



Department of Environment and Natural Resources
Natural Resources Development Corporation
Palawan Wildlife Rescue and Conservation Center
Brgy. Irawan, Puerto Princesa City, Palawan
Email: pwrcc.pawb@gmail.com

MEMORANDUM

FOR/TO : FORESTER ALEXANDER M. LINDE
Officer in Charge, NRDC
and OIC, Administrative Division

FROM : PENRO FELIZARDO B. CAYATOC
Project Manager of PWRCC
In Concurrent Capacity

SUBJECT : IRREVOCABLE RESIGNATION OF MS. ALJEAN
MAE PAZ EFFECTIVE AUGUST 16, 2023

DATE : July 31, 2023

I am favorably recommending the approval of the irrevocable resignation of Ms Aljean Mae Paz to this office effective August 16, 2023.

It is unfortunate that while she decided to voluntarily resign and leave the PWRCC, she mentioned so many allegations of a seemingly unfair treatment to her by the undersigned. I am open and I welcome any investigation regarding these allegations. However, I demand Ms. Paz to file a complaint, under oath, stating her accusations against me so that if any of these prove to be false and malicious, she can be charged with the criminal offense of perjury.

In her resignation letter, Ms. Paz said that she developed a feeling of disappointment towards the way the new management has been managing PWRCC (which in this case pertains to my term as PWRCC Project Director), i.e. giving obvious favor to chosen employees especially one who is notoriously famous, disregarding the rules of NRDC, instilling terror to employees to demand respect and most of all badmouthing the predecessor who was replaced due to allegations without substantial evidences.

Feeling disappointed is her personal choice. However, as the duly designated Project Manager of the PWRCC in concurrent capacity, I am saddened by the malicious and baseless accusations imputed against me by Ms. Paz. Let me clarify some matter.

First and foremost, I would like to stress that my designation as Project Manager of PWRCC is not a personal desire but a higher office management decision. I have willingly sacrificed my time and resources to comply with the instructions of the higher Office just to contribute to the improvement of the management and to address certain and specific issues of the PWRCC. I have more than enough duties and responsibilities as the PENR Officer of DENR Palawan but seeing the need to help, I complied and accepted the responsibility without additional compensation or extra remuneration. In fact, there are times where I had to use my personal money to cover-up some of the Center's expenses and had to wait until now to be fully reimbursed by NRDC.

Second, the Memorandum Order of USec/Atty. Analiza Rebueta -Teh , Undersecretary for Finance, Information System and Climate Change designating me as Project Manager of PWRCC in concurrent capacity has marching orders to comply. As the designated Project Manager of PWRCC effective 02 January 2023, I was ordered to implement six (6) recommendations of the Investigating team who conducted the evaluation, assessment and verification on the operations

and management of PWRCC. Among the six (6) recommendations contained in their report, as submitted through Memorandum dated 14 December 2022 by then BMB Director Natividad Y. Bernardino, in relation to personnel concerns, one of it was to;

"2. Review staffing pattern and hiring of personnel;"

I have to reshuffle or change other personnel designation to align to the employee's capabilities, work attitude, and capacity to deliver work outputs, that being my management prerogative. Considering the insufficient human resource to address the PWRCC operations, I have to maximize the services to be rendered in a multi-tasking manner of responsibilities.

Moreover, ever since I assumed as Project Manager of the Center, Ms. Aljean Mae Paz has been observed with habitual absenteeism and tardiness (Please see attached DTR from January to June 2023). Some of her absences are without prior notice, thereby causing disruption of work schedules and the services of the Center (Please refer to the incident reports). She has also been sick which requires her a much needed rest (Please see attached letter dated April 17, 2023). In addition, the work I assigned to her as Personnel Officer to submit the employees profile were not fully delivered including other responsibilities. Hence, I have to reassign her and add some responsibilities in order to support the crocodile holding and the tour activity, which is the main source of income of the Center. Other personnel from the technical and administrative support i.e crocodile farming, admin, records, planning also support the holding and tour activity.

Third, I did not and I do not instill terror to demand respect. I believe that Respect is earned and not demanded. I am a disciplinarian, yes, but I also believe that understanding every employee's individuality is vital in the success of an organization.

Fourth, I did not and I do not exercise any undue favor or biases to any employee of the Center. Instead, I capitalized on the employee's capabilities, skills, work attitude and their willingness to cooperate and deliver work output. In fact, I even solicited from each employee, individually, his/her recommendation as to the improvement of the operation of the PWRCC.

