



Republic of the Philippines  
**Department of Environment and Natural Resources**  
**BIODIVERSITY MANAGEMENT BUREAU**  
Ninoy Aquino Parks and Wildlife Center  
Quezon Avenue, Diliman, Quezon City  
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APR 08 2022

**MEMORANDUM**

**FOR :** **The Executive Vice President and Acting President**  
Natural Resources Development Corporation  
9/F, DENR by the Bay Building  
1515 Roxas Boulevard, Ermita, Manila  
E-mail address: [nrdcweb@denr.gov.ph](mailto:nrdcweb@denr.gov.ph)

**FROM :** **The Director**

**SUBJECT :** **APPROVED CY 2022 OPERATING BUDGET AND WORK AND FINANCIAL PLAN OF THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER**

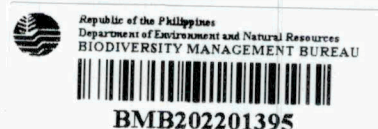
This refers to your Memorandum dated 18 March 2022 requesting this Office and the DENR MIMAROPA Region to review and approve the CY 2022 Operating Budget and Work and Financial Plan (WFP) of the Palawan Wildlife Rescue and Conservation Center (PWRCC) pending the approved Memorandum of Agreement (MOA) among NRDC, BMB, and DENR MIMAROPA Region.

In this regard and to facilitate the utilization of the fund for the Center, attached are the PWRCC Operating Budget and WFP for CY 2021, duly approved by this Office, amounting to **Two Million Thirty-Two Thousand Three Hundred Sixty-Two Pesos (PhP2,032,362)** to be funded from the income generated by the PWRCC managed by NRDC.

For information and record.

  
**NATIVIDAD Y. BERNARDINO**

cc: **The Regional Executive Director**  
DENR MIMAROPA Region  
E-mail: [mimaroparegion@denr.gov.ph](mailto:mimaroparegion@denr.gov.ph)





Department of Environment and Natural Resources  
**Natural Resources Development Corporation**

9<sup>th</sup> Flr. DENR Bldg., 1515 Roxas Blvd., Ermita, Manila

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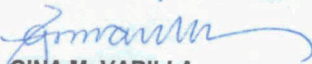
**CY 2022 OPERATING BUDGET OF  
 THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER**

Budget Items	Actual*	Proposed**	Assumptions/Remarks
	2021	2022	
1. Contracted Services	3,730,904.74	1,710,000.00	Salaries for 30 COS personnel with reduced workdays.
2. Other Supplies and Materials	78,354.70	56,000.00	Cost of janitorial supplies, COVID-19 supplies, and other emergency materials
3. Fuel, Oil and Lubricant	113,889.53	53,000.00	Actual expenses of P3000 in January and average of P10,000/month starting February
4. Accountable Forms	-	39,000.00	For printing of official receipts.
5. Representation Expenses	56,569.39	36,000.00	Average of P6,000/month.
6. Electricity Expenses	425,252.98	34,562.00	Actual consumption in January
7. Fidelity Bond Premiums	-	22,500.00	Fidelity bond of 3 accountable officers.
8. R&M – Government Facilities	10,705.00	20,000.00	For contingency.
9. R&M – Transportation Equipment	15,346.00	15,000.00	For contingency.
10. Taxes, Duties and Licenses	12,400.00	12,500.00	For LGU and barangay permits.
11. R&M – Machinery and Equipment	-	8,000.00	For contingency.
12. Office Supplies	36,909.00	8,000.00	For contingency
13. Postage and Courier Services	11,050.00	6,000.00	Average of P1,000/month.
14. Mobile Expenses	9,704.00	6,000.00	P1,000/month mobile allocation for OIC-Project Manager
15. Travelling Expenses-Local	46,390.00	3,000.00	For Messenger and authorized depositor of daily collections
16. Bank Charges	3,100.00	2,000.00	
17. Water Expenses	87,199.59	800.00	Actual consumption in January
18. Security Services	49,000.00	-	
19. Animal/Zoological Supplies	46,120.00	-	
20. Accountable Forms	5,250.00	-	
<b>TOTAL</b>	<b>4,738,144.93</b>	<b>2,032,362.00</b>	

\*Includes items requested for realignment.


\*\*Covers expenses for six (6) months or until June 2022.

