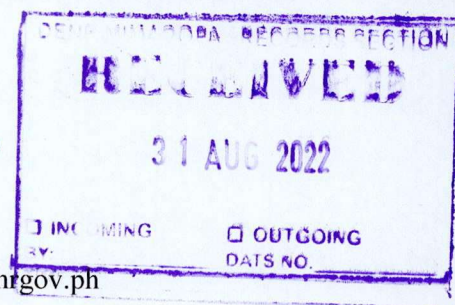




Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6699 to 35  
929-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph> E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)



## MEMORANDUM

FOR : **LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director  
DENR Region IV-B

FROM : **The Director**  
Financial and Management Service

SUBJECT : **TRANSFERRED EQUIPMENT FROM DENR-CENTRAL OFFICE TO  
DENR REGION IV-B**

DATE : **18 JUL 2022**

We are furnishing your Office a copy of the Journal Entry Voucher (JEV) of the Transferred Equipment from DENR-Central Office to DENR Region IV-B, as follows:

JEV No.	Date	Particulars	Amount
JEV-2022-06-006934	15-Jun-22	Transfer of One (1) Lot of IP Phone from DENR-Central Office to DENR Region IV-B per Memorandum dated June 15, 2022.	
		2021-05-03-KISS-3618	P 323,682.14
		TOTAL	P 323,682.14

The JEV issued by the Accounting Division, Financial and Management Service, was based on the attached Memorandum with supporting documents, dated June 15, 2022 of the Director of the Administrative Service.

The Property Transfer Report (PTR) is also attached for your reference for recording in your book of accounts.

Scanned copy of the JEV issued by your Office for the purpose is requested to be submitted to this Office for reference.

ANGELITO V. FONTANILLA

Cc:

- **Dir. Rolando R. Castro**  
Administrative Service
- **Engr. Gilbert C. Mondroy**  
Chief, Property and Supply Management Division

Let's Go Green!!!

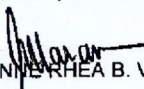
<b>Journal Entry Voucher</b> DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	<b>Funding</b> (01101101) Regular Agency Fund - General Fund - New General <b>Source</b> Appropriations - Specific Budgets of National Government Agencies	<b>NoJEV-2022-06-006934</b>
	<b>Transaction Type</b> Disposal of Property, Plant and Equipment by Transfer - DIST002	<b>Date</b> June 15, 2022

Responsibility	Account Title	Account	Sub-Object	Debit	Credit
Center		Code	Code		
	Accumulated Depreciation - Motor Vehicles	10606011	00	51,249.70	
	Accumulated Surplus/(Deficit)	30101010	00	272,432.44	
	Information and Communication Technology Equipment	10605030	00		323,682.14
<b>TOTAL</b>				323,682.14	323,682.14

#### Supporting Documents

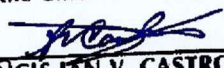
Date	Description	Document No
06/15/22	Memorandum	Me-02-06-15-2022
06/15/22	Property, Plant and Equipment Ledger Card	01
08/27/21	Property Transfer Report	2021-08-0387

**Particulars** : To drop from the DENR Central Office Book of Accounts IP Phone with Property No. 2021-05-03-KISS-3618 transferred to DENR Region 4B per memorandum dated June 15, 2022.

Prepared by :  ANNE RHEA B. VILLARAMA

Date Printed : Wednesday, June 22, 2022

For the Chief Accountant

  
**FRANCIS JAN V. CASTRO**  
 Chief Accountant



**Journal Entry Voucher****Fund :** Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies (01101101)**No.** JEV-2022-06-006934**Transaction Type:** DIST - Disposal of Property, Plant and Equipment by Transfer**Date** June 15, 2022Subsidiary Transaction Details of **10606011**

Accumulated Depreciation - Motor Vehicles

RC:

Description / Name	Code	Debit	Due Date
PICK-UP (Mitsubishi Strada GLX 4x2 MT Model 2017 PN: MV-GLX-2018-014, Engine#: 4D56UAK6603, Chassis#: MMBJNKK30HH022372, Color: Polar White, PAR#02-110-2018, PR#2017-10-3115, Invoice#: V110215)	10606010-00-E-MV-GLX-2018-014	51,249.70	
<b>TOTAL</b>		<b>51,249.70</b>	