Fifth, Badmouthing any person is not my personality. I know myself and I know my character. I need not badmouth anyone most especially the predecessor she is referring to in her letter - *"badmouthing the predecessor who was replaced due to allegations without substantial evidences."* The replacement of the previous Project Manager was the overall recommendation of the team who conducted the investigation which was the primary basis of action by the higher office. The Report of the team on the evaluation, assessment and verification of the observed irregularities on the operation and management of PWRCC speaks well of the previous administration's inadequacies, ill equipped technical knowledge in operating the Center, lack of managerial skills, leadership and physical and financial management.

To mention a few of the over-all recommendations by the investigation team:

- A. Over-all recommendation of the Technical Team
... "we have found that the irregularities in the technical aspect of the Center's management are deliberate"
... "The team would like to recommend a halt to this mismanagement by vehemently recommending the immediate replacement of the Project Manager of PWRCC"
- B. Over-all recommendations of the Financial Team
... "The Project Manager being the head of the Center should facilitate submission of reports regarding administrative and financial matters of the PWRCC operations, based on DAO 2020-10. After thorough evaluation of the findings, the team respectfully recommends the immediate replacement of the Project Manager of PWRCC"

July 28, 2023

Mr. Alexander M. Linde
Officer-In-Charge, NRDC

Attention : **PENRO Felizardo B. Cayatoc**
Project Manager
In Concurrent Capacity

Ms. Hazel B. Gellamucho
Personnel Officer, NRDC



Dear Mr. Linde,

This is to formally tender my irrevocable resignation effective August 16, 2023.

I started working in PWRCC in September 19, 2017 as Park Attendent II (Wildlife Biologist) and was transfer to Admin & Finance Unit in January 2018 because according to them there's only 2 of us here in the Center who has CSC Eligibility but to later on found out that it's merely because of the intrigues made up by some colleagues but that didn't stop me in performing my assigned tasks with enthusiasm and dedication.

2021 was the year that changed my perspective, learned various skills and shaped me into what I am today. I will be forever grateful to my former boss who was so patient in teaching me the details of government work.

But recently, things have changed drastically and resulted in losing the perspective I held for 2 years. In my experience as a neophyte employee, this having been my first job, I am slowly beginning to develop the feeling of disappointment towards the way the new management has been managing PWRCC, i.e giving obvious favors to chosen employees especially one who is notoriously famous, disregarding the rules of NRDC who is managing the Project, instilling terror to employees to demand respect, and most of all badmouthing the predecessor who was replaced due to allegations without substantial evidences.


My function as Personnel/ Supply Officer was changed because allegedly I was too overloaded with work in the past Administration. As a result, last January 23, 2023 I was assigned as Human Resource/ Personnel Officer but my duties were very limited to assisting the Admin Officer while most of the functions were delegated to the Records/ Planning/ Budget Officer. I was stripped of duties and was merely relegated to monitoring the Crocodile Holding Area. The Personnel Officer function was assigned to someone who was investigated and was found guilty by former PENRO Management Services Division of tampering DTRs before and during the pandemic together with the one assigned as Supply Officer. Pass out or Official Business Form were filled out without the notation of Personnel Officer who was supposed to know the whereabouts of employees, personal pass for 3 hours was allowed and considered as official to enable employees to attend to their personal transactions, such as payment of household electric and water bills, repair of motorcycles, settlement of payment of their monthly dues from lending institutions etc.

Restrictions such as communicating directly to NRDC's Personnel Officer on personnel matters and posting announcement to PWRCC group chat on credited salaries were issues that remain a puzzle to me.

My work experience in PWRCC will forever be memorable, both positively and negatively. But my appreciation and gratefulness to the opportunity given to me will always be cherished.

Thank you very much.

Respectfully yours,

 07/28/2023
Aljean Mae P. Paz

Cc: Office of Usec Annaliza Rebueta- Teh
Natural Resources Development Corporation
Office of the RED- MIMAROPA

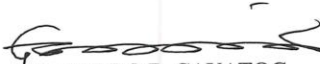
C. Over-all recommendations of the Management Team

... "She may have been the head of the Human Resources Division, however, she lacks the good managerial and leadership skills to lead and create a harmonious relationship among personnel. This is evident from the answers and responses provided by many of the employees during the interview, the observations conducted around the center and the documents handed to the team. Further, numerous issues and concerns arose from her administration as compared to the previous administrations, which concludes that she lacks the technical knowledge and leadership skills. Hence, the Management Team therefore recommends that the Project Manager be immediately replaced."

The above information proves that the removal of the previous Project Manager are with basis. The investigation team was composed of credible personalities and the investigation was well conducted. In all three aspects of technical, financial and management the unanimous recommendation was for her immediate replacement. Ms. Aljean Mae Paz may not be informed about this, hence, she assumed that the removal of previous Project Manager were without basis.

