



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

March 13, 2023

MEMORANDUM

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

ATTENTION : MS. GINA VARILLA

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

SUBJECT : BAGS OF CEMENT AT THE STORAGE OF PWRCC

This pertains to the bags of cement inspected last February 6, 2023, at PWRCC which were found to be hardened and not used last year for the construction – repair of crocodile pens covered with purchase request dated December 2, 2021 by the former OIC, Project Manager Gina Varilla.

Per verification from the records at PENRO Palawan (Obligation Request and Disbursement Voucher with attachments), about 180 bags and other materials intended for the construction-repair of the PWRCC Breeding Pen of cements with equivalent amount of Php 44,640.00 per sales invoice issued on Dec. 23, 2022 by the UNICO General Merchandising totaling to an amount of 135,410.00 were procured and delivered on the 23rd day of December 2021 to PWRCC during the time of the OIC Project Manager Gina Varilla. However, the said cements were not used for its purpose for unknown reasons.

In view of the above, requesting the former OIC, Project Manager Gina Varilla to shed light on this matter why such material – cements were not used during that time for its purpose and left unprotected causing loss to the government.

For information, record and her compliance.


FELIZARDO B. CAYATOC

cc: The RED, Manila
File



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MEMORANDUM

FOR : **PENRO FELIZARDO B. CAYATOC**
The Project Manager of PWRCC
In Concurrent Capacity

FROM : **MARY JOY P. ORTEGA**
Administrative Officer I

SUBJECT : **LIST OF CONSTRUCTIONS MATERIALS INTENDED FOR PENS**
FOR CY-2021-2022



DATE : February 6, 2023

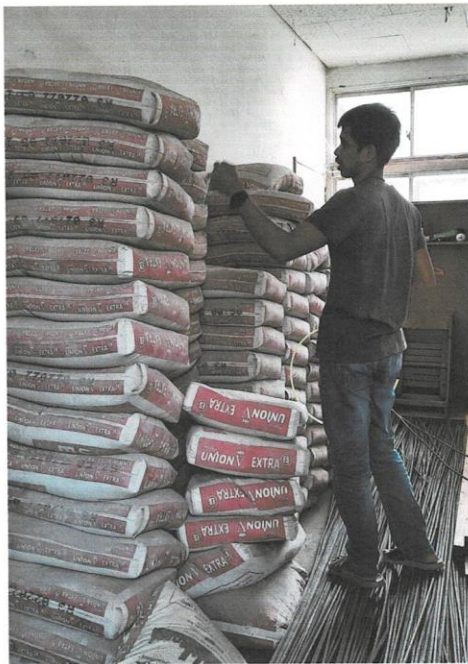
This are the list of construction materials intended for PENS for CY-2021-2022, Inventoried this February 3-4 ,2023 at the storage room by Mr. Joel Gabayeron.

