

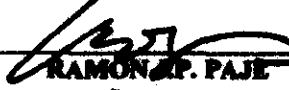
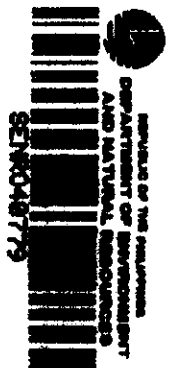
	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 2 of 32
	Environmental Management Systems Manual						

ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) MANUAL

DENR CENTRAL OFFICE

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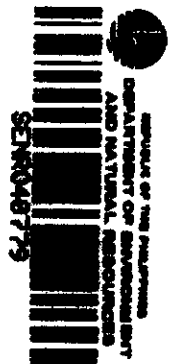
	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 3 of 32
Environmental Management Systems Manual							

Table of Contents

Clause	Description of Contents	Page
i.	Introduction	5
ii.	About DENR	5
1.0	Scope	6
2.0	References	9
3.0	Terms and Definitions	9
4.0	Context of the DENR Central Office	15
4.1	Understanding the DENR Central Office and its context	15
4.2	Understanding the needs and expectations of interested parties	15
4.3	Determining the scope of the Environmental Management System	16
4.4	Environmental Management System	16
5.0	Leadership	16
5.1	Leadership and Commitment	16
5.2	Environmental Policy	17
5.3	DENR Organizational Roles, Responsibilities and Authorities	18
6.0	Planning	20
6.1	Actions to address risks associated with threats and opportunities	20
6.1.1	General	20
6.1.2	Significant Environmental Aspect	20
6.1.3	Compliance Obligations	21
6.1.4	Planning to take action	23
6.2	Environmental objectives and planning to achieve them	24
6.2.1	Environmental Objectives	24
6.2.2	Planning actions to achieve environmental objectives	24
7.0	Support	24
7.1	Resources	24
7.2	Competence	25
7.3	Awareness	25
7.4	Communication	25

Prepared by: 	Reviewed by: 	Approved by: 
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Date:	Date:	Date:




	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 4 of 32
	Environmental Management Systems Manual						

7.4.1	General	25
7.4.2	Internal communication	26
7.4.3	External communication	26
7.5	Documented information	26
7.5.1	General	26
7.5.2	Creating and updating	26
7.5.3	Control of documented information.....	27
8.0	Operation	27
8.1	Operation planning and control.....	27
8.2	Emergency preparedness and response	28
9.0	Performance Evaluation.....	29
9.1	Monitoring, measurement, analysis and evaluation.....	29
9.1.1	General	29
9.1.2	Evaluation of compliance.....	30
9.2	Internal Audit	30
9.3	Management review	31
10.0	Improvement	32
10.1	Nonconformity and corrective action.....	32
10.2	Continual improvement.....	32

Prepared by: 	Reviewed by: 	Approved by:
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Date:	Date:	Date:



	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 5 of 32
	Environmental Management Systems Manual						

i. Introduction

The Department of Environment and Natural Resources- Central Office ("Department") Management Systems Manual ("EMS Manual") is the highest-level documented information to provide overall direction of environmental management of the Department.

The Department has established the EMS Manual based on ISO 14001:2015- *Environmental management systems-requirements with guidance for use-* as a structured and systematic tool to deliver its mandate to protect the environment and natural resources of the Philippines.

This EMS Manual describes the principles, practices and procedures, which shall be developed and maintained by the Department to demonstrate its moral ascendancy to the Department's interested parties. This EMS Manual shall become the guiding principle to establish, implement, maintain and continually improve its performance in managing its environmental aspects and compliance obligations; controlling its risks of threats and opportunities and satisfying the needs and expectations of interested parties.

This EMS Manual shall be subject to review, evaluation and improvement by the Department's EXECOM to reflect changes in policies, management and procedures. This EMS Manual shall be the basis of the Department's effort for the continual improvement of its EMS and its related processes.




This EMS Manual is defined as part of EMS used to develop its environmental policy, to improve performance of its processes and manage its environmental aspects and control its risks.

For clarity, the terms and definitions in this EMS Manual encompass the ISO 14001:2015 requirements and the planned arrangements of the Department that shall have relevance to the environment. This may include but not limited to integrating the environmental management system to quality, occupational health and safety management and other management systems.


ii. About DENR

Mandate pursuant to Executive Order 192, June 10, 1987

The Department of Environment and Natural Resources is the primary government agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources, specifically forest and grazing lands, mineral resources, including those in reservation and watershed areas, and lands of the public domain,

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 6 of 32
	Environmental Management Systems Manual						

as well as licensing and regulation of all natural resources as may be provided by law in order to ensure equitable sharing of the benefits derived therefrom for the welfare of the present and future generations of Filipinos.

To accomplish its mandate, the Department shall be guided by the following objectives that will serve as the basis for policy formulation:

- Assure the availability and sustainability of the country's natural resources through judicious use and systematic restoration or replacement, whenever possible;
- Increase the productivity of natural resources in order to meet the demands for forest, mineral, and land resources of a growing population;
- Enhance the contribution of natural resources for achieving national economic and social development;
- Promote equitable access to natural resources by the different sectors of the population; and
- Conserve specific terrestrial and marine areas representative of the Philippine natural and cultural heritage for present and future generations.




Secretary of Environment and Natural Resources

The Secretary of the Department holds office at the DENR Central Office. The Secretary has been appointed by the President of the Philippines and has been vested with the authority and responsibility for the exercise of the mandate of the Department, the accomplishment of its objectives, and the discharge of its powers and functions.