Finally, I am requesting that the management of NRDC look deeper into the investigation report conducted from October 11-14, 2022 and take appropriate action on the mismanagement committed by the previous Project Manager.

For information, record and action.


FELIZARDO B. CAYATOC

cc: The USec for Finance, Information System and Climate Change
Quezon City
The RED, MIMAROPA Region, Manila
Ms. Aljean Mae Paz, Puerto Princesa City
PWRCC/File
File/fbc

DAILY TIME RECORD

ID NO.

00014

DEPT.

OFFICE OF THE PROJECT MANAGER

NAME

PAZ, ALJEAN MAE P.

DATE	AM IN	AM OUT	PM IN	PM OUT	Total No. of hours worked	UNDERTIME / TARDINESS
2023-03-01	8:07	12:19	12:21	17:18	7:53	0:07
2023-03-02	8:03	12:15	12:58	17:00	7:57	0:03
2023-03-03	8:16	12:04	12:14	17:13	7:44	0:16
2023-03-04						
2023-03-05						
2023-03-06	7:29	12:01	12:03	17:02	8:31	-
2023-03-07	8:00	12:15	12:59	17:16	8:00	-
2023-03-08	7:54	12:13	12:59	17:01	8:06	-
2023-03-09	8:13	12:59	13:00	17:00	7:47	0:13
2023-03-10	7:49	12:06	12:59	17:06	8:11	-
2023-03-11						
2023-03-12						
2023-03-13						
2023-03-14						
2023-03-15	7:59	12:31	12:33	17:10	8:01	-

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Total no. of days worked	9
Total no. of hours worked	72:10:00
Undertime:	
Days	0
Hours/Minute:	0:39
Daily Rate	P 874.00
Amount Earned	P 7,866.00

March 13-14, 2023

Absent w/out
prior clearance

**PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
DAILY TIME RECORD**

2023-04-01 To 2023-04-1

Date	Week	Time	Times	Working Time
8 PAZ, ALJEAN MAE P.		ADMINISTRATIVE MANAGEMENT UNIT		
		AM IN AM OUT PM IN PM OUT		
2023-04-01	sat			
2023-04-02	sun			
2023-04-03	mon	12:46:28 - 17:32:18	2	4.76
2023-04-04	tue	07:53:45 - 12:33:48 - 12:35:07 - 17:06:23	4	9.19
2023-04-05	wed	07:42:21 - 12:01:13 - 13:01:47 - 17:05:43	4	8.38
2023-04-06	thu	08:01:06 - 08:01:15 - 12:05:22 - 12:48:39 - 17:05:16 - 17:05:47	6	0.73
2023-04-07	fri	- HOLIDAY		
2023-04-08	sat			
2023-04-09	sun			
2023-04-10	mon			
2023-04-11	tue			
2023-04-12	wed	08:16:24 - 12:00:28 - 12:56:41 - 17:03:58	4	7.86
2023-04-13	thu	07:45:47 - 12:02:56 - 12:59:55 - 17:03:45	4	8.35
2023-04-14	fri	07:53:33 - 12:01:12 - 12:35:35 - 17:11:18	4	8.72
2023-04-15	sat	- DAY - OFF		

6 1/2 days

18 mins undertim

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Verified and Found Correct

PENRO FELIZARDO B. CAYATOC
PROJECT MANAGER, PWCC

April 10-11
Absent w/out
prior clearance

**PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
DAILY TIME RECORD**

2023-04-16 To 2023-04-

Date	Week	Time	Times	Working Time
8 PAZ, ALJEAN MAE P. ADMINISTRATIVE MANAGEMENT UNIT				
		AM IN AM OUT PM IN PM OUT		
2023-04-16	sun	DAY OFF		
2023-04-17	mon	07:49:17 - 12:17:51 - 12:52:06 - 17:00:11	4	8.61
2023-04-18	tue	07:54:31 - 12:04:42 - 12:32:32 - 17:15:00	4	8.88
2023-04-19	wed	08:12:19 - 12:06:53 - 12:42:22 - 17:09:47	4	8.37
2023-04-20	thu		12 mins	
2023-04-21	fri			
2023-04-22	sat			
2023-04-23	sun			
2023-04-24	mon			
2023-04-25	tue	LEAVE WITHOUT PAY		
2023-04-26	wed			
2023-04-27	thu			
2023-04-28	fri			
2023-04-29	sat			
2023-04-30	sun			