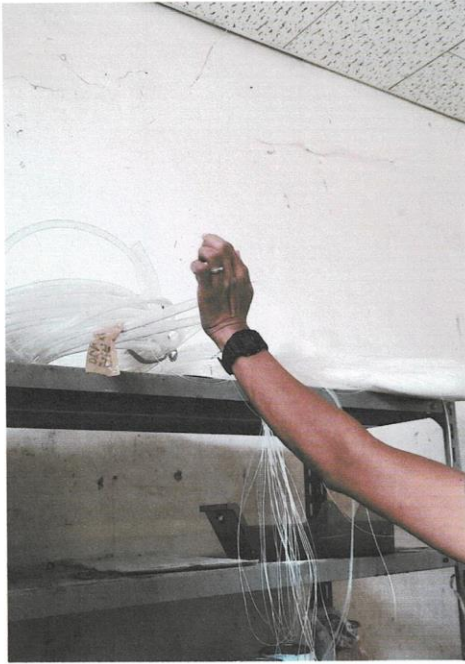
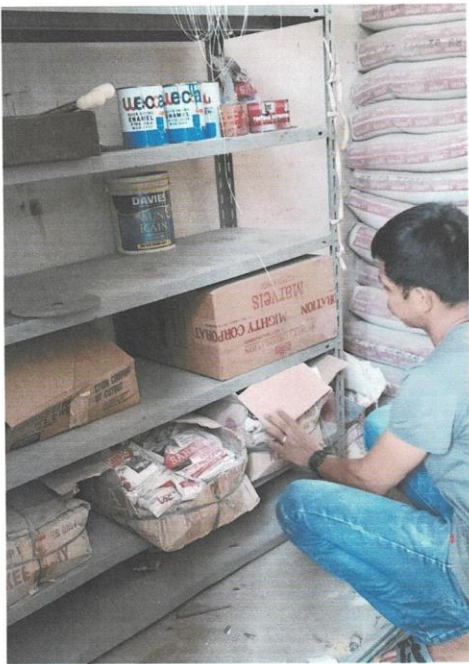
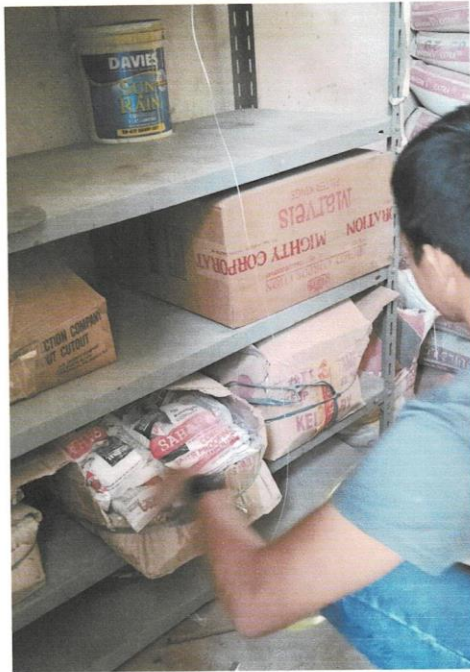
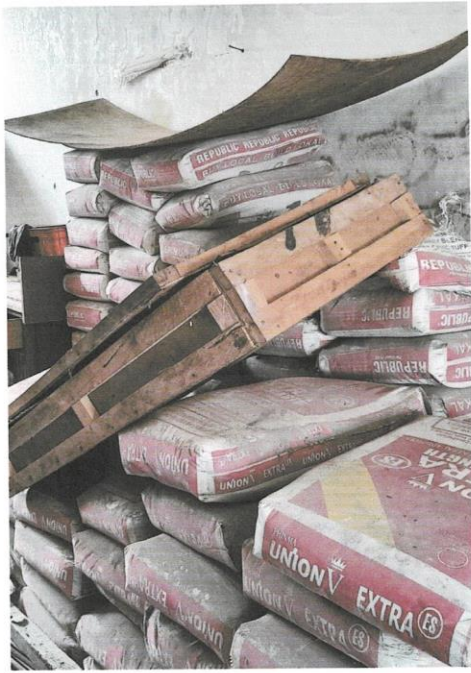
PARTICULARS	ITEMS	REMARKS
CEMENT	202 PCS	EXPIRED, UNUSABLE
STEEL BARS	292 PCS	
SAHARA	112 PER PACK	
TIE WIRE	45 KGS	
LUMBER (2X2X10)	26 PCS	
NYLON (1.00 mm)	2.5 KLS	
LEVEL HOSE	30 METERS	

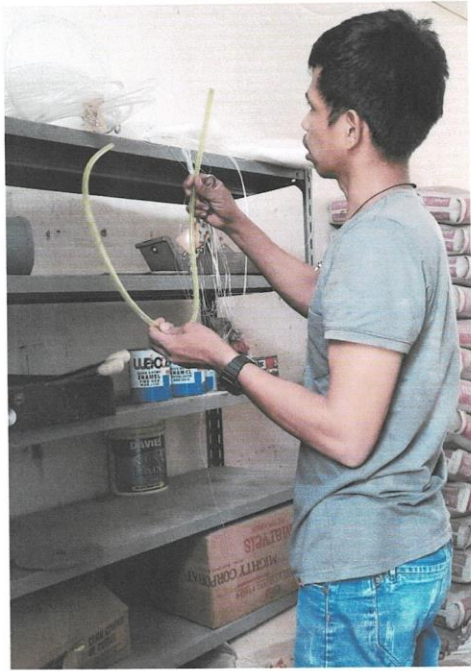
Attached herewith are the photos taken by during the inventory.

