



**MEMORANDUM**

**FOR :** **NATIVIDAD Y. BERNARDINO**  
OIC-Director, Biodiversity Management Bureau

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

**FROM :** OIC- Operations Division, NRDC

**SUBJECT :** **PROPOSED REALIGNMENT OF THE APPROVED OPERATING BUDGET OF THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER FOR CY 2021**

**DATE :** 07 March 2022

NRDC would like to recommend the realignment of the approved Operating Budget of the Palawan Wildlife Rescue and Conservation Center (PWRCC) for CY 2021 (**Annex 1**) to cover additional Maintenance and Other Operating Expenses (MOOE) incurred by the Center during the same year.

**A. BACKGROUND:**

1. The PWRCC is a project owned by the DENR and is operated by NRDC as the designated operating entity, pursuant to DENR Administrative Order (DAO) No. 2020-10, dated 17 September 2020. It aims to: 1) conserve the two species of crocodiles in the Philippines (freshwater and saltwater crocodiles), 2) serve as a rescue and rehabilitation center for confiscated, donated and rescued wildlife in the province of Palawan, and 3) promote the socio-economic well-being of local communities through sustainable crocodile farming.
2. A draft Memorandum of Agreement (MOA), jointly prepared by NRDC, DENR-BMB, and DENR-MIMAROPA Region, was completed to establish the collaborative arrangements and define the roles and responsibilities among the three concerned agencies (including approval of the annual budget), in order to strengthen the operations of the Center. The MOA has been signed by NRDC and DENR-MIMAROPA and awaiting the signature of the DENR-BMB.
3. In the meantime that the MOA is not yet completely signed, the Annual Budget and the Work and Financial Plan of PWRCC, as in previous years, shall be approved by DENR (DENR-BMB and DENR-MIMAROPA).

**B. HIGHLIGHTS:**

1. As of 31 December 2021, the unutilized amount from the approved 2021 Operating Budget of PWRCC amounts to P109,248.07, held in trust by NRDC. Given this savings, the PWRCC is requesting to realign some of this amount to the following MOOE items listed below:

Particulars	Approved Budget	Additional Budget	Remarks
Contracted Services	3,657,531.00	73,374.74	Gratuity Pay of 30 contract-of-service personnel of PWRCC at P2,500 per person, pursuant to Administrative Order No. 46, dated 29 December 2021. <sup>1</sup>
Fuel, Oil and Lubricants	101,950.00	11,939.53	Additional fuel expenses for chainsaw and generator incurred due to the onslaught of Typhoon Odette in December 2021.
<b>TOTAL</b>	<b>3,759,481.00</b>	<b>85,314.27</b>	

2. These expenses were unforeseen in 2021 and to enable payment, the annual Budget for PWRCC for CY 2021 need to be realigned. The adjusted expenses based on the realigned Budget may still be properly recorded in the 2021 accounting books of the Center.

**C. REQUESTS:**

1. In view of the foregoing and pending the execution of the tripartite MOA, NRDC is seeking the approval and concurrence of DENR-BMB and DENR-MIMAROPA Region on the realignment of P85,314.27 of the unutilized amount from the CY 2022 Annual Budget of the PWRCC (**Annex 2**).

Our PWRCC OIC-Project Manager, Ms. Gina Varilla, (0916 226 6083 /gicmvi.nrdc@gmail.com) shall coordinate with your office on the subject request.

Thank you for your continued cooperation and support. Keep safe.

  
**LILLY KLARA S. GARCIA**

*Attachments:*

***Annex 1 – CY 2021 Operating Budget of the PWRCC***

***Annex 2 – Proposed Realignment of CY 2021 Operating Budget of the PWRCC***

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<sup>1</sup> Gratuity Pay is granted to Contract of Service workers for their hard work in implementing government projects and was authorized by the President of the Philippines through Administrative Order No. 46 entitled "Authorizing the Grant of Gratuity Pay to Contract of Service and Job Orders Workers in Government for Fiscal CY 2021." Based on DBM Circular 2021-5 entitled "Guidelines on the Grant of Gratuity Pay to Contract of Service and Job Order Workers in Government for FY 2021", a maximum amount of P5,000 may be granted per person. However due to lack of funds, PWRCC may only grant P2,500 per person.