1.0 Scope

1.1 Interested Parties Identification with their needs and expectations

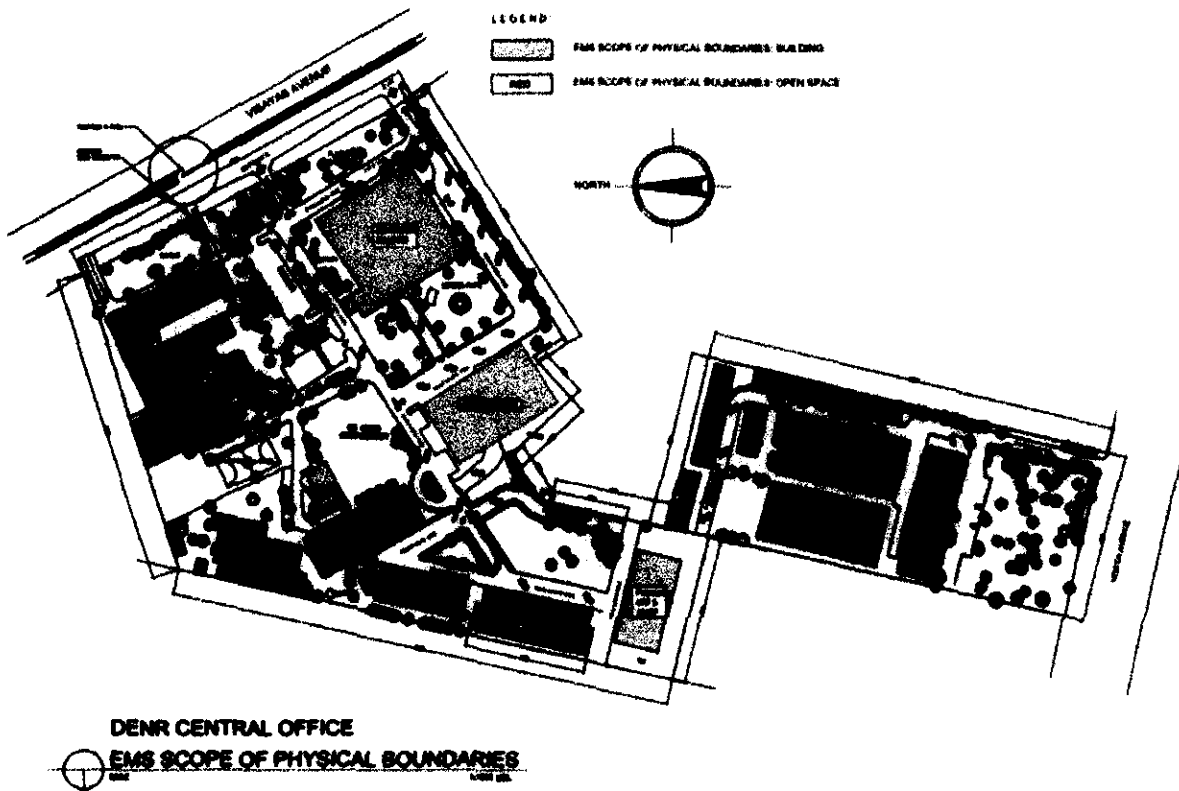
MAJOR CLASSIFICATIONS OF INTERESTED PARTIES	NEEDS AND EXPECTATIONS
Internal Parties	
DENR Officials	policies, plans, programs , guidelines, regulations, decisions opinions and technical advise good working condition and employee welfare and benefits
DENR Employees	use of resources (human, physical, financial and information) salaries, wages and other remuneration career development
Contractual	Contracts, payments


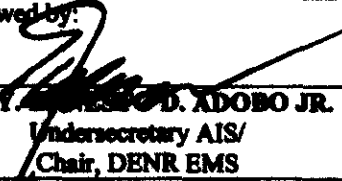

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Date:	Date:	Date:




	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 8 of 32
Environmental Management Systems Manual							

1.2 Boundary of EMS Implementation



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Date:	Date:	Date:



	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 9 of 32
	Environmental Management Systems Manual						

2.0 References

References of this manual, which leads to other related documentation, is the ISO 14001:2015 clauses:

- Clause 1 - Scope
- Clause 2 - Normative References
- Clause 3 - New Terms and Definitions
- Clause 4 - Context of Organization
- Clause 5 - Leadership
- Clause 6 - Planning
- Clause 7 - Support (Resources ; Competence; Awareness; Communication; Documented Information)
- Clause 8 - Operation (Operational Planning and Control; Emergency Preparedness and Response e.g. Environmental Emergencies)
- Clause 9 - Performance Evaluation
- Clause 10 - Continual Improvement

3.0 Terms and Definitions

Terms & Abbreviations used

Designations:

Secretary	Sec
Undersecretary	Usec
Assistant Secretary	Asec
EMS Core Team	EMSCT
Executive Committee	EXECOM

Systems:



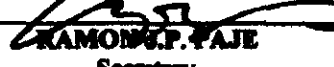
EMS	Environmental Management System
OHSAS	Occupational Health & Safety Assessment Series
QMS	Quality Management System

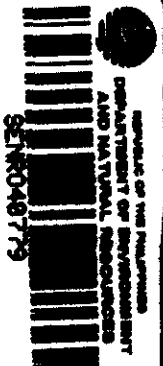
3.1 Terms related to the Department and its leadership


3.1.1 Management System

Set of interrelated or interacting elements of an *organization* (3.1.4) to establish policies and objectives (3.2.5) and *processes* (3.3.5) to achieve those objectives.

Note 1 to entry: A management system can address a single discipline or several disciplines (e.g. quality, environment, occupational health and safety)

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 10 of 32
	Environmental Management Systems Manual						

Note 2 to entry: The system elements include organization's structure, roles and responsibilities, planning and operation, performance evaluation and improvement.

Note 3 to entry: The scope of management system may include the whole organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.

3.1.2 Environmental Management System

Part of the management system (3.1.1) used to manage environment aspects (3.2.2), fulfill compliance obligations (3.2.9) and address risk and opportunities (3.2.11).

3.1.3 Environmental Policy

Intentions and direction of an *organization* (3.1.4) related to *environmental performance* (3.4.11) as formally expressed by its *top management* (3.1.5).