For information and records:


MARY JOY P. ORTEGA







OBLIGATION REQUEST AND STATUS

DENR, PALAWAN

Entity Name

Serial No.: 02-2021-12-5396

Date: 12-23-2021

Fund Cluster: 101-SAA

Payee	UNICO GENERAL MERCHANDISING			
Office				
Address	Puerto Princesa City			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	AMOUNT
	Payment of 180 bags & other materials for construction of PWRCC Breeding PEN in the total amount of	001-PA wildlife	60203040-01	₱ 135,410.00
	DATE: <u>12/23/21</u> 11:04 BY: <u>[Signature]</u>	SAA#: <u>2021-05-969</u> PWRCC Fund		
	Total			₱ 135,410.00

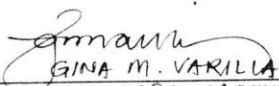
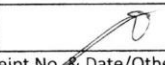
Certified: Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature: [Signature]
 Name: GINA M. VARILLA
 Position: DIC. PROJ. MANAGER

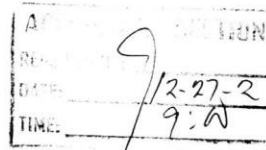
Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature: [Signature]
 Printed Name: MERLIE V. DE JESUS
 Position: Budget Officer II
 Head, Budget Division/Unit/Authorized Representative
 Date: _____

STATUS OF OBLIGATION						
Reference		Amount				
Particulars	ORS/EV/Check/ADA/TRA no.	Obligation	Payable	Payment	Balance	
					Not Yet Due	Due and Demandable
		(a)	(b)	(c)	(a-b)	(b-c)

DENR - PALAWAN Entity Name		Fund Cluster:	
DISBURSEMENT VOUCHER		Date: 12-27-21 DV No.: 21-12-5678	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)		
Payee	UNICO GENERAL MERCHANDISING	TIN/Employee No.:	ORS/BURS No.:
Address	Malvar St., Puerto Princesa City		
Particulars		Responsibility	Amount
Payment of 180 bags & other materials for the construction of PWRCC Breeding PEN in the total amount of.....		ROJ	₱ 135,410.00
Land Bank Account No.:		Amount Due	PHP 135,410.00
A Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. NO-744-12-5396  GINA M. VARILLA Printed Name of Supervisor		6,045.09 1,229.02 7,254.11	
B Accounting Entry:		UACS Code	Debit Credit
Other Payments BIR Cash		(990299000 2210000 10190000)	135,410.00 7,254.11 128,155.89
C Certified:		D Approved for Payment	
<input checked="" type="checkbox"/> Cash available <input checked="" type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input checked="" type="checkbox"/> Supporting documents complete and amount claimed proper		128,155.89 DATA	
Signature	Signature		
Printed Name	Printed Name		
CATHY R. ELÓRES 12/28	ERIBERTO B. SAÑOS, CESE		
Position	Position		
Accountant I/In-Charge Acctg. Section	PENRO		
Head, Accounting Unit/Authorized Representative	Agency Head/Authorized Representative		
Date	Date		
E Received Payment			JEV No.
Check/ADA No.:	Date:	Bank Name & Account Number:	
17-540-2021	12-28-21	UNICO	101-2021-12-6101
Signature:	Date:	Printed Name:	Date
	12/27/21	UNICO GENERAL MERCHANDISING	12-04-2022
Official Receipt No. & Date/Other Documents			

2407

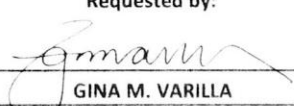
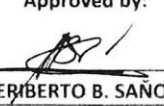


