



**MEMORANDUM**

MAY 14 2024

**FOR/TO :** All Undersecretaries  
All Assistant Secretaries  
All Central Office Directors  
All Central Office Division Chiefs

**FROM :** The Director  
Document Management and Operations Support and  
Chair, QMS Secretariat

**SUBJECT :** UPDATING OF DESIGNATION OF PERMANENT AND  
ALTERNATE REPRESENTATIVES TO COMPRISE THE CORE  
TEAM OF THE DENR CENTRAL OFFICE QUALITY  
MANAGEMENT SYSTEM (QMS)

In line with DENR Special Order No. 2019 – 77 dated January 23, 2019 re **Designation / Reconstitution of the Quality Management Representatives and Teams for the Implementation of the DENR Quality Management System (QMS) Certifiable to ISO 0991: 2015**, the composition of the QMS Core Team shall be as follows:

1. *Central Office QMR – Chair*
2. *All Service Directors*
3. *All Division Chiefs*

In addition, DENR Special Order No. 2019-724 dated September 27, 2019 re **Amending DENR Special Order No. 2019-77 dated January 23, 2019 on Designation/Reconstitution of the Quality Management Representatives and Teams for the Implementation of the DENR Quality Management System** states the following are the additional members of the Central Office Core Team:

4. *Senior Staff from the Office of the Undersecretaries*
5. *Senior Staff from the Office of the Assistant Secretaries*

In this regard, all offices are hereby requested to provide the updated designation of **Permanent and Alternate Representatives** to comprise the DENR Central Office Core Team, based on the following:

<b>Office of the Undersecretary</b>	
<b>Permanent</b>	<b>Alternate</b>
Senior Technical Staff 1	Senior Technical Staff 2

<b>Office of the Assistant Secretary</b>	
<b>Permanent</b>	<b>Alternate</b>
Senior Technical Staff 1	Senior Technical Staff 2

<b>Central Office Service / Special Office</b>	
<b>Permanent</b>	<b>Alternate</b>
Director	Senior Technical Staff assigned at OD
Division Chief A	Senior Technical Staff assigned at Division A
Division Chief B	Senior Technical Staff assigned at Division B
Division Chief C	Senior Technical Staff assigned at Division C

Kindly submit the updated designations per office to the QMS Secretariat **not later than 17 May 2024** following the prescribed format (see sample below):

Office: Administrative Service

	<b>Permanent</b>	<b>Alternate</b>
Director	Director Rolando Castro	Senior Technical Staff
General Services Division	Engr. Guillermo Estipona Jr.	Senior Technical Staff
Property and Supply Management Division	Engr. Gilbert Mondroy	Senior Technical Staff
Records Management Division	Jocelyn D. De Layola	Senior Technical Staff

Prepared by:

Noted by:

\_\_\_\_\_  
(Name of Staff)

\_\_\_\_\_  
(Head of Office/Service)

A Special Order shall be prepared upon receipt of all updated designations to formally constitute the Central Office Core Team.

For questions and/or clarifications, please do not hesitate to contact Ms. Joana Constantino at VOIP No. 1046 or email at [qmssecretariat@denr.gov.ph](mailto:qmssecretariat@denr.gov.ph).

For consideration please.

  
JOE-MAR S. PEREZ



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JAN 23 2019

**SPECIAL ORDER**

No. 2019- 77

**SUBJECT: DESIGNATION/RECONSTITUTION OF THE QUALITY MANAGEMENT REPRESENTATIVES AND TEAMS FOR THE IMPLEMENTATION OF THE DENR QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015**

In compliance with Executive Order No. 605 dated February 23, 2007 mandating the institutionalization of Quality Management System in the government and to ensure the effective implementation of the DENR Quality Management System (QMS) certifiable to ISO 9001:2015, the quality management representatives and the reconstitution of the teams at the DENR Central Office, staff bureaus and the pilot regions, PENROs and CENROs are hereby designated/reconstituted as follows:

**a. Over-all Quality Management Representative (QMR)**

Atty. Ernesto D. Adobo, Jr, *CESO I*, Undersecretary for Administration, Finance, Human Resource, Information Systems, Legal, Legislative Affairs and Anti-Corruption is hereby designated as the Over-all Quality Management Representative (QMR). The responsibilities of the Over-all QMR are as follows:

1. Oversee the effective implementation of the QMS in the Central Office, staff bureaus, the pilot regions, PENROs and CENROs;
2. Ensure that the Quality Management System conforms to the requirements of the ISO 9001:2015 Standard;
3. Ensure the integrity of the quality management system;
4. Report to the top management the performance of the quality management system and opportunities for improvement; and
5. Designate or reassign officials and employees to implement the DENR QMS.

**b. Deputy Quality Management Representative**

Ms. Corazon C. Davis, *CESO II*, Assistant Secretary for Policy and Planning Service is hereby designated as the Deputy Quality Management Representative. The responsibilities of the Deputy QMR are as follows:

1. Support the Over-all QMR in the effective implementation, maintenance, and continual improvement of the established quality management system;
2. Assist the Over-all QMR in the performance of his/her assigned duties and responsibilities; and
3. Assume the responsibility of the Over-all QMR in his/her absence.

**c. Central Office Quality Management Representative**

Ms. Bresilda M. Gervacio, Assistant Secretary for Financial Management and Information Systems is hereby designated as the Central Office Quality Management Representative. The responsibilities of the Central Office QMR are as follows

1. Oversee the effective implementation of the QMS in the Central Office;
2. Integrate the implementation of the QMS in the different staff bureaus and pilot regions, PENROs and CENROs
3. Advise the Over-all QMR on approaches to effectively implement QMS in the different offices;
4. Review and integrate the results of internal quality audit and the identified opportunities for improvement and corrective actions;
5. Report to the Over-all QMR the performance of the quality management system and opportunities for improvement;
6. Act as the over-all coordinator for the effective implementation of the DENR QMS; and
7. Perform other functions as may be assigned by the Over-all QMR.

**d. Bureau Quality Management Representative**

The Directors of the Biodiversity Management Bureau (BMB), Ecosystems Research and Development Bureau (ERDB), Forest Management Bureau (FMB) and the Lands Management Bureau (LMB) are hereby designated as Bureau QMRs. They shall perform the following functions:

1. Oversee the effective implementation of the QMS in their respective bureau;
2. Review and integrate the results of internal quality audit and the identified opportunities for improvement and corrective actions;
3. Submit to the Central Office QMR the results of internal quality audit and the identified opportunities for improvement and corrective actions;
4. Report to the Over-all QMR, through the Central Office the performance of the quality management system and opportunities for improvement;
5. Ensure the integrity of the quality management system; and
6. Perform other functions as may be assigned by the Over-all QMR.

**e. Regional Quality Management Representative**

The Regional Executive Directors of DENR-Region II, Region VII and Region XI are hereby designated as Regional QMRs. They shall perform the following functions:

1. Oversee the effective implementation of the QMS in their respective region;
2. Review and integrate the results of internal quality audit and the identified opportunities for improvement and corrective actions;
3. Submit to the Central Office QMR and over-all coordinator the results of internal quality audit and the identified opportunities for improvement and corrective actions;
4. Report to the Over-all QMR, through the Central Office QMR, the performance of the quality management system and opportunities for improvement;
5. Ensure the integrity of the quality management system; and
7. Perform other functions as may be assigned by the Over-all QMR. .

**f. Quality Management System Core Teams**

The Quality Management System Core Team at the Central Office, staff bureaus, pilot regions, PENROs and CENROs are hereby created to perform the following functions:

1. Implement the QMS processes identified at their respective levels;
2. Ensure the delivery of required outputs in accordance with the DENR's requirements and the ISO 9001:2015 standard;
3. Evaluate effectiveness and conformance of the processes to the standard and to the requirements of the mandate of the Department;
4. Prepare and recommend implementation plans and resource requirement for the effective implementation of the QMS;

5. Review and recommend revision of the processes and procedures based on the results of the internal and external quality audit;
6. Report to their respective QMR the performance of the quality management system and opportunities for improvement; and
7. Perform other functions as may be assigned by their respective QMR.

