



Republic of the Philippines
Department of Environment and Natural Resources
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JUL 04 2023

SPECIAL ORDER

No. 2023- 410

SUBJECT: RECONSTITUTING THE DOCUMENT CONTROL TEAMS AND SECRETARIAT OF THE DENR QUALITY MANAGEMENT SYSTEM

In the interest of the service and pursuant to the implementation of Quality Management System (QMS) in all offices of the Department, the Document Control Team (DCT) and Secretariat of the DENR QMS are hereby reconstituted as follows:

A. QMS Document Control Team

The respective Quality Management Representative (QMR) of the Central Office, Bureaus, and Regional Offices shall designate the document control team members composed of the document controller, records officers/unit and other personnel responsible for records management. The Central Office DCT shall be headed by the Division Chief, Records Management Division, Administrative Service who shall also act as the over-all head of QMS DCT. The bureaus and regional offices shall likewise, designate their document controllers.

The QMS Document Control Team 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, and revision number of all documents and records emanating from their respective offices and those documents required by QMS;
3. Retain documented information related to QMS as necessary to serve as evidence of its implementation;
4. Maintain documented information necessary for the implementation of the QMS, and
5. Maintain and update the document registry.

B. QMS Secretariat

The QMS Secretariat at the Central Office shall serve as both Over-all QMS Secretariat and Central Office Secretariat and shall provide technical and IQA support in the implementation of the DENR-wide QMS. The following are the members:

Chair	- Evelyn Nillosan	- Chief, Management Division Financial and Management Service
Co-Chairs	- Joe-mar Perez	- Director, Document Management and Operations Support Office of the Secretary

Co-Chair - Encarmila Panganiban - Technical Staff
Office of the Undersecretary
for Legal and Administration

Members - **Technical Support**

Krystyne Gayle Ong - Executive Assistant III
Office of the Undersecretary for Legal
and Administration
Ivy Nicole Angeles - Executive Assistant III
Office of the Secretary
Reina Frances Requieron - Engineer III
Office of the Assistant Secretary for
Finance, Information Systems and
Mining Concerns
Genesis Bauzon - Administrative Officer II
Financial and Management Service

IQA Support

Anna Genalin Papina - Administrative Officer IV
Administrative Service
Honey May Parungao - Administrative Officer II
Financial and Management Service
Allen Edward Vergara - Administrative Officer II
Financial and Management Service

Technical and Admin support

QMS Support Staff

The Central Office QMR shall provide supervision over the QMS Secretariat. The Bureau Directors and Regional Executive Directors shall establish their respective secretariat who shall provide overall support to the implementation of the DENR QMS.

This order takes effect immediately and supersedes all orders inconsistent herewith.

MARIA ANTONIA CULO LOYZAGA
Secretary