3.1.4 Organization

Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.2.5).

Note 1 to entry: The concept of organization includes, but is not limited to sole trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private

3.1.5 Top Management

Person or group of people who directs and control an *organization* (3.1.4) at the highest level.

Note 1 to entry: top management has the power to delegate authority and provide resources within the organization.

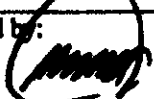


Note 2 to entry: If the scope of the *management system* (3.1.1) covers only part of an organization, then the top management refers to those who direct and control that part of the organization.

3.1.6 Interested Party


Person or *organization* (3.1.4) that can affect, be affected by, or perceive itself to be affected by a decision or activity.

Note 1 to entry: To "perceive itself to be affected" means that perception has been made known by the organization.

3.2 Terms related to planning

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2005	1	EMS Core Team	Page 11 of 32
	Environmental Management Systems Manual						

3.2.1 Environment

Surroundings which an *organization* (3.1.4) operates including air, water, land, natural resources, flora, fauna, humans and their interrelationships.

Note 1 to entry: Surroundings in this context can extend from within an organization to the local, regional and global system.

Note 2 to entry: Surroundings may be described in terms of biodiversity, ecosystems, climate or other characteristics

3.2.2 Environmental Aspect

Element of an *organization's* (3.1.4) activities or products or services that interacts or can interact with the *environment* (3.2.1).

Note 1 to entry: An environmental aspect can cause (an) *environmental impact(s)* (3.2.4). A significant environmental aspect is one that has or can have a significant environmental impact.

Note 2 to entry: Significant environmental aspects are determined by the organization applying one or more criteria.

3.2.3 Environmental Condition

State or characteristic of the *environment* (3.2.1) as determined at a certain point of time.

3.2.4 Environmental Impact

Change to the *environment* (3.2.1), whether adverse or beneficial. Wholly or partially resulting from an *organizations'* (3.1.4) *environmental aspects* (3.2.2).

3.2.5 Objective

Result to be achieved.

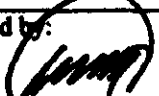
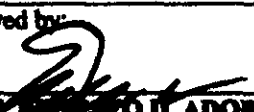

Note 1 to entry: An objective can be strategic, tactical, or operational

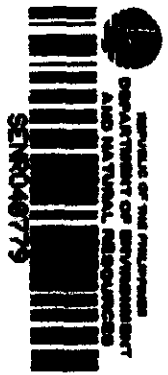
Note 2 to entry: Objectives can relate to different disciplines (such as financial, health, and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product, service and *process* (3.3.5)


Note 3 to entry: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as an *environmental objective* (3.2.6), or by the use of other words with similar meaning (e.g aim, goal, or target).

3.2.6 Environmental Objective

Objective (3.2.5) set by the *organization* (3.1.4) consistent with *environmental policy* (3.1.3).

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 12 of 32
	Environmental Management Systems Manual						

3.2.7 Prevention of Pollution

Use of *processes* (3.3.5), practices, techniques, materials, products, services or energy to avoid, reduce, or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse *environmental impacts* (3.2.4).

Note 1 to entry: Prevention of pollution can include source reduction or elimination, process, product or service changes, efficient use of resources, material and energy substitution, reuse, recovery, recycling, reclamation and treatment.

3.2.8 Requirement

Need or expectation that is stated, generally implied or obligatory.

Note 1 to entry: "Generally implied" means that it is custom or common practice for the *organization* (3.1) and *interested parties* (3.1.6) that the need or expectation under consideration is implied

Note 2 to entry: A specified requirement is one that is stated, for example *documented information* (3.3.2)

Note 3 to entry: Requirements other than legal requirements become obligatory when the organization decides to comply with them.

3.2.9 Compliance Obligations (preferred term)

Legal requirements and other requirements (admitted term).

Legal requirements (3.2.8) that an *organization* (3.1.4) has to comply with and other requirements that an organization has to or chooses to comply with.

Note 1 to entry: Compliance obligations are related to the *environmental management system* (3.1.2)

Note 2 to entry: Compliance obligations can arise from mandatory requirements such as applicable laws and regulations, or voluntary commitments, such as organizational and industry standards, contractual relationships, codes of practice and agreements with community groups or non-governmental organizations.


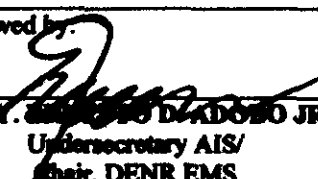
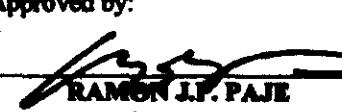
3.2.10 Risk

Effect of uncertainty.


Note 1 to entry: An effect is a deviation from the expected- positive or negative

Note 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

Note 3 to entry: Risk is often characterized by reference to potential "*events*" and *consequences*, or a combination of these

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 13 of 32
	Environmental Management Systems Manual						

Note 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated *likelihood* of occurrence.

3.2.11 Risks and Opportunities

Potential adverse effects (threats) and potential beneficial effects (opportunities).

3.3 Terms related to support and operation

3.3.1 Competence

Ability to apply knowledge and skills to achieve intended results.

3.3.2 Documented Information

Information required to be controlled and maintained by an *organization* (3.1.4) and the medium on which it is contained.

Note 1 to entry: Documented information can be in any format and media, and from any source.

Note 2 to entry: Documented information can refer to: *-environmental management system* (3.1.2), including related *processes* (3.3.5); information created in order for the organization to operate (may also be referred to as documentation); evidence of results achieved (may also be referred to as records).

3.3.3 Life Cycle

Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal.

Note 1 to entry: Life cycle stages include acquisition of raw materials, design, production, transportation/delivery, use, end-of-life treatment and final disposal.

3.3.4 Outsource (verb)

Make an arrangement where an external *organization* (3.1.4) performs part of an organization's function or *process* (3.3.5).