3 days 12 min

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Verified and Found Correct

RENRO FELIZARDO B. CAYATOC
PROJECT MANAGER, PWCC

leave without pay
attach letter,
April 20 to
May 2, 2023

**PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
DAILY TIME RECORD**

2023-05-01 To 2023-05-15

Date	Week	Time	Times	Working Time
PAZ, ALJEAN MAE P.			ADMINISTRATIVE MANAGEMENT UNIT	
8		AM IN AM OUT PM IN PM OUT		
2023-05-01	mon	ABSENT		
2023-05-02	tue	ABSENT	4	9.35
2023-05-03	wed	07:27:59 - 12:09:39 - 12:34:21 - 17:13:26	4	8.82
2023-05-04	thu	07:51:28 - 12:01:47 - 12:33:56 - 17:12:36	4	8.63
2023-05-05	fri	08:35:39 - 12:02:50 - 12:43:27 - 17:54:22	36 min	4
2023-05-06	sat	08:11:16 - 12:02:48 - 12:33:14 - 17:02:18 DAY OFF	11 min	8.34
2023-05-07	sun	DAY OFF	4	8.62
2023-05-08	mon	07:54:05 - 12:02:33 - 12:38:10 - 17:07:09	3 min	4
2023-05-09	tue	08:03:04 - 12:39:18 - 12:40:19 - 17:14:40	4	8.74
2023-05-10	wed	08:00:58 - 12:09:32 - 12:32:58 - 17:08:52	15 min	4
2023-05-11	thu	08:15:25 - 12:01:59 - 12:36:54 - 17:07:17	10 min	4
2023-05-12	fri	08:10:41 - 12:29:31 - 12:30:03 - 17:11:09		
2023-05-13	sat	DAY OFF		
2023-05-14	sun	DAY OFF	3	4.87
2023-05-15	mon	07:28:50 - 12:20:50 - 12:34:49 17:05		

10 days 1hr/14 min

I hereby certify on my honor that the above is a true and correct report of the hours of work performed, received of which was made daily at the time of arrival at and departure from office.

Verified and Found Correct

Approved by: For and in the absence of the
Project Manager of PWRCC

FOR: ALEXANDER E. MANCIC
Supervising Ecosystem Management Specialist
5/16/23

Continuation of
leave w/o Pay

**PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
DAILY TIME RECORD**

2023-05-16 To 2023-05-31

Date	Week	Time	Times	Working Time
PAZ, ALJEAN MAE P.		ADMINISTRATIVE MANAGEMENT UNIT		
		AM IN AM OUT PM IN PM OUT		
2023-05-16	tue	08:08:47 - 12:07:18 - 12:36:19 - 17:01:39	8 min ✓ 4	8.40
2023-05-17	wed	08:12:09 - 12:04:12 - 12:42:26 - 17:01:18	12 min ✓ 4	8.18
2023-05-18	thu	08:15:19 - 12:00:48 - 12:42:00 - 17:13:18	15 min ✓ 4	8.28
2023-05-19	fri	08:17:45 - 12:01:46 - 12:42:22 - 17:11:57	17 min ✓ 4	8.23
2023-05-20	sat	09:07:17 - 12:05:19 - 12:34:16 - 17:17:47	1hr/7 min ✓ 4	7.69
2023-05-21	sun	DAY OFF		
2023-05-22	mon	ABSENT		
2023-05-23	tue	08:16:20 - 12:27:08 - 12:38:12 - 17:13:53	16 min ✓ 4	8.77
2023-05-24	wed	08:38:43 - 12:19:40 - 12:34:14 - 17:57:29	38 min ✓ 4	9.07
2023-05-25	thu	ABSENT		
2023-05-26	fri	ABSENT		
2023-05-27	sat	DAY OFF		
2023-05-28	sun	DAY OFF		
2023-05-29	mon	07:48:03 - 12:21:10 HALF DAY	✓ 2	4.55
2023-05-30	tue	08:05:29 - 12:30:06 - 12:31:06 - 17:04:57	5 min ✓ 4	8.97
2023-05-31	wed	08:20:59 - 12:08:15 - 12:40:56 - 17:00:55	20 min ✓ 4	8.12

9 1/2 days 3hr/18min

Approved by: For and in the absence of the Project Manager of PWRCC

NOTE: If on any basis there is a change of a due time, correct report of time should be submitted. Record of which was made daily at the time of arrival at and departure from office.

Verified and Found Correct

Concurred by: MARY JOY P. ORTEGA

FOR ALEXANDER B. MANCIO
Supervising Ecosystem Management Specialist
6/1/2023

May 22
May 25-26, 2023
Absent w/out prior consent and this is time that we call she in airplane.

**PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
DAILY TIME RECORD**

2023-06-16 To 2023-06-30

Date	Week	Time	Times	Working Time
ADMINISTRATIVE MANAGEMENT UNIT				
8 PAZ, ALJEAN MAE P.				
		AM IN AM OUT PM IN PM OUT		
2023-06-16	fri	12:25:04 - 12:56:18 - 17:03:42 8:30	30 min ✓	3 0.52
2023-06-17	sat	08:43:31 - 12:04:37 - 12:53:33 - 17:01:11	43 min ✓	4 7.48
2023-06-18	sun	DAY OFF		
2023-06-19	mon			
2023-06-20	tue			
2023-06-21	wed	ABSENT		
2023-06-22	thu			
2023-06-23	fri			
2023-06-24	sat			
2023-06-25	sun	DAY OFF		
2023-06-26	mon	ABSENT		
2023-06-27	tue	07:47:40 - 12:15:37 - 12:31:03 - 17:06:25	✓	4 9.06
2023-06-28	wed	08:00:19 - 12:07:02 - 12:44:48 - 17:00:06	✓	4 8.37
2023-06-29	thu	08:01:54 - 12:05:42 - 12:51:17 - 17:02:08	1 min ✓	4 8.24
2023-06-30	fri	08:05:00 - 08:05:05 - 12:13:43 - 12:33:55 - 17:09:18	5 min ✓	5 0.34

60 days 1 hr/19 min

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

07/04/2023

Verified and Found Correct

PENRO FELIZARDO B. CAYATOC
PROJECT MANAGER, PWCC

07/04/23

June 19-24 & 26, 2023
Absent w/out prior consent



Department of Environment and Natural Resources
Natural Resources Development Corporation
Palawan Wildlife Rescue and Conservation Center
Brgy. Irawan, Puerto Princesa City, Palawan
Email: pwrcc.nrdc@gmail.com

SPOT REPORT

FOR : **The Project Manager,
In Concurrent Capacity**

FROM : **Administrative Officer I**

SUBJECT : **PAGLIBAN NI ALJEAN MAE P. PAZ NG WALANG PAALAM AT
HINDI PAGTULONG NI MR. DANTE DURAN**

DATE : **July 28, 2023**

Noong Hulyo 27, 2023 sa ganap na 8:52 ng umaga, tumawag si Mr. Guion sa akin ngunit hindi ko ito nasagot agad kaya tumawag nalamang sya kay Ms. Gullos at nagtatanong kung sino ang naka-duty sa Crocodile Holding matapos nyang makita na mag isa lamang si Mr. Tabinas na nag-facilitate ng malaking grupo ng guests. Nagpapahawak ng buwaya, nag-aassist magpicture at nag-iissue ng tickets. Sa pag-uusap nila ay nalaman na ang nakaduty rin ay sina Ms. Paz at Mr. Gabayeron. Si Mr. Gabayeron ay aking kinausap at napag-alaman na sya ay kasalukuyang hinahanda ang feeds house para sa parating na donasyon na karne na kinuha ng mga animal keepers sa slaughter house at inakalang ang kasama ni Mr. Tabinas ay si Ms. Paz. Subalit napag-alaman na si Ms. Paz ay lumiban at hindi nagpaalam sa kanyang supervisor o sa Project Manager.

Bilang tugon sa pakiusap ni Mr. Guion na magtulong tulong sapag asikaso sa Crocodile Holding agad umakasyon ang ilang kasamahan para tumulong kay Mr. Tabinas gaya nila Ms. Gullos ay Ms. Torres para tumulong sa crocodile holding at si Ms. Gabuco para tumulong naman sa front desk. Kasabay nito ay personal kong sinabihan si Mr. Dante C. Duran, dahil kompleto ang POMU sa oras na iyon ay tumulong sa crocodile holding at palitan para sa araw na iyon si Ms. Paz. Kasabay nito ay inutusan din ni Ms. Gabuco si Mr. Cayao na tumulong din sa holding habang abala pa si Mr. Gabayeron sa pagtanggap at pagrecord ng donasyon na karne at bumalik sa kanyang trabaho kapag natapos na si Mr. Gabayeron sa kanyang gawain sa Feed House.

Habang nasa crocodile holding area sina Ms. Gullos at Ms. Torres, kanila akong sinabihan na kanilang napansin ang sari saring lalagyan gaya ng mga box at may empty na bote at puno din ng iba't ibang basura. Mayroon ding mga baso at mga plato na pinagkainan at hindi hinugasan. Pagbalik nila ay kanilang nirekomenda sa akin na ipaalala sa mga kasamahan ang paglinis sa lugar ng mga naka assign sa araw na iyon. Kanila ring nakita nang kanilang binilang ang mga stub ay marami nang kulang sa mga ito kahit nagpapaalala kay Ms. Paz na mag-inform tuwing may kulang sa stubs para makagawa uli hindi magugulo ang records sa pagbayad ng guests para sa crocodile holding. Ang pagdami ng kulang na stubs ay maraming beses na napag-alaman ng management at walang reminder na nagmnumula

kay Ms. Paz kahit ito ay isa sa mga pangunahing tungkulin nya bilang pagsubaybay sa Crocodile holding area.