Subsidiary Transaction Details of **30101010**

Accumulated Surplus/(Deficit)

RC:

Description / Name	Code	Debit	Due Date
Prior Period Adjustments/Unrecorded Income and Expenses	30101010-00-002	272,432.44	
<b>TOTAL</b>		<b>272,432.44</b>	

Subsidiary Transaction Details of **10605030**

Information and Communication Technology Equipment

RC:

Description / Name	Code	Credit	Due Date
VOIP (IP Phone, 25 pcs with Collaboration Flex Plan 3.0, 36 months subscription (06-15-2021 to 06-14-2024) Basic support for Flex Plan / On-Premises & Partner Hosted Calling SW Bundle v12.5 (1) 160-NU On-Premises Calling Access / SRST Endpoints / Access	10605030-00-G-009-202 1-05-03-KISS-3618	323,682.14	
<b>TOTAL</b>		<b>323,682.14</b>	

**PROPERTY, PLANT AND EQUIPMENT LEDGER CARD**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
 Central Office  
 (Agency)

As of June 15, 2022

(01101101) Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies

<b>Property, Plant and Equipment</b> VOIP  <b>Description :</b> IP Phone, 25 pcs with Collaboration Flex Plan 3.0, 36 months subscription (06-15-2021 to 06-14-2024) Basic support for Flex Plan / On-Premises & Partner Hosted Calling SW Bundle v12.5 (1) 160-NU <b>Property No.:</b> 10605030-00-G-009-2021-05-03-KISS-3618 <b>Date of Acquisition:</b> August 27, 2021	<b>Account Code :</b> 10605030 <b>Responsibility Center</b> 10-001-01-00000-03-02-C Network Infrastructure <b>Est. Useful Life</b> Management Division <b>Rate of Depreciation:</b> 20
--	---

Date	Reference	Particulars	Cost	D E P R E C I A T I O N		Allowance for Impairment	Transfers/ Adjustments	Carrying Amount	REPAIR HISTORY	
				Monthly	Accumulated				Amount	Accum. Amount
01/01/2022		Beginning Balance	323,682.14		20,499.88			303,182.26		
01/31/2022	JEV-2022-01-001602	Depreciation of Property Plant and Equipment for the month of January 2022.		5,124.97	25,624.85			298,057.29		
02/28/2022	JEV-2022-02-003271	Depreciation of Property, Plant and Equipment for the month of February 2022.		5,124.97	30,749.82			292,932.32		
03/31/2022	JEV-2022-03-005107	Depreciation of Property, Plant and Equipment for the month of March 2022.		5,124.97	35,874.79			287,807.35		
04/30/2022	JEV-2022-04-006725	Depreciation of Property, Plant and Equipment for the month of April 2022.		5,124.97	40,999.76			282,682.38		
06/15/2022	JEV-2022-06-006925	To recognize the Unrecorded Depreciation of Two (2) Information and Communication Technology Equipment with Property No. 2021-05-03-KISS-3618 and 2021-05-03-KISS-3625 and One (1) Motor Vehicle with Property No. MV-GLX-2018-014 for the month of May and Jun		10,249.94	51,249.70			272,432.44		





Republic of the Philippines  
Department of Environment and Natural Resources  
**Document Action Tracking System**  
**Document Routing Slip**

**Document No:** DENRCO - ASPSMD-2022-000519 **Print Date:** Monday, June 20, 2022

**Sender:** Mondroy, Gilbert C.

**Address:** AS - Property Supply Management Division  
Visayas Avenue Diliman QC

**Subject:** MEMO DTD 06/20/2022 REQUEST FOR DROPPING FROM THE DENRCO BOOK OF ACCOUNTS IP PHONE TRANSFERRED TO DENR-R4B

**Addressee(s):** FMS - Office of the Director (DENRCO - FMS OD)

**CC Addressee(s):**

**Date/Time Received:** 06/20/2022 11:13:00 AM

ROUTING AND ACTION INFORMATION				
FROM	DATE/TIME RECEIVED	FOR/TO	DATE/TIME RELEASED	ACCEPTANCE REMARKS/ACTION REQUIRED/TAKEN REMARKS/STATUS
	06/20/2022 11:07:37 AM	DENRCO - ASPSMD		
DENRCO - ASPSMD		DENRCO - FMS OD	06/20/2022 11:07:37 AM	

Dir. Fms 6/20/22

to Dir. 6-20-22  
begin at home  
7:53 pm

let's provide PSPMD a  
copy of the unit for the  
purpose. thank you.

