



Republic of the Philippines  
Department of Environment and Natural Resources  
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2003

**SPECIAL ORDER**  
**No. 2003 - 1068**

**SUBJECT : DESIGNATION OF DENR EMS CHAMPIONS**

In line with the implementation of the **Environmental Management System (EMS)** Program in the **DENR Central Office** in its vision to be ISO 14001 certified, DENR EMS Champions have been identified during the **Initial Environmental Review (IER)** conducted on 06-24 October 2003. These personnel will compose the **Champions** of the DENR EMS Structure, and will be tasked to develop and implement the procedures for the seventeen (17) elements of the EMS.

**I. EMS CHAMPIONS**

The various Offices and focal persons and/or Champions identified during the EMS Champions Training shall be constituted in the Department Proper as follows:

| <b>ELEMENTS/ACTIVITIES</b>  | <b>RESPONSIBLE OFFICE</b>                        | <b>FOCAL PERSONS</b>                    |
|---|--|---|
| Environmental Policy  | FASPO  | Gloria Arce                             |
| Aspects <ul style="list-style-type: none"><li>• Direct</li><li>• Indirect</li></ul>         | GSD<br>OSEC, HEA                                 | Gilbert C. Mondroy<br>Emelita Aguinaldo |
| Legal   | Legislative Liaison Office, Legal Service        | Rommel Reyes<br>Manuel Trampe           |
| Objectives, Targets and Programs  | Planning and Policy Service, FASPO               | Nelia Villanueva                        |
| Training  | Office of USEC MTS, HRDS, Admin. Service, FASPO  | Al Orolfo,<br>Dexter Tindoc             |
| Communication <ul style="list-style-type: none"><li>• External</li><li>• Internal</li></ul> | PAO<br>SCO, HRDS, MISD, RMDD                     | William T. Ragos                        |
| Document Control and Record   | RMDD, MISD, Admin. Service                       | Galo Martinez                           |
| Operational Control   | GSD, Field Operations, Admin. Service, OSEC, HEA | Helen Lee Jimenez<br>Celso L. Bautista  |

|                                     |   |  |
|-------------------------------------|---|--|
| Emergency Preparedness and Response | Medical & Dental Unit, GSD, Admin. Service                                | Dr. Emmanuel Pilar<br>Engr. Jaime Jacobo |
| Monitoring and Measurement          | FASPO, PDED, Budget Division, Accounting Div., MISD                       | Juanita Nacino                           |
| Audit                               | Management Div., Admin. Service, Personnel Div., MISD, Office of USEC MTS | Cynthia Balascopo<br>Miriam Marcelo      |

Other DENR personnel who have attended the Champions Training are also designated as EMS Champions, viz.:

|     | NAME                    | OFFICE                                    |
|-----|-------------------------|---|
| 1.  | Mariclaire Miguel       | - Office of the Secretary                 |
| 2.  | Nenita Zabala           | - Policy Studies Division                 |
| 3.  | Ma. Theresa Enriquez-   | Policy Studies Division                   |
| 4.  | Fredesvinda Casuncad-   | Human Resource Development. Service       |
| 5.  | Gilbert Aquino          | - Human Resource Development. Service     |
| 6.  | Annalyn Romulo          | - Human Resource Development. Service     |
| 7.  | Julita Mustapha         | - Special Concerns Office                 |
| 8.  | Evelina Rasco           | - Management Info. System Division        |
| 9.  | Corazon Camat           | - Records Mgt. & Documentation Division   |
| 10. | Dolores Prudente        | - Personnel Division                      |
| 11. | Guillermo Estipona, Jr- | General Services Division                 |
| 12. | Abigail Garrido         | - Foreign Assisted & Special Proj. Office |
| 13. | Corazon Checa           | - Foreign Assisted & Special Proj. Office |
| 14. | Corazon Tagros          | - Project Dev. & Evaluation Division      |
| 15. | Juana Bulseco           | - Management Division                     |
| 16. | Adona M. Villas         | - Management Division                     |
| 17. | Natividad G. Trofeo     | - Management Division                     |
| 18. | Evelyn Nillosan         | - Budget Division                         |
| 19. | Marivic Benjamin        | - Accounting Division                     |

It is understood that the Heads of Offices/Division Chiefs shall act as the Champions for Offices that were not represented during the Champions Training, unless otherwise the concerned Head of Office/Division Chief has nominated an employee to be its Champion, coursed to the EMS Working Group (EWG) for recommendation by the Environmental Management Representative (EMR) and approval by the undersigned.

The Focal Persons shall initiate and facilitate the activities required for the assigned element/s.

The other EMS elements particularly Structure and Responsibilities, EMS Documentation, Non-conformance and Corrective and Preventive Action, and Management Review shall be handled by the EWG.