Mga bandang 11:00 o'clock ay aking napansin si Mr. Duran na bumalik sa kubo malapit sa gate. Ako ay pumunta doon at tinanong sya kung bakit sya umalis sa Crocodile Holding kahit akin syang sinabihan sa tumulong doon. Kaniyang sinagot na nandoon narin naman si Mr. Cayao at Ms. Torres kaya umalis na sya. Aking inulit na tumulong sya doon dahil and dalawa ay saglit lamang na tutulong dahil mayroon din silang gawain sa umagang iyon. Dumating ang 3:45 ng hapon at pumunta sa akin si Mr. Gabayeron at humihingi ng tulong sa Crocodile Holding area. Aniya nagpaalam si Mr. Duran nung umaga na magpapalit lamang ng kanyang damit at hindi rin ito bumalik. Noong tanghali naman ay nagpakita lang saglit, umalis at di na ulit bumalik. Ako ay nag message sa group chat saktong 3:47 upang alamin kung nasaan si Mr. Duran at matagal na walang reply. Mga bandang 3:50 ay nakita namin sa log book na sya ay nakapag log out na nang 3:13 at bandang 4:22 ay nagreply sya sa group chat na sya ay umuwi na dahil masakit ang kanyang tiyan.

Aking nirerekomenda na ang mga personnel na naka-asign sa Crocodile holding area/photo booth ay bigyan ng official warning sa mga umaalis ng hindi nagpapaalam at ang hindi pagiging responsable ng naka assign na magmonitor sa area tuwing hindi napapanatili ang kalinisan ng lugar.


MARY JOY P. ORTEGA

Saksi:


ROWENA P. GULLÓS


SOFIA MARIE M. TORRES


JOEL R. GABAYERON



Department of Environment and Natural Resources
Natural Resources Development Corporation
Palawan Wildlife Rescue and Conservation Center
Brgy. Irawan, Puerto Princesa City, Palawan
Email: pwrcc.pawb@gmail.com

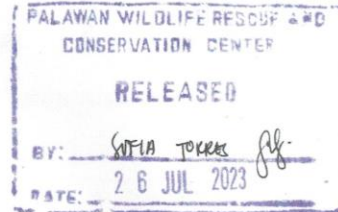
July 25, 2023

MEMORANDUM

TO : Ms. Aljean Mae P. Paz
HRMO - PWRCC

FROM : The Project Manager,
In Concurrent Capacity

SUBJECT : LEAVING THE POST WITHOUT PRIOR CLEARANCE



This pertains to your memorandum dated June 29, 2023 regarding aforementioned subject.

The reasons stated in the second paragraph of your memorandum was acknowledged by this office, however, what my memorandum is referring to was when you left your post without prior notice. It is my responsibility to know the whereabouts of all personnel at the PWRCC, hence due courtesy should be observed at all times..

Absence from duty which has not been approved or without permission is an unexecuted absence and falling under Absence Without Official Leave (AWOL) which may be construed to insubordination and may be subjected to disciplinary action. This act of yours should not be repeated in the future to avoid any actions.

For information and compliance.

07/26/2023

FELIZARDO B. CAYATOC

Cc: The NRDC, Manila
File



Department of Environment and Natural Resources
Natural Resources Development Corporation
Palawan Wildlife Rescue and Conservation Center
Brgy. Irawan, Puerto Princesa City, Palawan
Email: pwrcc.pawb@gmail.com

MEMORANDUM

TO : Ms. Aljean Mae P. Paz
FROM : The Project Manager, PWRCC
In Concurrent Capacity



SUBJECT : LEAVING THE POST WITHOUT PRIOR CLEARANCE

DATE : June 26, 2023

This has reference to your acts last May 25, 2023 wherein you left your post as In-Charge of the Personnel/HR of this office without prior information and/or clearance from the undersigned, and thus affecting the flow of operations i.e., payroll preparation and among others.

The above acts from your end is a ground for disciplinary action. Along this line, you are hereby instructed to explain the reason behind of your acts within three (3) days upon receipt hereof.

For information and compliance.