Archy 6/24  
11:20a

PACS G.M.W

Pls. comply. Thank you. gc

C 200 1651



**Republic of the Philippines**  
**Department of Environment and Natural Resources**

**Visayas Avenue, Diliman, Quezon City**  
Tel Nos. (632) 929-66-26 to 29 | (632) 929-62-52  
929-66-20 | 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM**

**FOR :** **THE DIRECTOR**  
Financial and Management Service

**ATT'N :** **THE CHIEF ACCOUNTANT**  
Accounting Division

**FROM :** **THE DIRECTOR**  
Administrative Service

**SUBJECT :** **REQUEST FOR DROPPING FROM THE DENR CENTRAL  
OFFICE BOOK OF ACCOUNTS IP PHONE TRANSFERRED TO  
DENR REGION 4B**

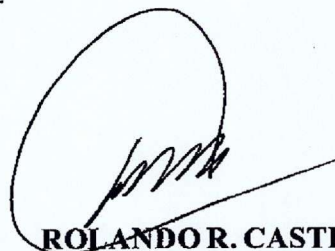
**DATE :** 15 June 2022

In accordance with the applicable accounting and auditing rules and regulations, we are furnishing you photocopy of Property Transfer Report (PTR) for IP Phone transferred to DENR Region 4B described as follows:

Qty	Property No.	Description	Acq. Cost
1	2021-05-03-KISS-3618	IP phone 25 pcs. Php 12,947.28571/unit with collaboration Flex plan 3.0 36 months subscription	323,682.14

In this regard, may we respectfully request for **DROPPING** of the abovementioned IP phone from the DENR Central Office Book of Accounts.

For your information and appropriate action.

  
**ROLANDO R. CASTRO**





Republic of the Philippines  
 Department of Environment and Natural Resources  
 Visayas Avenue, Diliman, Quezon City, 1100  
 Trunkline (632) 929-6626 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
 426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0431  
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

### PROPERTY TRANSFER REPORT

Entity Name: **DENR** Fund Cluster: **101**  
 From Accountable Officer/Agency : **NIZETHAL ADUCAL** PTR No. : **2021-08-0387**  
 To Accountable Officer/Agency : **MA. LOURDES G. FERRER, CESO III** Date : **27 AUG 2021**

Transfer Type: (check only one)

☐ Donation  
☐ Reassignment

☐ Relocate  
☐ Others (Specify) \_\_\_\_\_

Date Acquired	Property No.	Description	Amount	Condition of PPE
6/28/2021	2021-05-03-KISS-3618	IP PHONE, 25 pcs. Php. 12,947.28571/unit with Collaboration Flex Plan 3.0 36 months subscription (06-15-2021 to 06-14-2024) Basic Support for Flex Plan/ On-Premises & Partner Hosted Calling SW Bundle v12.5(1) 160-NU On-Premises Calling Access/ SRST Endpoint/ Access Smart License/ Emergency Responder Smart License/ Cloud Connected UC NU Standard ENT	323,682.14	SERVICEABLE
		*****		

CERTIFIED PHOTOCOPY:

ENGR. VILMA LUISA R. FERRER  
 Chief, Property Mgt. Section, PSMD

**Remarks:**

Old PAR No. :

**Reason for Transfer:**

For Transfer

<b>Approved by:</b>	<b>Released/Issued by:</b>	<b>Received by:</b>
Signature : _____	Signature : _____	Signature : _____
Printed Name : <b>ATTY. ERNESTO B. ADOBO, JR., CESO I</b>	Printed Name : <b>ENGR. GILBERT C. MONDRON</b>	Printed Name : <b>MA. LOURDES G. FERRER, CESO III</b>
Designation : <b>Undersecretary for Legal, Administration, Human Resources and Legislative Affairs</b>	Designation : <b>PSMD Chief</b>	Designation : <b>Regional Executive Director REGION 4B</b>
Date : _____	Date : _____	Date : _____