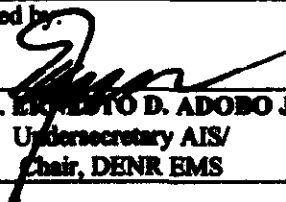

Note 1 to entry: An external organization is outside the scope of the *management system* (3.1.1), although the outsourced function or process is within the scope

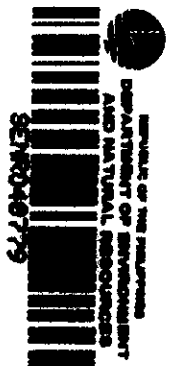
3.3.5 Process


Set of interrelated or interacting activities which transforms into inputs and outputs.

Note 1 to entry: processes can be documented or not.

3.4 Terms related to performance evaluation and improvement

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 14 of 32
	Environmental Management Systems Manual						

3.4.1 Audit

Systematic, independent, and documented *process* (3.3.5) for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

Note 1 to entry: An internal audit is conducted by the *organization* (3.1.4) itself or by an external party on its behalf.

Note 2 to entry: An audit can be a combined audit (combining two or more disciplines).

Note 3 to entry: Independence can be demonstrated by the freedom from responsibility for the activity being audited or freedom from bias and conflict of interest.

Note 4 to entry: "Audit evidence" consists of verifiable records, statements of fact and other information relevant to the audit criteria, and "audit criteria" are the set of policies, procedures or *requirements* (3.2.8) used as a reference against which audit evidence is compared, as defined in ISO 19011, 3.3 and 3.2 respectively.

3.4.2 Conformity

Fulfillment of a *requirement* (3.2.8).

3.4.3 Nonconformity

Non-fulfillment of a *requirement* (3.2.8).

Note 1 to entry: Nonconformity relates to requirements in this International Standard and additional *environmental management systems* (3.1.2) requirements that an *organization* (3.1.4) established for itself.

3.4.4 Corrective Action

Action to eliminate the cause of a *nonconformity* (3.4.3) and to prevent recurrence.

Note 1 to entry: There could be more than one cause for a nonconformity

3.4.5 Continual Improvement

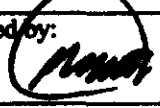
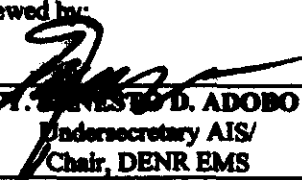

Recurring activity to enhance *performance* (3.4.10).

Note 1 to entry: Enhancing performance relates to the use of the *environmental management system* (3.1.2) in order to enhance *environmental performance* (3.4.11) consistent with the *organization's* (3.1.4) *environmental policy* (3.1.3).


Note 2 to entry: The activity need not take place in all areas simultaneously, or without interruption.

3.4.6 Effectiveness

Extent to which planned activities are realized and planned results achieved.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 15 of 32
	Environmental Management Systems Manual						

3.4.7 Indicator

Measurable representation of the condition or status of operations, management or conditions.

3.4.8 Monitoring

Determining the status of a system, a *process* (3.3.5) or an activity.

Note 1 to entry: To determine the status, there may be a need to check, supervise or critically observe.

3.4.9 Measurement

Process (3.3.5) to determine the value.

3.4.10 Performance

Measureable result.

Note 1 to entry: Performance can relate either to quantitative or qualitative findings.

Note 2 to entry: Performance can relate to the management of activities, *processes* (3.3.5) products (including services), systems or *organizations* (3.1.4).

3.4.11 Environmental Performance

Performance (3.4.10) related to the management of *environmental aspects* (3.2.2).

Note 1 to entry: In the context of *environmental management system* (3.1.2), results can be measured against the organization's *environmental policy* (3.1.3), *environmental objectives* (3.2.6) or other criterion, using *indicators* (3.4.7).

4.0 Context of the DENR Central Office



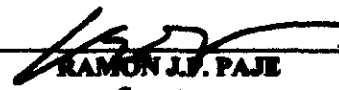
4.1 Understanding the DENR Central Office and its context

The Department shall determine the external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome of its EMS. The issues include environmental conditions capable of affecting or being affected by the Department.


4.2 Understanding the needs and expectations of interested parties

The Department shall determine:

- the interested parties that are relevant to the EMS;
- the relevant needs and expectations of interested parties; and
- which of these needs and expectations become compliance obligations.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 16 of 32
	Environmental Management Systems Manual						

4.3 Determining the scope of the Environmental Management System

The Department shall determine the boundaries and applicability of the EMS to establish the scope. When determining the scope, the Department shall consider:

- the external and internal issues referred to in 4.1;
- the compliance obligations referred to in 4.2;
- its organizational units, functions, and physical boundaries;
- its activities products and services; and
- its authority and ability to exercise control and influence.

Once the scope is defined, the activities, products and services of the Department within the scope need to be included in the EMS.

The scope shall be maintained as documented information and be available to interested parties.

4.4 Environmental Management System

To achieve the intended outcomes, including enhancing its environmental performance, the Department shall establish, implement, maintain and continually improve an EMS including processes needed and their interactions, in accordance with the requirements of ISO 14001 standard.

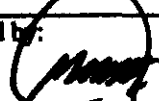


The Department shall consider the knowledge gained in 4.1 and 4.2 when establishing and maintaining the EMS.

