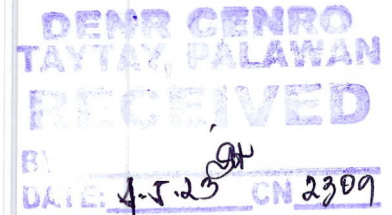
March 31, 2023

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**



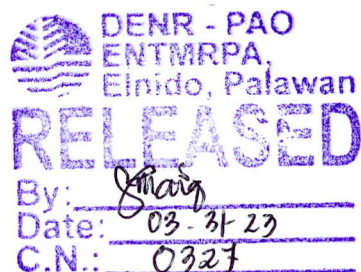
Respectfully forwarded is the memorandum dated March 31, 2023 of Information Officer Aljen F. Becera pertaining to the Implementation of Plan of the Office on environmental Management System (EMS), basically the 5S technique of the organization, namely: 1. Sort, 2. Set in Order, 3. Shine, 4. Standardized, and 5. Sustain.

Please be informed that a total of twenty (20) personnel of this Office conducted the following activity within the premises of the PAMO building, to wit;

1. Removal of steel
2. Removal of rotten logs/lumbers
3. Sweeping of dry leaves
4. Collection and segregation of bottles and plastics
5. Piling of lumber
6. Dumping of garbage

Attached is the photo documentation of the activity.

For information and record.




MILDRED A. SUZA 



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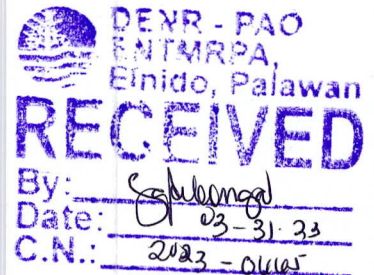
March 31, 2023

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 memorandum dated January 27, 2023 of CENRO Conrado M. Corpuz regarding the above subject in compliance to the Implementation of Plan of the Office on environmental Management System (EMS), basically the 5S technique of the organization, namely: 1. Sort, 2. Set in Order, 3. Shine, 4. Standardized, and 5. Sustain.

Please be informed that on March 31, 2023, ENMRPA PAMO personnel conducted the following activities in observance of the simultaneous 5S Day, to wit;

1. Removal of steel
2. Removal of rotten logs/lumbers
3. Sweeping of dry leaves
4. Collection and segregation of bottles and plastics
5. Piling of lumber
6. Dumping of garbage

Decaying woods and lumbers were transported to Lamoro Station to be use as firewood while garbage was properly disposed at El Nido Sanitary Landfill in coordination with the LGU MENRO.

A total of twenty (20) personnel participated in the said activity.

Table 1. Attendance of the activity

Gender and Development (GaD) data	Male= 4	Female=13	LGBTQ+= 1	Prefer not to say= 2
	60 and above	18-59	17 and below	Total
Age Grouping	0	20	0	20

Attached is the photo documentation and attendance of the activity.

For information and record.


ALJEN F. BECERA



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PHOTOS





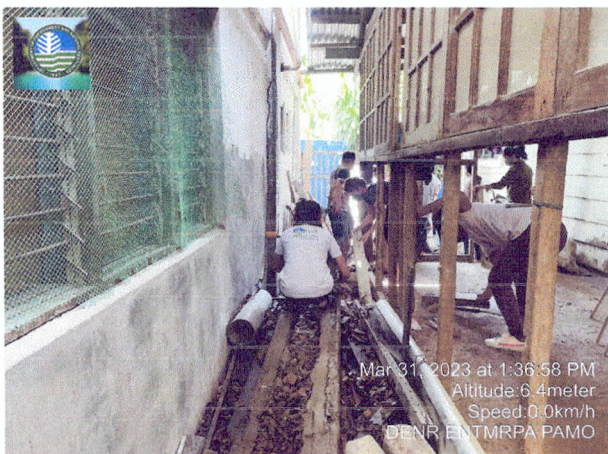
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BEFORE



AFTER



I HEREBY CERTIFY that the above photos are true and correct and taken during the simultaneously 5S day on March 31, 2023 at El Nido Managed Resource Protected Area - Protected Area Management Office (ENMRPA - PAMO).

ALJEN F. BECERA
Information Officer



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SIMULTANEOUS SS

Protected Area Management Office, Barangay Masagana, El Nido, Palawan
March 31, 2023

No.	Name	Gender				Age	Position	Agency/Organization	Contact Number	Signature
		M	F	Prefer not to say	LGBTQ CIA++					
1	Alyen Perea		✓			30	Information Officer	ENMRA-PRMO		
2	PALADAN, MARIEL M.			✓		26	CMEMP E.O	"	0955286095	
3	ETHEL F. DAKTASTAN				/	27	Park-keeper	"	09049018856	
4	Maureen Dagur		✓			25	Admin. Aide IV	"		
5	Levin J. Nardon		✓			23	Parkkeeper	"		
6	Jacquilyn P. Montecal		-			33	Utility	"		
7	Lory Jane Defina		-			25				
8	Lucille Grace B. Adorante		-			24	Admin Aide IV			
9	Neyl A. Ortega		✓			22	O	ENMRA-PRMO		
10	Pamela A. Alacado		-			23	OST	-U		



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SIMULTANEOUS SS

Protected Area Management Office, Barangay Masagana, El Nido, Palawan

March 31, 2023

No.	Name	Gender				Age	Position	Agency/Organization	Contact Number	Signature
		M	F	Prefer not to say	LGBTQ CIA++					
11	Jesslyn C. Artavillo		✓			21	OJT	ENMRPA - PAMC		
12	Keatlyn Bernaje		✓			20	OJT	"		
13	Joselito Xerina	✓				20	OJT	"		
14	Andao, Steven John			✓		26		ENMRPA-PAMC		
15	Reynald Ortega	✓				45	PR	"		
16	Paulhan Dreo		✓			34	Utility	-do		
17	Merian P. Pivillar		✓			24	Admin Aide	"		
18	Jedith Seboan		✓			25	Clerk 1	"		
19	PAVU CRACKER	✓				26	PR			
20	Henson Caliao	✓				31	PR			

CERTIFIED BY:

APPROVED BY:

MILDRED A. SUZA
SVEMS/PASu-ENTMRPA

CONRADO M. CORPUZ
CENRO