OG/27/2023


PENRO FELIZARDO B. CAYATOC



Department of Environment and Natural Resources
Natural Resources Development Corporation
Palawan Wildlife Rescue and Conservation Center
Brgy. Irawan, Puerto Princesa City, Palawan
Email: pwrcc.nrdc@gmail.com

SPOT REPORT

FOR : **The Project Manager**
FROM : **Administrative Section**
SUBJECT : **COMPLAIN OF GUEST AT CROCODILE HOLDING AREA**
DATE : **July 12, 2023**

At exactly 4:35pm of July 12, 2023, Tourist Receptionist Ms. Vanessa Marie Abendanio informed the Admin. Office regarding with the guest complaining for their experience at Photo booth/Holding Area. Administrative officer Ms. Mary Joy Ortega, went outside to accompany the said guests inside the Secretary Office. The guests narrated their experience to which, according to them, they are lining up when suddenly a City Tour Guide interfered and prioritized her guest to take a picture. Complainant then wondered why the PWRCC Personnel allowed such thing and reiterated that they were not assisted properly. They then noticed that one boy, after we confirmed (Choko Paulo Paliza assign at holding) and one girl with colored hair and pale skin who was sitting at the center table and that was (Ms. Aljean P. Paz) is more focused on playing with her cellphone and does not care with the unjust behavior of the tour guide. They stated that as a Personnel of the place, they must be the one to facilitate/assist properly the guest. They also complained same thing written above to the personnel sitting at the table, however, they were shocked that instead of apologizing, the girl (Ms. Aljean Mae P. Paz) insisted that it is their fault for not complaining at the tour guide and other guest. According to the guest complaining, they really enjoyed the tour, but were disappointed with the behavior of the Personnel on Duty at photo-holding area. They asked to resolve such matter so that it will not happen to other visitors, as well as the behavior of the City Tour Guide.

Conversation was recorded, and the short meeting was documented (see picture below) with consent from the individuals involved.

Further, the complainant gave their information such as, names, address and contact numbers.

1. Krizelda Angelu Garcia, 09055460623, Marikina City
2. Jae Kook Lee , 09664638746, Makati City

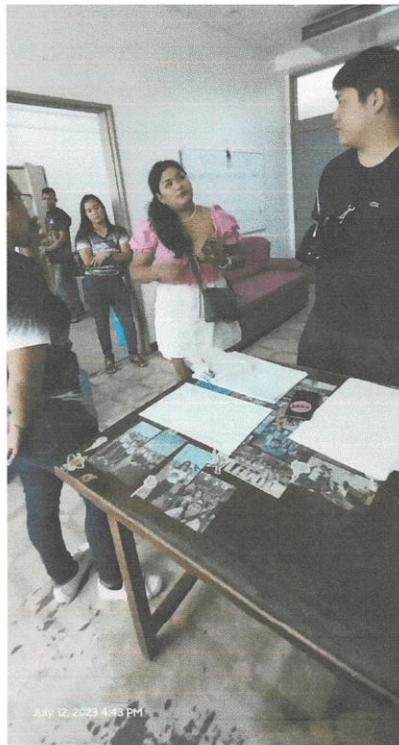
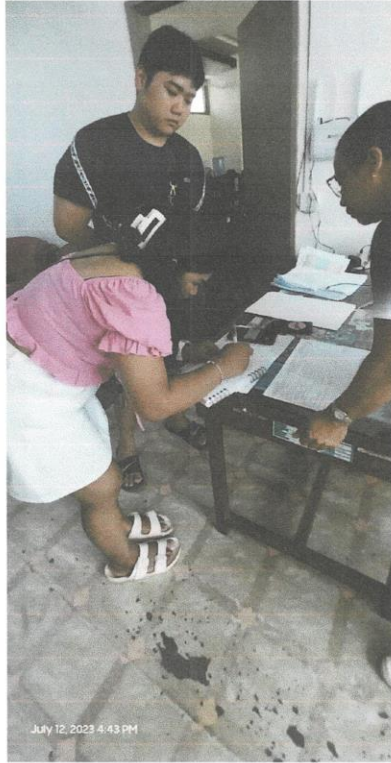
Witnesses are also present.

1. Rowena P. Gullos

2. Sofia Marie M. Torres

3. Joel R. Gabayeron

4. Cyril B. Moncater





Republic of the Philippines
Department of Environment and Natural Resources
PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
Barangay Irawan, Puerto Princesa City
E-mail us at: pwrcc.pawb@gmail.com

March 20, 2018

MEMORANDUM

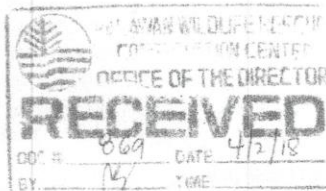
FOR : The Project Director

The OIC, Operations Division
Natural Resources Development Corporation (NRDC)

FROM : The Project Assistant
NRDC

SUBJECT : Incident Report

REMARKS :



This is to inform you regarding an incident that occurred at the ticket booth yesterday, March 19.