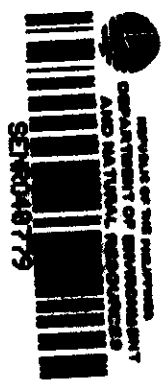
5.0 Leadership


5.1 Leadership and Commitment

The Department shall demonstrate leadership and commitment with respect to the EMS by:

- taking accountability for the effectiveness of EMS;
- ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and context of the Department;
- ensuring the integration of the EMS requirements into the Department's business processes;
- ensuring that the resources needed for the EMS are available;
- communicating the importance of effective EMS and are conforming to EMS requirements;

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 18 of 32
	Environmental Management Systems Manual						




- 1.1. Fulfilling its compliance obligations under all applicable environmental laws and regulations;
- 1.2. Minimizing the adverse impacts of our own operations on the environment through resource conservation, pollution prevention and control, and the ecological waste management;
- 1.3. Introducing green procurement by adhering to life-cycle thinking in availing products and services from suppliers and contractors;
2. Adhere to the principles of good environmental governance through transparency, accountability, and participatory decision-making;
3. Encourage other sectors to practice and promote sustainable environment and natural resources (ENR) through sound ENR policies and regulations;
4. Strengthen partnerships and collaborative mechanisms with other government agencies, business sectors, members of civil society, the public and international community to consider their needs and expectations;
5. Conduct an effective information, education and communication program for all stakeholders, including its officials and employees, to heighten environmental awareness and responsibility;
6. Implement emergency preparedness and response program to provide safe and healthy work environment; and
7. Aim for continual improvement in the practice of environmental management in DENR through periodic management reviews of environmental performance based on effective monitoring and risk assessment system.

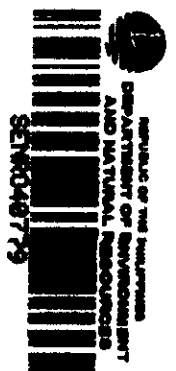
This policy will provide the framework for setting environmental objectives and shall be available to interested parties.

5.3 DENR Organizational Roles, Responsibilities and Authorities

Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the Department to facilitate effective EMS. Top management shall assign the responsibility and authority for:

- ensuring the EMS conforms to ISO 14001 Standard; and
- reporting the performance of EMS, including environmental performance.

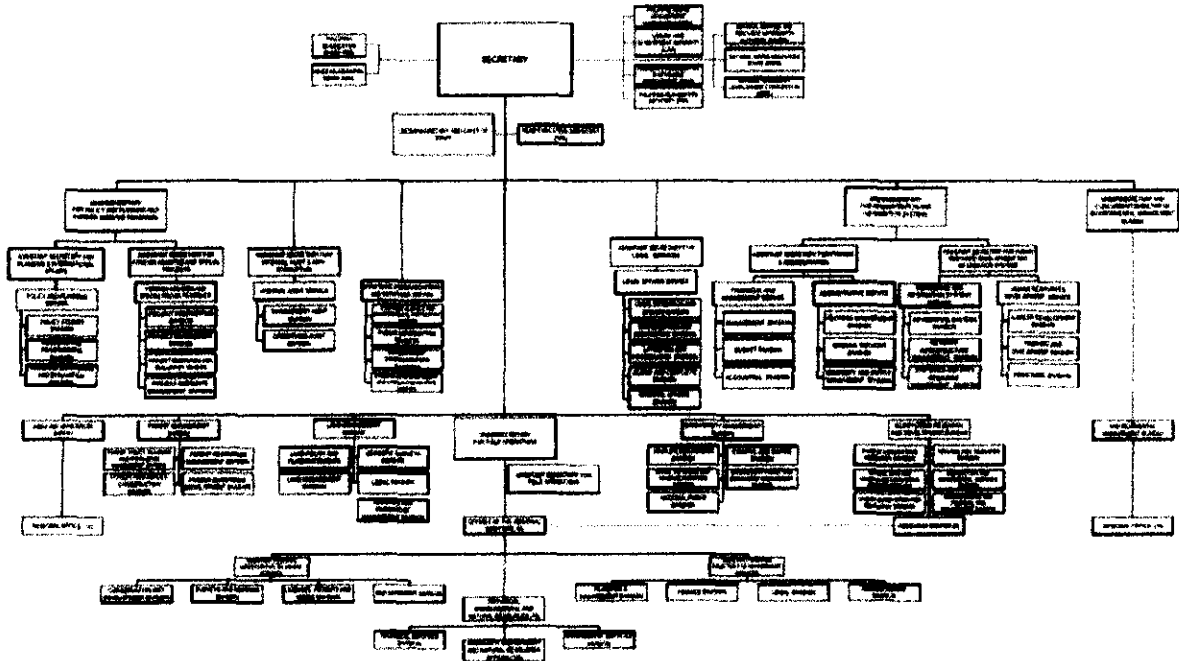
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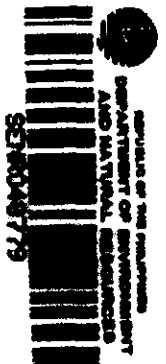



Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 19 of 32
Environmental Management Systems Manual						

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
FUNCTIONAL STRUCTURE



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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2005	1	EMS Core Team	Page 20 of 32
	Environmental Management Systems Manual						

6.0 Planning

6.1 Actions to address risks associated with threats and opportunities

6.1.1 General

The Department shall establish, implement and maintain the processes to meet the requirements in 6.1.1 to 6.1.4.

When planning for EMS, the Department shall consider:

- the issues referred to in 4.1;
- the requirements referred to in 4.2; and
- the scope of the EMS;

and determine the risks and opportunities related to its:

- environmental aspects (see 6.1.2);
- compliance obligations (see 6.1.3); and
- other issues and requirements, identified in 4.1 and 4.2;

that need to be addressed to:

- give assurance that the EMS can achieve its intended outcomes;
- prevent, or reduce, undesired effects, including the potential for external environmental conditions to affect the Department; and
- achieve continual improvement.


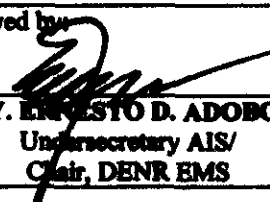

Within the scope of the EMS, the Department shall determine potential emergency situations, including those that can have an environmental impact.

The Department shall maintain documented information of:


- risks and opportunities that need to be addressed; and
- processes needed in 6.1.1 and 6.1.4, to the extent necessary to have confidence they are carried out as planned.