**PURCHASE REQUEST
PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER**

Department : TECHNICAL SERVICES	PR No: <u>2021-12-194</u>
Division/Unit :	Date : <u>02 DEC 2021</u>

Stock No.	Unit	Item Description	Qty.	Estimated Unit Cost	Estimated Total Cost
	bag	Cement	180	300.00	54,000.00
	bag	Sahara	100	50.00	5,000.00
	kg.	Tie wire #16	50	100.00	5,000.00
	kg.	CWN #2	4	90.00	360.00
	kg.	CWN #1.5	4	90.00	360.00
	pair	Working gloves	15	40.00	600.00
	meter	Level hose	30	40.00	1,200.00
	piece	Construction shovel	5	500.00	2,500.00
	piece	Corrugated bar, 10mm	260	225.00	58,500.00
	cu.m	Screened sand	15	1,500.00	22,500.00
	piece	Lumber wood, 2 x 2 x 10	20	200.00	4,000.00
		Sub-total			154,020.00
		Add: Labor charge			45,000.00
		****nothing follows****			
		TOTAL			P 199,020.00

Purpose Materials and labor charge for repair of two (2) breeding pens

	Requested by:	Approved by:
Signature:		
Printed Name:	GINA M. VARILLA	ERIBERTO B. SANTOS
Position:	DIC-Project Manager, PWRCC	PENRO, Palawan

PURCHASE ORDER

DENR - PENRO, PALAWAN

Agency

Supplier: UNICO GENERAL MERCHANDISING

P.O. No. 2021-12-197

Address: Malvar St., Puerto Princesa City

Date:

Mode of Procurement: 20 DEC 2021

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein.

Place of Delivery: PENRO

Delivery Term: 30 days

Date of Delivery:

Payment Term: 30 days

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	bags	Cement	180	248.00	44,640.00
2	bags	Sahara	100	33.00	3,300.00
3	kl	Tie Wire	50	83.00	4,150.00
4	kl	CWN #2	4	76.00	304.00
5	kl	CWN#1 5	4	79.00	316.00
6	pair	working gloves	15	20.00	300.00
7	meter	Level Hose	30	15.00	450.00
8	piece	Construction shovel	5	330.00	1,650.00
9	piece	Corrugated Bar, 10mm	260	187.00	48,620.00
10	cu. m	Screened Sand	15	1,760.00	26,400.00
11	piece	Lumber wood 2X2X10	20	264.00	5,280.00
(PWRCC BREEDING PEN)					

(Total Amount In Words) ONE HUNDRED THIRTY FIVE THOUSAND FOUR HUNDRED TWENTY ONLY / 135,410.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

UNICO GENERAL MERCHANDISING

Malvar street, Puerto princesa city, Palawan

Tel No. (048)433-2519 / (048)433-6150 / 463917 7899079

Conforme

UNICO GENERAL MERCHANDISING

(Signature Over printed name)

(Date)

Very truly yours,

ERIBERTO B. SAÑOS, CES
PENRO

Fund Cluster:

Fund Available:

CATHY R. FLORES

Accountant-in-charge Accounting Section

ORS/BURS No. 02-2021-12-5396Date of ORS/BURS: 12-23-2021

Amount:



INSPECTION AND ACCEPTANCE REPORT

Entity Name: DENR-PENRO PALAWAN

Fund Cluster: _____

Supplier: <u>UNICO GENERAL MERCHANDISING</u>		IAR No.: _____	
P.O. No./Date: <u>22-12-17 / 20 DEC 2021</u>		Date: _____	
Requisitioning Office: <u>PWRCC</u>		Invoice No.: <u>897607</u>	
Responsibility Center Code: _____		Date: <u>12/23/21</u>	

Stock/ Property No.	Description	Unit	Quantity
1	Cement	bags	180
2	Sahara	bags	100
3	Tie Wire # 16	kl	50
4	CWN #2	kl	4
5	CWN#1.5	kl	4
6	working gloves	pair	15
7	Level Hose	meter	30
8	Construction shovel Corrugated	piece	5
9	Bar, 10mm	piece	260
10	Screened Sand	cu.m	15
11	Lumber wood 2X2X10	piece	20