The composition of the QMS Core Teams are as follows:

**a. Central Office QMS Core Team**

1. Central Office QMR - Chair
2. All Service Directors
3. All Division Chiefs

**b. Bureau QMS Core Team**

1. Assistant Director - Chair
2. All Division Chiefs

**c. Regional QMS Core Team**

1. Assistant Regional Directors – Co-Chair
2. All Regional Division Chiefs
3. Provincial Environment and Natural Resources Officer and designated staff
4. Community Environment and Natural Resources Officer and designated Staff

**g. Lead Auditor and Internal Quality Audit Teams**

Mr. Jesus Enrico Moises B. Salazar, Assistant Secretary for Administration is hereby designated as the Lead Auditor. He shall perform the following:

1. Prepare the annual audit program;
2. Supervise the DENR Internal Quality Audit Team and assign the members to specific areas for the conduct of Internal Quality Audit; and
3. Ensure that the conducts of the audit have the requisite objectivity and impartiality of the audit process.

The DENR Internal Quality Audit Teams created pursuant to Special Order No. 2018-743 dated September 5, 2018 shall perform the following functions:

1. Prepare the audit plans and criteria based on the DENR's established requirements and ISO 9001:2015 standard;
2. Conduct the internal quality audit based on the established audit plans and criteria;
3. Conduct of the internal quality audit;
4. Monitor the implementation of the corrective actions;
5. Verify and validate the effectiveness of the corrective actions for non-conformances raised during internal audits; and
6. Submit the results of the IQA to Lead Auditor;
8. Perform other functions as may be assigned by the Over-all QMR.

**h. QMS Document Control Team**

The QMS Document Control Team (DCT) shall perform the following functions:

1. Maintain the documented information at their respective offices in accordance with the DENR's established procedure and requirements and ISO 9001:2015 standard;
2. Control the document code, control number, revision number of all documents and records emanating from their respective offices;

3. Retain records for the Document Review and Approval Requests.
4. Ensure that latest versions of documents are provided to users;
5. Manage the Master Registry;
6. Retain documents and records related to QMS implementation, such as audit findings report (AFR), corrective action requests (CARs), management review, etc;
7. Perform other functions as may be assigned by the QMR.

The QMS DCT, which shall be established at various levels (Central Office, Bureaus, Regional, PENR and CENR offices) and shall compose the following:

1. Document Controller – Head; and
2. Designated Records Officer from each Division or process owners

The Central Office DCT shall be headed by Mr. Mario Bernabe Contreras of the Management Division, who shall act as the over-all head of the QMS Document Control Team. He shall be assisted by Ms. Klassise Angeles of the Information Systems Division, who will maintain the Registry of Documents. The DCT shall directly report to the Central Office QMR.

The QMRs shall establish a Document Control Team at the staff bureaus, pilot regions, PENROs and CENROs. It shall be headed by a Document Controller, who shall be assisted by an ICT personnel. The Director of the staff bureaus, the Regional Executive Director, PENR Officer and CENR Officer of the pilot regions, are authorized to designate the members of the QMS DCT at their respective offices.

**i. QMS Secretariat**

The QMS Secretariat at the Central Office, staff bureaus, pilot regions, PENROs and CENROs are hereby created to perform the following functions:

1. Provide overall support to the implementation of DENR QMS;
2. Coordinate all QMS activities such as training programs, workshops, quality audits and documentations;
3. Coordinate and communicate QMS related activities with to concerned offices; and
4. Provide logistical support to ensure the effective implementation of the DENR QMS.

The Directors of the staff bureaus, the Regional Executive Directors, PENR Officers and CENR Officers of the pilot regions are authorized to designate the members of the QMS Secretariat at their respective offices.