6.1.2 Significant Environmental Aspect

Within the defined scope of the EMS, the Department shall determine the environmental aspects of activities, products and services that it can control and those that it can influence, and their associated environmental impacts, considering life cycle perspective.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 21 of 32
	Environmental Management Systems Manual						

When determining environmental aspects, the Department shall take into account:

1. change, including planned or new developments or new or modified activities, products and services; and
2. abnormal situations and reasonable foreseeable emergency situations.

The Department shall determine those aspects that have or can have significant environmental impact by using established criteria.

The Department shall communicate its significant environmental aspects among the various levels and functions of the Department.

The Department shall maintain documented information of its:

- environmental aspects associated environmental impacts;
- criteria used to determine significant environmental aspects; and
- significant environmental aspects.

(Reference: DENR Environmental Risk Analysis (ERA) Rating Guide and Rating Sheet)

6.1.3 Compliance Obligations

The Department shall:

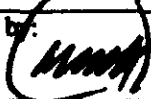


- a. determine and have access to compliance obligations pertaining to its environmental aspects;
- b. determine how these compliance obligations apply to the department; and
- c. take these compliance obligations into account when establishing, implementing, maintaining and continually improving its EMS.

The Department shall maintain documented information of its compliance obligations.


(Reference: EMS Procedures Manual PR-LE-004)

DENR ENVIRONMENTAL LAWS


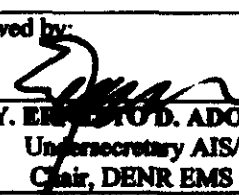
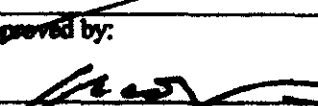
The following are environmental and natural resources (ENR) laws, including other ENR-related laws, such as but not limited to:

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 22 of 32
	Environmental Management Systems Manual						

- (a) Presidential Decree No. 705, Revised Forestry Code;
- (b) Presidential Decree No. 856, Sanitation Code;
- (c) Presidential Decree No. 979, Marine Pollution Decree;
- (d) Presidential Decree No. 1067, Water Code;
- (e) Presidential Decree No. 1151, Philippine Environmental Policy of 1977;
- (f) Presidential Decree No. 1433, Plant Quarantine Law of 1978;
- (g) Presidential Decree No. 1586, Establishing an Environmental Impact Statement System Including Other Environmental Management Related Measures and for Other Purposes;
- (h) Republic Act No. 4850, Laguna Lake Development Authority Act;
- (i) Republic Act No. 6962, Toxic Substances and Hazardous Waste Act;
- (j) Republic Act No. 7076, People's Small-Scale Mining Act;
- (k) Republic Act No. 7586, National Integrated Protected Areas System Act including all laws, decrees, orders, proclamations and issuances establishing protected areas;
- (l) Republic Act No. 7611, Strategic Environmental Plan for Palawan Act;
- (m) Republic Act No. 7942, Philippine Mining Act;
- (n) Republic Act No. 8371, Indigenous Peoples Rights Act;
- (o) Republic Act No. 8550, Philippine Fisheries Code;
- (p) Republic Act No. 8749, Clean Air Act;
- (q) Republic Act No. 9003, Solid Waste Management Act;
- (r) Republic Act No. 9072, National Caves and Cave Resource Management Act;

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 23 of 32
	Environmental Management Systems Manual						

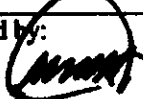


- (s) Republic Act No. 9147, Wildlife Conservation and Protection Act;
- (t) Republic Act No. 9175, Chainsaw Act;
- (u) Republic Act No. 9275, Clean Water Act;
- (v) Republic Act No. 9483, Oil Spill Compensation Act of 2007; and
- (w) Commonwealth Act No. 141, The Public Land Act;
- (x) Other provisions in Republic Act No. 6657, Comprehensive Agrarian Reform Law of 1988; Republic Act No. 7160, Local Government Code of 1991; Republic Act No. 7161, Tax Laws Incorporated in the Revised Forestry Code and Other Environmental Laws (Amending the NIRC); Republic Act No. 7308, Seed Industry Development Act of 1992; Republic Act No. 7900, High-Value Crops Development Act; Republic Act No. 8048, Coconut Preservation Act; Republic Act No. 8435, Agriculture and Fisheries Modernization Act of 1997; Republic Act No. 9522, The Philippine Archipelagic Baselines Law; Republic Act No. 9593 [9513], Renewable Energy Act of 2008; Republic Act No. 9637 [9367], Philippine Biofuels Act; and other existing laws that relate to the conservation, development, preservation, protection and utilization of the environment and natural resources

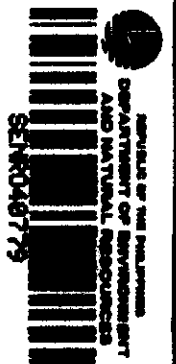
6.1.4 Planning to take action


The Department shall plan:

- a. to take actions to address:
 - 1. significant environmental aspects;
 - 2. compliance obligations;
 - 3. risks and opportunities defined in 6.1.1;
- b. how to:
 - integrate and implement the actions into its EMS processes; and
 - evaluate the effectiveness of these actions.

When planning these actions, the Department shall consider its technological options and its financial and business requirements.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 24 of 32
	Environmental Management Systems Manual						

6.2 Environmental objectives and planning to achieve them

6.2.1 Environmental Objectives

The Department shall establish environment objectives at relevant functions and levels taking into account the Department's significant environmental aspects and its associated compliance obligations and considering its risks and opportunities.

The environmental objectives shall be:

- a. consistent with environmental policy;
- b. measurable (if practicable);
- c. monitored;
- d. communicated; and
- e. updated as appropriate.

The Department shall retain documented information on the environmental objectives.