INSPECTION Date Inspected: <u>12/23/21</u> <input checked="" type="checkbox"/> Inspected, verified and found in order as to quantity and specifications.  IRENE A. MIXDON Inspection Officer/Inspection Committee		ACCEPTANCE Date Received: <u>12/23/21</u> <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Partial (pls specify)  DONNABEL J. OCAMPO Supply and/or Property Custodian	
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ICO GENERAL MERCHANDISING

Malvar St. Puerto Princesa City
WILL R. TENG - Prop.
VAT REG. TIN 102-697-201-000 • Tel. No. 433-2519

ARGE SALES INVOICE

Charged to: Department of Environment / Proj. Natural
Address: Services (DENR) Brgy. Sta. Monica

Date: 12-29-2021

TIN

Business Style:

Term

OSCA/PWD ID# 0977-925-0029

SC/PWD Signature:

QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
180	bags	Cement	248	44,640.-
100	bag	Gravel	33	3,300.-
50	flp	Tie Wire #16	83	4,150.-
4	fl	CANAL	76	304.-
4	fl	CANAL 1.5	74	296.-
15	pair	Working gloves	20	300.-
30	meter	Level pipe	15	450.-
5	piece	Construction Shovel	330	1,650.-
260	piece	Corrugated bar, 10mm	187	48,620.-
15	cup	Screened sand	1,760	26,400.-
26	piece	lumber wood 2x2x10	264	5,280.-

VATable Sales

Total Sales (VAT Inclusive)

VAT Exempt Sale

Less: VAT

Zero Rated Sale

Amount: Net of VAT

VAT Amount

Less: SC/PWD Discount

Amount Due

120,901.79

Add: VAT

14,508.21

TOTAL AMOUNT DUE ₱

135,410.00

Received the above items in good order and condition.

No. 097607

500 Bvrs. 50 x 3 062501-117500
BIR DCN 1AUS002123972
Date Issued: 11-27-19 Valid Until: 11-27-24
FUTURISTIC PRINTING PRESS
479 Fundador Road, Bgy. San Miguel, PPOy
VAT REG. TIN 174-685-605-000



THIS DOCUMENT IS VALID FOR CLAIM OF INPUT TAX
THIS CHARGE SALES INVOICE SHALL BE VALID
FOR FIVE (5) YEARS FROM THE DATE OF ATP

Printer's Accreditation No. 036MP20180000000007>>> Date Issued: 12/27/2018

Prepared by:

MILKAP C.

Authorized Signature

Customer's Signature over Printed Name

Customer's Signature over Printed Name

UNICO GENERAL MERCHANDISING

Malvar Street, Puerto Princesa City
WILLIAM R. TENG - Prop. • VAT REG. TIN 102-697-201-000
Tel. No. 433-2519

COLLECTION RECEIPT

Date 2-17-2022

RECEIVED from PENR PENRO

w/ TIN _____ and address at _____

engaged in the business style of _____

the sum of pesos one hundred twenty eight thousand one hundred ninety
pesos + 89/100 (P 128,189.89)

in ☐ full / ☐ partial payment for 01 97667 135,410

PAYMENT IN FORM OF: ☐ CASH ☐ CHECK

100 Bits. 50 x 2 013751-018750

BIR OCN 1A00002152977

Date Issued: 02-07-2020 Valid Until: 02-07-25



Printed by: FUTURISTIC PRINTING PRESS
479 Fundador Road, Bgy. San Miguel, PPCIty
VAT REG. TIN 174-985-605-000

Bank W

Check No. W

Date 12/31/21

By: _____
Cashier / Authorized Representative

"This Document is not Valid for Claim of Input Taxes"
This Collection Receipt shall be valid for five (5) years from the date of ATP Printer's Accreditation No. 036MP2018000000007>>>Date Issued: 12/27/2018