## II. FUNCTIONS AND RESPONSIBILITIES

The Champions shall perform the following functions and responsibilities specific to their assigned EMS element/s:

1. Responsible for one or several of the elements in the ISO 14001 standard.
2. Develop the necessary documentation based upon ISO 14001 requirement.
3. Prepare and implement the specific procedures in accordance with the EWG template.
4. Prepare, collect and disseminate the records and/or outcome on how the procedures were prepared, monitored and measured.
5. Prepare the detailed activity plan/s for the EMS element/s.
6. Participate in and/or conduct EMS trainings.
7. Provide assistance to the EWG in the review of documents, drafting of specific documents, and in the collection and dissemination of information pertaining to EMS.
8. Submit periodic reports to the EMR through the EWG on the status of implementation of the procedures, and other proposed templates and modifications for improvement as required.

## III. EMS ORGANIZATIONAL STRUCTURE

The preceding functions and responsibilities of EMS Champions are consonant to the EMS Organizational Structure presented as Annex A which shall form an integral part of this Order.

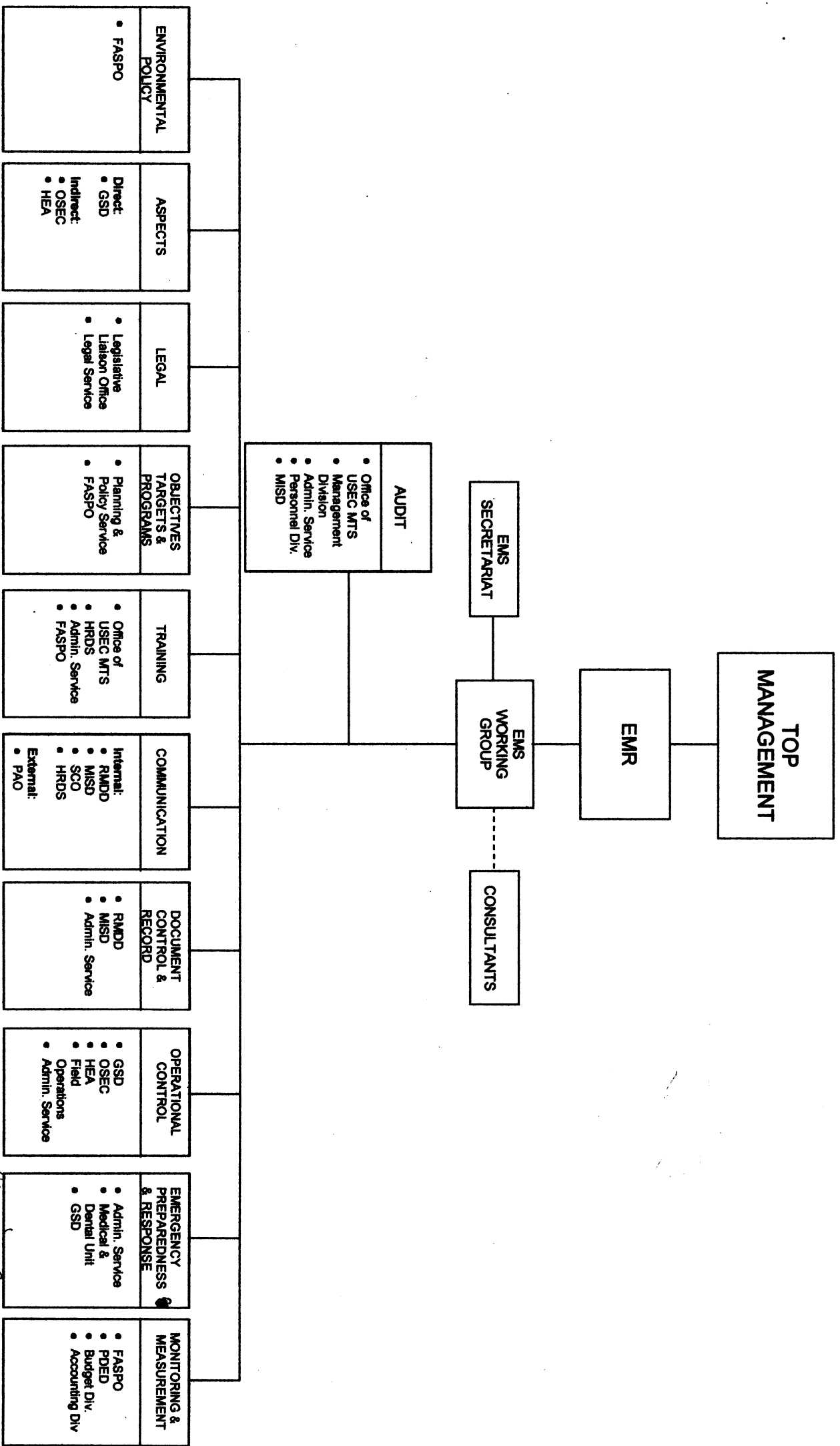
This Order shall take effect immediately.

  
**ELISEA G. GOZUN**  
Secretary

# EMS ORGANIZATIONAL STRUCTURE

DENR Central Office

ANNEX A



Approved By:

*Elisea G. Gozvik*  
 ELISEA G. GOZVIK  
 Secretary