(Reference: EMS Procedures Manual PR-OT-005)

6.2.2 Planning actions to achieve environmental objectives

When planning how to achieve environmental objectives, the Department shall determine:


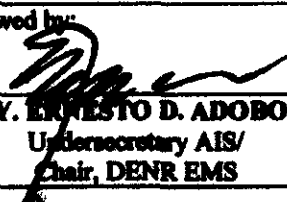

- what will be done;
- what resources will be required;
- who will be responsible;
- when it will be completed; and
- how the results will be evaluated, including indicators for monitoring progress toward achievement of measurable environmental objectives.

The Department shall consider how the actions to achieve environmental objectives can be integrated into the Department's business processes.


7.0 Support

7.1 Resources

The Department shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the EMS.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 25 of 32
	Environmental Management Systems Manual						

7.2 Competence

The Department shall:

- a. determine the necessary competence of person(s) doing work under its control that affects its environmental performance;
- b. ensure that these persons are competent on the basis of education, training, or experience;
- c. determine training needs associated with its environmental aspects and its EMS; and
- d. where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of actions taken.

The Department shall retain appropriate documented information as evidence of competence.

7.3 Awareness

The Department shall ensure that persons doing works under the Department's control shall be aware of:

- a. the environmental policy;
- b. the significant environmental aspects and related actual or potential impacts associated with their work;
- c. their contribution to the effectiveness of the EMS, including the benefits of enhanced environmental performance; and
- d. the implications of not conforming with the EMS requirements including compliance obligations.




(Reference: EMS Procedures Manual PR-TR-007)

7.4 Communication


7.4.1 General

The Department shall establish, implement and maintain a process for internal and external communications relevant to the EMS including:

- a. on what it will communicate;
- b. when to communicate;
- c. with whom to communicate; and
- d. how to communicate.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 26 of 32
	Environmental Management Systems Manual						

When establishing its communication processes, the Department shall:

- take into account its compliance obligations; and
- ensure that environmental information communicated is consistent with information generated within the EMS, and is reliable;

The Department shall respond to relevant communications on its EMS.

The Department shall retain documented information as evidence of its communications, as appropriate.

7.4.2 Internal communication

The Department shall:

- a) internally communicate information relevant to EMS among the various levels and functions of the Department, including changes to the EMS, as appropriate; and
- b) ensure its communication process(es) enable(s) persons doing work under the Department's control to contribute to continual improvement.

7.4.3 External communication

The Department shall externally communicate information relevant to the EMS, as determined by its communication processes and as required by its compliance obligations.

(Reference: EMS Procedures Manual-PR-CM-008)

7.5 Documented information




7.5.1 General

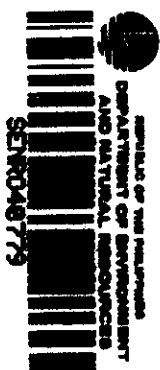
The Department's EMS shall include:


- a) Documented information required by ISO 14001 Standard; and
- b) Documented information determined by the department as being necessary for the effectiveness of the EMS

7.5.2 Creating and updating

When creating and updating documented information the Department shall ensure appropriate:

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 27 of 32
	Environmental Management Systems Manual						

- identification and description (e.g. title, date, author, or reference number);
- format (e.g. language, software version, graphics) and media (paper, electronic); and
- review and approval for suitability and adequacy.

7.5.3 Control of documented information

Documented information required by EMS and by ISO 14001 Standard shall be controlled to ensure that:

- a) it is available and suitable for use, where and when it is needed; and
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information, the department shall address the following activities, as applicable:

- distribution, access, retrieval and use;
- storage and preservation, including preservation of legibility;
- control of changes (e.g. version control); and
- retention and disposition.

Documented information of external origin determined by the Department for the planning and operation of EMS shall be identified, as appropriate, and controlled.

(Reference: EMS Procedures Manual-PR-ED-009 and PR-DC-010)




8.0 Operation

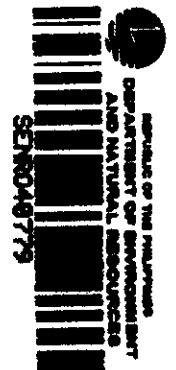
8.1 Operation planning and control


The Department shall establish implement and maintain the processes needed to meet EMS requirements, and to implement the actions determined in 6.1 and 6.2 by:

- establishing criteria for the processes; and
- implementing control of the processes, in accordance with the criteria.

The Department shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 28 of 32
	Environmental Management Systems Manual						

The Department shall ensure that outsourced processes are controlled or influenced. The type and degree of control or influence to be applied to these processes shall be defined within the EMS.

Consistent with a life cycle perspective, the Department shall:

- a) establish controls, as appropriate, to ensure that its environmental requirements are addressed in the design and development process for the product or service, considering each stage of its life cycle;
- b) determine environmental requirements for the procurement of products and services, as appropriate;
- c) communicate relevant environmental requirement(s) to external providers, including contractors; and
- d) consider the need to provide information about potential significant environment impacts during the delivery of the products or services and during the end-of-life treatment of the product.

The Department shall maintain documented information to the extent necessary to have confidence that the processes have been carried out as planned.


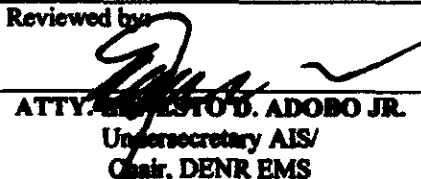
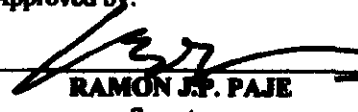
(Reference: EMS Procedures Manual-PR-OC-011)

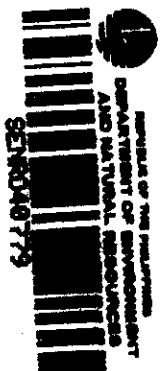
8.2 Emergency preparedness and response


The Department shall establish, implement and maintain the processes needed to prepare for and respond to potential environmental emergency situations identified in 6.1.1.