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

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

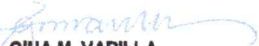
Tel. No. 8521-9421 / 8521-9455

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**CY 2021 OPERATING BUDGET OF  
 THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER**

Budget Items	Actual	Proposed	Assumptions/Remarks
	2020	2021	
1. Contracted Services	6,490,833	3,657,531	Salaries for 31 COS personnel with reduced workdays.
2. Electricity Expenses	504,820	437,921	Average of P36,500/month.
3. Water Expenses	62,763	104,493	Average of P8,700/month. Costs for Oct to Dec 2020 were charged to GAA.
4. Fuel, Oil and Lubricant	215,242	101,950	Average of P8,500/month.
5. Representation Expenses	111,015	86,209	Average of P7,500/month.
6. Other Supplies and Materials	164,585	81,961	Cost of janitorial supplies, misc. materials, and refill of fire extinguishers.
7. Security Services	294,000	49,000	Cost for Jan and Feb 2021.
8. Animal/Zoological Supplies	1,897,333	46,120	Cost for Jan 2021. Feeds for Feb to Dec 2021 are charged to GAA.
9. Travelling Expenses-Local	104,049	46,000	Travel to Puerto Princesa City, Palawan of OIC-Project Manager.
10. Office Supplies	24,527	22,690	Average of P3,000/month.
11. Fidelity Bond Premiums	7,500	22,500	Fidelity bond of 3 accountable officers.
12. R&M – Transportation Equipment	-	20,000	For contingency.
13. Postage and Courier Services	7,522	13,650	Average of P1,200/month. Increased to ensure regular and timely transmittal of documents to the Central Office.
14. Taxes, Duties and Licenses	55,758	12,400	For LGU and barangay permits.
15. R&M – Government Facilities	48,112	11,000	For contingency.
16. R&M – Machinery and Equipment	6,367	10,000	For contingency.
17. Mobile Expenses	50,535	10,000	P1,000/month mobile allocation for OIC-Project Manager starting Mar 2021.
18. Other MOOE	-	8,000	Cost of drug test for COS personnel.
19. Accountable Forms	-	5,250	Cost of cash books.
20. Drugs and Medicines	51,196	-	Costs for 2021 are charged to GAA.
21. Medical, Dental and Laboratory Supplies	10,825	-	Costs for 2021 are charged to GAA.
22. Extraordinary and Miscellaneous Expenses	8,500	-	
<b>TOTAL</b>	<b>10,118,432</b>	<b>4,746,675</b>	

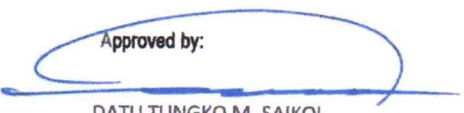
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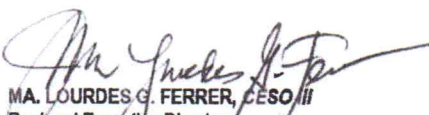
  
**GINA M. VARILLA**  
 OIC-Project Manager,  
 Palawan Wildlife Rescue and Conservation Center

Endorsed by:

  
**FRANCES VERONICA R. VICTORIO**  
 President and CEO,  
 Natural Resources Development Corporation

Approved by:

  
**DATU TUNGKO M. SAIKOL**  
 Director, Biodiversity Management Bureau

  
**MA. LOURDES G. FERRER, CESO II**  
 Regional Executive Director,  
 DENR-MIMAROPA Region



**OPERATING BUDGET OF THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER (PWRCC) FOR CY 2021**  
First Realignment

Funding Source: Revenues of the Palawan Wildlife Rescue and Conservation Center (PWRCC)  
Held in Trust by NRDC

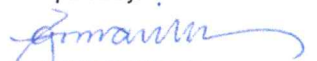
**DEFICIENT ITEMS (TO):**

PAP	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURE	AMOUNT
Contracted Services		MOOE		73,373.74
Fuel, Oil and Lubricants				11,939.53
			<b>Total</b>	<b>85,313.27</b>


**SOURCE ITEMS (FROM):**

Electricity		MOOE		12,000.00
Water				17,000.00
Representation				29,000.00
Fidelity Bond and Insurance Premium				22,500.00
R&M - Machinery and Equipment				4,813.27
			<b>Total</b>	<b>85,313.27</b>

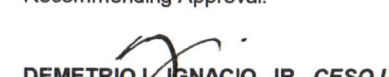
Prepared by:

  
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OIC-Project Manager, PWRCC

Reviewed by:

  
**LILLY KLARA S. GARCIA**  
OIG, Operations Division, NRDC

Recommending Approval:

  
**DEMETRIO L. IGNACIO, JR., CESO I**  
Executive Vice President and  
Acting President, NRDC

Approved:

**NATIVIDAD Y. BERNARDINO**  
OIC-Director, BMB

Approved:

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