Prepared by:




**GINA M. VARILLA**  
 OIC-Project Manager  
 Palawan Wildlife Rescue and Conservation Center

Endorsed by:

  
**DEMETRIO L. IGNACIO, JR., CESO I**  
 Executive Vice President and Acting President  
 Natural Resources Development Corporation

Approved by:

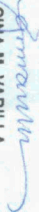
  
**NATIVIDAD Y. BERNARDINO**  
 OIC-Director  
 Biodiversity Management Bureau

**LORMELYN E. CLAUDIO, CESO IV**  
 OIC-Regional Executive Director  
 DENR-MIMAROPA Region


PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER  
FY 2022 WORK AND FINANCIAL PLAN  
To be funded from PWRC Funds Managed by NRDC


ANNEX 2

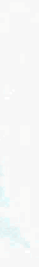
P/A/P	PERFORMANCE INDICATORS	2021 PHYSICAL PERFORMANCE TARGETS					EXP CLASS	2021 FINANCIAL PERFORMANCE TARGETS				TOTAL
		Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL		Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	
		(2)	(3)	(4)	(5)	(6=2+3+4+5)		(7)	(8)	(9)	(10)	(11=7+8+9+10)
1 FACILITY MANAGEMENT AND MAINTENANCE												
2.1 Utilities												
2.1.1 Water	No. of bills paid	3	3			6	MOOE	800	-			-
2.1.2 Electricity	No. of bills paid	3	3			6	MOOE	34,562	-			34,562
2 SUPPORT SERVICES												
3.1 Availment of COS Personnel	No. of staff currently hired	31	31			62	MOOE	855,000	855,000			-
3 PROJECT ADMINISTRATION												
3.1 Permits	Fees paid	1	3			1	MOOE	12,500				-
3.2 Fidelity Bond Premiums	No. of bonded personnel	3	3			3	MOOE	22,500				22,500
3.3 Reimbursement/Representation of Project Manager	No. of monthly allowance reimbursed	3	3			6	MOOE	18,000	18,000			36,000
3.4 Procurement of Office and other supplies												
3.4.1 Office Supplies							MOOE	5,000	3,000			8,000
3.4.2 COVID-19 Supplies							MOOE	5,000	5,000			10,000
3.4.3 Janitorial Supplies							MOOE	5,000	5,000			10,000
3.5 Fuel, Oil and Lubricants							MOOE	23,000	30,000			53,000
3.6 Communication												
3.6.1 Postage and Courier Services	No. of mails sent						MOOE	3,000	3,000			6,000
3.6.2 Mobile Load Allowance	No. of cellcards purchased	3	3			6	MOOE	3,000	3,000			6,000
3.7 Travelling and Transportation							MOOE	1,200	1,800			3,000
3.8 Other Supplies and Materials	No. of materials purchased						MOOE	18,000	18,000			36,000
3.9 Accountable Forms	No. of official receipts printed (pads)		75			75	MOOE	39,000	39,000			78,000
3.10 Other MOOE (Bank Charges)	No. of manager's check						MOOE	1,000	1,000			2,000
4 REPAIRS AND MAINTENANCE												
4.1.1 Government Facilities	No. of facilities renovated/repaired						MOOE	10,000	10,000			20,000
4.1.2 Transportation Equipment	No. of vehicles repaired						MOOE	10,000	5,000			15,000
4.1.3 Machinery and Equipment	No. of equipment repaired						MOOE	8,000				8,000
GRAND TOTAL												2,032,362

Prepared by:  
  
GINA M. VARILLA  
OIC-Project Manager

Reviewed by:  
  
LILY Y. KIJARA S. GARCIA  
OIC, Operations Division

Endorsed by:  
  
DEMETRIO L. IGNACIO, JR. CESO I  
Acting President

Approved by:  
  
NATIVIDAD B. BERNARDINO  
OIC-Director

Approved by:  
  
LORMELVA E. CLAUDIO, CESO IV  
OIC, Regional Executive Director



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Department of Environment and Natural Resources  
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Sender: Bernardino, Natividad Y.

Address: BMB-Office of the Director  
Ninoy Aquino Parks and Wildlife Center, 1100 Diliman Quezon City

Subject: LETTER DTD 04/07/2022 MEMO RE APPROVED CY 2022 OPERATING BUDGET AND WORK AND FINANCIAL  
PLAN OF THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER

Addressee(s): The Executive Vice President and Acting President

CC Addressee(s):

Date/Time Received: 04/07/2022 02:00:00 PM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	04/07/2022 02:02:23 PM	BMB-WRD		Date: 04/07/2022 02:02:57 PM To: MAULION, NINO C. From: Liwanag, Ofelia L. Message: With initial
BMB-WRD		BMB-OAD	04/07/2022 02:03:42 PM	

BMB-OAD 4/7/22 BMB-OD 4/8/22 initialed, forwarded to DO for approval