The Department shall:

- a) prepare to respond by planning actions to prevent or mitigate adverse environmental impacts from emergency situations;
- b) respond to actual emergency situations and accidents;
- c) take action to reduce the consequences of environmental emergency situations, appropriate to the magnitude of emergency or accident and the potential environmental impact;
- d) periodically test the planned response actions, where practicable;
- e) periodically review and, where necessary, revise the processes and planned response actions, in particular, after the occurrence of accidents and emergency situations or tests; and
- f) provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 29 of 32
	Environmental Management Systems Manual						

The Department shall maintain documented information to the extent necessary to have confidence that the processes are carried out as planned.

(Reference: EMS Procedures Manual-PR-ER-012 and MA-ER-001)

9.0 Performance Evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

The Department shall monitor, measure, analyze and evaluate its performance.

The Department shall determine:

- a) what needs to be monitored and measured;
- b) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- c) the criteria against which the Department will evaluate its environmental performance, using appropriate indicators;
- d) when the monitoring and measuring shall be performed; and
- e) when the results from monitoring and measurement shall be analyzed and evaluated.


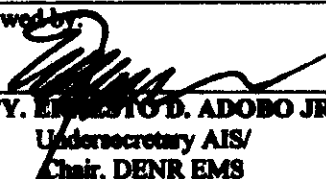
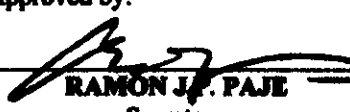
The Department shall ensure that calibrated and verified monitoring and measurement equipment is used and maintained as appropriate.

The Department shall evaluate its environmental performance and provide input to the management review for the evaluation of the effectiveness of the EMS.


The Department shall communicate information relevant to its environmental performance both internally and externally, as determined by its communication process and as required by compliance obligations.

The Department shall retain appropriate documented information as evidence of its monitoring, measurement, analysis and evaluation results.

(Reference: EMS Procedures Manual-PR-MM-013)

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	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 30 of 32
	Environmental Management Systems Manual						

9.1.2 Evaluation of compliance

The Department shall establish, implement and maintain the processes needed to evaluate conformity with its compliance obligations.

The Department shall:

- a) determine the frequency that compliance will be evaluated;
- b) evaluate compliance and take action if needed; and
- c) maintain knowledge and understanding of its status of conforming with compliance obligations.

The Department shall retain documented information as evidence of the compliance evaluation results.

9.2 Internal Audit

The Department shall conduct internal audits at planned intervals to provide information on whether the EMS:

- a) conforms to:
 - 1. the Department's own requirements for its EMS;
 - 2. the requirements of ISO 14001 Standard;
- b) is effectively implemented and maintained.




The Department shall establish, implement and maintain an audit programme(s), including the frequency, methods, responsibilities, planning requirements, and reporting of its internal audits.

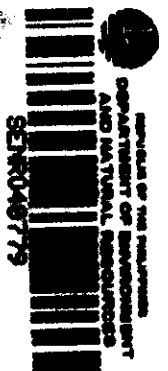
When establishing the internal audit programme, the Department shall take into consideration the environmental performance of the processes concerned, changes affecting the Department and results of previous audits.


The Department shall:

- a) define the audit criteria and scope of the each audit;
- b) select auditors and conduct audits to ensure objectivity and impartiality of the audit process;
- c) ensure that the results of the audits are reported to relevant management.

The Department shall retain documented information as evidence of the implementation of the audit programme and audit results.

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Date:	Date:	Date:



	Document Name	Document ID	Issue Number	Date Issued	Revision Number	Originating Office	Page No.
	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 31 of 32
Environmental Management Systems Manual							

(Reference: EMS Procedures Manual-PR-AU-016)

9.3 Management review

Top management shall review the Department's EMS, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.




The management review shall include consideration of:

- a) the status of actions from previous management reviews;
- b) changes in:
 1. external and internal issues that are relevant to the EMS;
 2. compliance obligations;
 3. its significant environmental aspects; and
 4. risks associated with threats and opportunities.
- c) the extent to which objectives have been achieved;
- d) information on the Department's environmental performance, including trends in:
 1. nonconformities and corrective actions;
 2. monitoring and measurement results;
 3. conformity to its compliance obligations;
 4. audit results;
- e) adequacy of resources;
- f) relevant communications from interested parties; including complaints; and
- g) opportunities for continual improvement;


The outputs of the management review shall include:

- conclusions on the continuing suitability, adequacy and effectiveness of the EMS;
- decisions related to continual improvement;
- decisions related to any changes to the EMS, including resources;
- opportunities to improve integration of EMS with other business processes, if needed; and
- any implications for the strategic direction of the Department.

The department shall retain documented information as evidence of the results of management review.

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	EMS Manual	MA-ED-001		JUL 14 2015	1	EMS Core Team	Page 32 of 32
Environmental Management Systems Manual							

10.0 Improvement

10.1 Nonconformity and corrective action

When a nonconformity occurs, the Department shall:

- a) react to the nonconformity and as applicable:
 - 1. take action to control and correct it; and
 - 2. deal with the consequences including mitigating adverse environmental impacts;
- b) evaluate the need for action to eliminate the causes of nonconformity, in order that it does not recur or occur elsewhere by:
 - 1. reviewing the nonconformity;
 - 2. determining the causes of the nonconformity;
 - 3. determining if similar nonconformities exist, or could potentially occur;
- c) implement any action needed;
- d) review the effectiveness of any corrective actions taken; and
- e) make changes to the EMS, if necessary.



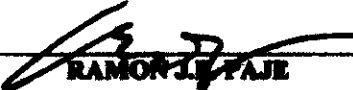
The corrective actions appropriate to the significance of the effects of the nonconformities encountered, including environmental impacts.

The Department shall retain documented information as evidence of:

- the nature of the nonconformities and any subsequent actions taken; and
- the results of corrective action.

10.2 Continual improvement

The Department shall continually improve the suitability, adequacy and effectiveness of the EMS to enhance environmental performance.

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