The DENR Central Office QMS Secretariat shall act as the over-all head of the QMS Secretariats and shall directly report to the Central Office QMR. The Central Office Secretariat shall be composed of the following:

Chair	-	Lolita S. Presbitero, Knowledge and Information Systems Service
Members	-	Cecilia Mendoza, Financial and Management Service
	-	Honey Mae Fabian, Financial and Management Service

The Central Office QMR is authorized to assign additional personnel to assist the QMS Internal Quality Audit Team, QMS Document Control Team and QMS Secretariat as the exigency requires, provided that the personnel assigned to assist the QMS IQA Team shall have completed appropriate IQA training.

All expenses to be incurred in the performance of their duties shall be charged against DENR QMS Funds.

This Order shall take effect immediately and supersedes all orders inconsistent herewith.

  
ROY A. CIMATU  
Secretary



SENRO55549



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SEP 27 2019

**SPECIAL ORDER**  
No. 2019 - 724

**SUBJECT: AMENDING DENR SPECIAL ORDER No. 2019-77 DATED JANUARY 23, 2019 ON DESIGNATION/ RECONSTITUTION OF THE QUALITY MANAGEMENT REPRESENTATIVES AND TEAMS FOR THE IMPLEMENTATION OF THE DENR QUALITY MANAGEMENT SYSTEM (QMS)**

In the interest of the service and pursuant to Executive Order No. 605 s. 2007, DENR Special Order No. 2019-77 dated January 23, 2019 reconstituting the Quality Management Representatives and Teams for the implementation of the DENR Quality Management System is hereby amended as follows:

**b. Deputy Quality Management Representative and Over-all QMS Coordinator**

*Assistant Secretary Nonita S. Caguioa* of Finance and Mining Concerns is hereby designated as Deputy Quality Management Representative (DQMR). In addition, the DQMR, shall serve as over-all QMS Coordinator whose functions are enumerated under **c.2-7 of DENR Special Order No. 2019-77**. The performance of the QMS at various Offices/levels including result of audit and relevant documented information shall be submitted to the QMR through the DQMR.

**c. Central Office Quality Management Representative**

*Director Maria Elena A. Morillos Manila*, of Knowledge and Information Systems Service (KISS) is designated Central Office Quality Management Representative (CO QMR) and shall have the following functions:

1. Coordinate the effective implementation of the QMS in the Central Office;
2. Review and integrate the results of internal quality audit and the identified opportunities for improvement and corrective actions at the Central Office QMS;
3. Assist the DQMR in coordinating the over-all implementation of QMS including integration of audit findings, opportunities for improvement and planning for risks;
4. Assist in the preparation and implementation of internal and external audits and management review, and
5. Supervise the QMS Secretariat and the QMS Document Control Teams



**f. Quality Management System Core Teams**

The following are added as members of the Central Office Core Team

4. Senior Staff from the Office of the Undersecretaries
5. Senior Staff from the Office of Assistant Secretaries

**h. QMS Document Control Team**

The QMS Document Control Team (QMS DCT) shall be composed of the following:

Document Controller	-	Jane G. Bautista, RMD-AS
Registry of Document	-	Klarrise Angeles
CO Document Controller	-	Mario Bernabe Contreras
Records Officers	-	Divisions and Offices
Digital Back-up	-	QMS Secretariat

**i. QMS Secretariat**

5. In coordination with QMS Document Control Team/Document Controller, maintain a digital back-up of controlled documents, maintain records of audits, CAR Logs, management review and other documents for easy retrieval of references and working documents.

The QMS Secretariat at the Central Office shall serve both as overall QMS Secretariat and Central Office Secretariat and shall report to the CO QMR. The QMS Secretariat shall be lodged at the Management Division, FMS with the following members:

Chair	-	Evelyn G. Nillosan, MD-FMS
Co-Chair	-	Susan B. Villar, SDRMD-KISS
Members	-	Encarmila B. Panganiban Krystyne Gayle N. Ong Cecilia Mendoza Honey Mae Fabian QMS Support Staff

All other provisions of DENR Special Order No. 2019-77 not amended by the foregoing shall remain in force and effect.

This Order shall take effect immediately and supersedes all orders inconsistent herewith.



**ROY A. CIMATU**  
Secretary