At 4:03 p.m., the undersigned was requested by her friend who is a tour guide of Palawan Holidays Travel and Tours to claim his change worth Seven Hundred and Twenty Pesos (Php720.00) which he forgot to get from the ticket booth receptionist. I informed ticket booth receptionist Aljean P. Paz about the request. At first, she asked me the name of the agency which I answered. Next, she asked me how much was the change which I again told her. When she asked where the official receipt was, I said, "It's with my friend." She then asked me what was the official receipt number, which I asked from my friend thru phone call, and told Ms. Paz. Minutes later, she said that she can't give the amount to me and that the said tour guide must come back tomorrow to get his change. I told Ms. Paz that my friend has no tour at PWRCC tomorrow. She answered that he can get it whenever he has tour here. Hearing all these, I asked her what's the use of asking me the details if it is not possible for me to get the said change. Is it not enough that I gave all the details she needed? I asked her if she does not trust me for that amount only. I told her that I will sign any document that will certify that I received the money. At 4:20 p.m., after argument and after signing the form for claiming change (which turned out that there was a form for it), she gave me the subject change saying, "Witness tayong tatlo dito, ha?" referring to ticket booth in-charge Ms. Revie P. Lagmay and Ms. Lalaine Joy V. Basaya, another ticket booth receptionist.



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It was observed that the ticket booth lacks sufficient small bills and coins. My friend paid One Thousand Peso bill and Ms. Paz was not able to give his change worth Seven Hundred Twenty Pesos (Php720.00) right after paying for the admission tickets. What happens if many tour guides/drivers/visitors left their change because of insufficient smaller bills and coins? What if upon claiming of change of said visitors, the attitude of the ticket booth receptionist is like what Ms. Paz showed to me? If Ms. Paz can do it to me who is an employee of NRDC, how much more to other guests?

It is good that the employees manning the ticket booth are strict but they should be lenient depending on the situation.

This is to remind the employees at the ticket booth that as frontliners, they must serve all the guests, including tour guides, drivers, and co-employees, with proper attitude and must always be wearing a smile, as what the NRDC president and the OIC, Administrative Division of NRDC had mentioned in our meeting last March 14.

For information and appropriate action.

epdavatos
EMILY B. DAVATOS

Copy furnished: The NRDC President

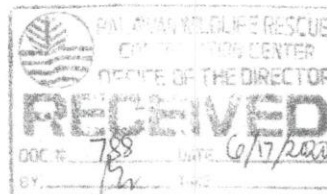


Republic of the Philippines
Department of Environment and Natural Resources
Biodiversity Management Bureau
PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
Irawan, Puerto Princesa City

Date: 06/17/2020

To: ALJEAN MAE P. PAZ
Administrative and Finance Assistant

From: RA MARY ANSELLE D. JAUREQUE
Hes Management Services Section



Submit the logbook of collections CY 2018 assigned to you on June 19, 2020 (Friday). This was assigned to you even before the lockdown. For the CY 2019 official cash book, submit it on June 26, 2020 (Friday).

Received by: [Signature] 06/17/2020
Signature and Date

SEE MARY ANSELLE D. JAUREQUE
Signature over Printed Name

April 17, 2023

PENRO Felizardo B. Cayatoc
Project Manager
In Concurrent Capacity

Attention : **Ms. Mary Joy P. Ortega**
Administrative Officer I

Dear **PENRO Cayatoc**,


Good Day!

This is due to the incident last Friday April 7, where the undersigned was rushed to the hospital for an emergency CT Scan due to extreme lower stomach ache. Lobulated cystic structures were noted on both ovaries & uterus. *(Please see the attached results)*. As recommended by the Radiologist, a Transvaginal Ultrasound was performed the following day which confirmed the CT Scan result, aside from this urinalysis was performed and showed that her white blood cells increased from a normal value of 0-2 the results are 21-40. I was admitted from April 9-11 and reported back to work last Wednesday, April 12.

Please consider this as a request to be excused from work/ to file leave of absence on April 20-21 & 24-28 (7 working days). This is due to much needed rest of the undersigned to fully recuperate from the medical findings.. Rest assured that she will be officially reporting back for work on Wednesday, May 3.

Hoping for your kind consideration and understanding on this matter. Thank you.

Respectfully yours,


Aljean Mae P. Paz
Human Resource/ Personnel Officer

Noted: