



Department of Environment and Natural Resources  
**Natural Resources Development Corporation**  
9<sup>th</sup> Flr. 1515 DENR by the Bay Bldg., Roxas Blvd., Ermita, Manila  
Tel. No. 8521-9421 / 8521-9455  
Website: <http://nrdc.denr.gov.ph> Email: [records.nrdc@gmail.com](mailto:records.nrdc@gmail.com)

014 - 2023 - 006

**MEMORANDUM**

TO : **GINA M. VARILLA**

FROM : **The Officer in Charge, NRDC  
and OIC Administrative Division**

SUBJECT : **Re: RECALL OF DESIGNATION AS OIC-PROJECT MANAGER  
OF PWRCC**

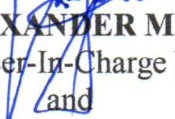
DATE : **16 January 2023**



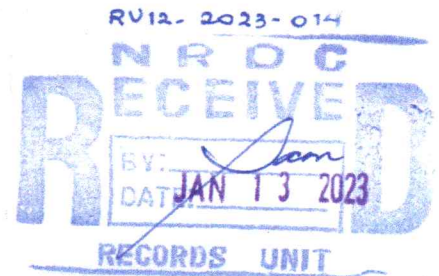
This is in pursuant to Memorandum of directives given to undersigned, and for the DENR MIMAROPA Regional Executive Director from the supervising Usec for NRDC and Usec for FISCC relative to recall of Ms. Gina M. Varilla as PWRCC OIC-Project Manager (copy attached). In compliance, the undersigned coordinated with PENRO Felizardo Cayatoc and was informed that a turn-over was executed last 13 January 2022.

In view of the above, you are hereby advised to report at NRDC office in Manila on or before 23 January 2022 and make courtesy call with the office of Usec for FISCC and NRDC supervising Usec for new working assignment.

For information and cooperation.

  
**ALEXANDER M. LINDE**  
Officer-In-Charge NRDC  
and  
OIC-Administrative Division

Cc : Office of the Usec for FISCC and NRDC Supervising Usec  
Office of the Director Biodiversity and Management Bureau  
Office of the RED, DENR IV B MIMAROPA  
Office of PENRO Palawan



Republic of the Philippines

**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City 1100

Tel Nos. +929.6626 +929.6628 +929.66.35 || VOIP Trunkline (632) 755.3330 +755.3300

Website: <http://www.denr.gov.ph> • E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**MEMORANDUM**

TO : The Officer-in-Charge  
Natural Resources Development Corporation

FROM : The Undersecretary  
Finance, Information Systems and Climate Change

SUBJECT : **REPORT ON THE EVALUATION, ASSESSMENT AND  
VERIFICATION ON THE OPERATION AND MANAGEMENT  
OF THE PALAWAN WILDLIFE RESCUE AND  
CONSERVATION CENTER**

DATE : 20 December 2022

This refers to the report of the evaluation, assessment and verification on the operation and management of the Palawan Wildlife Rescue and Conservation Center (PWRCC).

In view of the recommendation for the immediate replacement of Ms. Gina Varilla as OIC, Project Manager of PWRCC, please be informed that PENRO Felizardo Cayatoc was designated as the Project Manager of PWRCC effective 02 January 2022. This is until such time that a new Project Manager is selected/hired.

In this regard, please coordinate with PENRO Cayatoc on how to address the "mismanagement issues" observed. Kindly update this Office of action taken on the matter for monitoring purposes.

*Analiza Teh*  
ATTY. ANALIZA REBUELTA-TEH



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Visayas Avenue, Diliman, Quezon City 1100  
Tel Nos. +929.6626 +929.6628 +929.66.35 || VOIP Trunkline (632) 755.3330 +755.3300  
Website: <http://www.denr.gov.ph> • E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

## MEMORANDUM

TO : The Regional Executive Director  
DENR-Region IVB MIMAROPA

FROM : The Undersecretary  
Finance, Information Systems and Climate Change

SUBJECT : **DESIGNATION OF THE PENRO FELIZARDO CAYATOC OF  
PENRO PALAWAN AS PROJECT MANAGER OF THE  
PALAWAN WILDLIFE RESCUE AND CONSERVATION  
CENTER (PWRCC), IN CONCURRENT CAPACITY**

This refers to the memorandum dated 14 December 2022 of BMB Director Natividad Y. Bernardino, submitting the report of the Team created to conduct evaluation, assessment and verification on the operations and management of the Palawan Wildlife Rescue and Conservation Center.

The Team's overall recommendation is the immediate replacement of the OIC Project Manager of the PWRCC. The findings of the Team indicated that the current management was not able to embody the purpose of the Project lest, it has jeopardized the operations and management of the PWRCC.

In view of said recommendation, **PENRO Felizardo Cayatoc** of PENRO Palawan is hereby designated as **PROJECT MANAGER of PWRCC** effective 02 January 2023 until such time that a new Project Manager has been selected/hired.

As Project Manager, he shall implement the following recommendations:

1. Formulate business plan of PWRCC;
2. Review staffing pattern and hiring of personnel;
3. Set-up financial system to strengthen internal control of the business operation;
4. Improve revenue generation and fund utilization based on approved Work and Financial Plan;
5. Ensure the supply and delivery of animal feeds; and
6. Ensure that all wildlife in the center are fed regularly and sufficiently by following the prescribed feeding schedules, among others.

He is also requested to regularly update the undersigned of the status of the operations of PWRCC for monitoring purposes.

For your information and immediate appropriate action.

  
**ATTY. ANALIZA REBUELTA-TEH**

cc: PENRO Felizardo Cayatoc  
Province of Palawan

The Officer-In-Charge, NRDC

The Undersecretary for Filed Operations





Republic of the Philippines

**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City 1100

Tel Nos. +929.6626 +929.6628 +929.66.35 || VOIP Trunkline (632) 755.3330 +755.3300

Website: <http://www.denr.gov.ph> • E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**MEMORANDUM**

**TO :** **MS. GINA VARILLA**  
**OIC, Project Manager**  
Palawan Wildlife Rescue and Conservation Center

**FROM :** **The Undersecretary**  
Finance, Information Systems and Climate Change  
Supervising Undersecretary for NRDC

**SUBJECT :** **RECALL OF DESIGNATION AS OIC, PROJECT MANAGER OF  
PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER  
(PWRCC)**

**DATE :** 20 December 2022

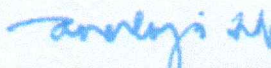
---

This refers to the attached Memorandum dated 14 December 2022 from the BMB OIC Director submitting the report of the Team, created by BMB and composed of the NRDC and PENRO Palawan representatives, on their evaluation, assessment, and verification on the operation and management of the Palawan Wildlife Rescue and Conservation Center (PWRCC).

The Team recommended the immediate replacement of the PWRCC, OIC Project Manager. The Team verified and observed that the OIC Project Manager is not equipped with technical knowledge in operating the PWRCC, which aims to conserve, protect, and sustainably manage our endemic and threatened species.

In view of the above findings and recommendation, your designation as OIC, Project Manager of the PWRCC, per Special Order No. 2022-008 dated 25 March 2022, is hereby recalled effective 02 January 2023. You are instructed to clear yourself of all financial and property accountabilities and turn-over properly to PENRO Felizardo Cayatoc your duties and responsibilities as the interim Project Manager of PWRCC.

For your compliance.

  
**ATTY. ANALIZA REBUELTA-TEH**