



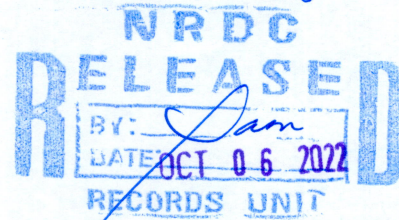
Department of Environment and Natural Resources
Natural Resources Development Corporation

9th Flr. DENR Bldg., 1515 Roxas Blvd., Ermita, Manila

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013 - 2022 - 310



MEMORANDUM

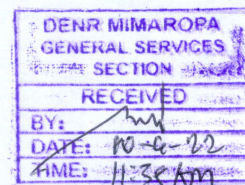
FOR : **NATIVIDAD Y. BERNARDINO**
Director
Biodiversity Management Bureau (BMB)
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director
DENR-MIMAROPA Region
1515 Roxas Blvd., Ermita, Manila

FROM : **ALEXANDER M. LINDE**
Officer-In-Charge
Natural Resources Development Corporation (NRDC)

SUBJECT : **REQUEST FOR APPROVAL OF 2ND SUPPLEMENTAL OPERATING BUDGET AND WORK AND FINANCIAL PLAN FOR CY 2022 OF THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER (PWRCC) TO BE FUNDED FROM PWRCC FUNDS MANAGED BY NRDC**

DATE : October 5, 2022



We are respectfully submitting for review and approval a proposed 2nd Supplemental Operating Budget and Work and Financial Plan (WFP) for CY 2022 of the Palawan Wildlife Rescue and Conservation Center (PWRCC) amounting to **Four Hundred Sixty Thousand Pesos (P460,000.00)**, to be sourced from PWRCC funds managed by NRDC.

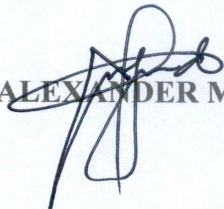
The additional budget requested shall be used to cover additional Maintenance and Other Operating Expenses (MOOE), particularly:

1. Accountable Forms Expenses
 - a. Admission Tickets for Adults – P225,000.00
2. Travelling Expenses (Local)
 - a. Assessment and Evaluation of PWRCC Operations – P 85,000.00
 - b. Joint Annual Monitoring of PWRCC – P150,000.00

The Assessment and Evaluation of PWRCC Operations refers to the joint assessment and evaluation to be conducted by BMB, DENR-MIMAROPA Region, PENRO-Palawan, and NRDC, in compliance with the memorandum instruction dated September 06, 2022 of the Undersecretary for Finance, Information System and Climate Change and Supervising Undersecretary for NRDC (**Annex A**).

Please be informed that the principal and 1st supplemental Operating Budget and WFP for CY 2022 of the PWRCC, amounting to a total of **P6,466,362**, have already been approved both by the Director of the BMB and the Regional Executive Director of DENR-MIMAROPA Region (**Annexes B and C**).

For your consideration and approval, please.


ALEXANDER M. LINDE

2ND SUPPLEMENTAL WORK AND FINANCIAL PLAN FOR FY 2022
To be funded from PWRC Funds Managed by NRDC

P / A / P Code	UC	PERFORMANCE INDICATORS	2022 Physical Performance Targets					EXP CLASS	2022 Financial Performance Targets					
			Q1	Q2	Q3	Q4	TOTAL		Q1	Q2	Q3	Q4	TOTAL	
			Estimate	Estimate	Estimate	Estimate			Estimate	Estimate	Estimate	Estimate		Estimate
(1)			(2)	(3)	(4)	(5)	6=(2+3+4+5)		(7)	(8)	(9)	(10)	11=(7+8+9+10)	
I. PROJECT ADMINISTRATION														
1.1 Accountable Forms Expenses														
1.1.1 Admission Tickets for Adults														
		No. of official admission tickets printed (rolls) No. of reports submitted				50 1	50 1	MOOE				225,000.00	225,000.00	
1.2 Travelling and Transportation Expenses														
1.2.1 Assessment and Evaluation of PW RCC (per Memo dated Sept. 6, 2022 of UFISCC)														
		No. of travels incurred No. of reports submitted				1 1	1 1	MOOE				85,000.00	85,000.00	
1.2.2 Joint Annual Monitoring of PW RCC														
		No. of travels incurred No. of reports submitted				1 1	1 1	MOOE				150,000.00	150,000.00	
GRAND TOTAL									-	-	-	460,000.00	460,000.00	

Prepared by:

NORA L. BERNARDO
Project Development Officer III
Operations Division
Natural Resources Development Corp

Reviewed by

GEORGE O. TANLIMCO, JR.
OIC, Finance Division
Natural Resources Development Corp

Endorsed by

ALEXANDER M. LINDE
Officer-in-Charge
Natural Resources Development Corp.

Approved by:

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

Approved by:

NATIVIDAD Y. BERNARDINO
OIC, Director
Biodiversity Management Bureau



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MEMORANDUM

TO : The Director
Biodiversity Management Bureau
The PENRO Palawan
The Officer-in-Charge
Natural Resources Development Corporation
FROM : The Undersecretary
Finance, Information Systems and Climate Change
SUBJECT : CREATION OF A TEAM TO EVALUATE/ASSESS THE
OPERATION OF THE PALAWAN WILDLIFE RESCUE AND
CONSERVATION CENTER (PWRCC)
DATE : 06 September 2022
REFERENCE:

1. Memorandum dated 29 July 2022 of OIC, Director Natividad Y. Bernardino of the Biodiversity Management Bureau, submitting the findings and recommendations relative to the monitoring and assessment conducted at the Palawan Wildlife Rescue and Conservation Center (PWRCC).
2. Memorandum dated 04 August 2022 of Ms. Gina Varilla, OIC, Project Manager, PWRCC, submitting her clarification on the issues and concerns observed by the BMB Team.
3. Memorandum dated 01 September 2022 of Officer-In-Charge Alexander M. Linde submitting NRD's recommending for the conduct of a Fact-Finding activity regarding the matter.

In connection to the above documents, the Director of the BMB is requested to form a team composed of representatives from said Offices to evaluate and assess the operations of the PWRCC. The team shall submit to the undersigned within one (1) month from the receipt of this memorandum, a report on the evaluation and assessment conducted.

For your immediate appropriate action.

ATTY. ANALIZA REBUELTA-TEH

Cc: The Regional Executive Director
DENR-Region IVB

MEMO NO. 2022 - 617

SUBJECT: FINDINGS AND RECOMMENDATIONS RELATIVE TO THE MONITORING AND ASSESSMENT CONDUCTED AT THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER (PWRCC)

BMB FINDINGS	BMB RECOMMENDATIONS	COMMENTS OF PWRCC PROJECT MANAGER
1. The crocodiles and other wildlife at the PWRCC are receiving irregular feeding and insufficient food. The PWRCC heavily relied/ depended on donations and solicitations (being done by PWRCC staff) of condemned meat. PWRCC has not purchased any animal food/feeds since the 1st quarter of 2022 and solely depended on donations/solicitations of condemned meat.	A weekly food requirement table (identified by the Head of the Crocodile and Wildlife Sections) should be issued as basis for procuring the amount of food products. Further, it must be ensured that the quantity of food delivered per week at the Center is within the optimal amount needed by the wildlife. This is to avoid wildlife casualties resulting from malnourishment. Upon delivery, all procured products should undergo inspection and acceptance and proper recording.	The total donations received from various donor from September to December 2021 was 7.688 tons of condemned meat or an equal to an average of 1.9 tons of feeds per month. Bananas, dog food and concentrate seed mix were purchased as alternative food nutrients. Admittedly, PWRCC did not purchase animal food in the 1st qtr of 2022 due to the reason that it was still utilizing the feed allotment for the later part of 2021 and PENRO-BAC Secretariat has not found any eligible bidder by that time.
2. High crocodile and other wildlife mortality. From October 2021 to March 2022, crocodile mortality in the Center was recorded to have a total of 91 individual crocodiles comprising of 57 hatchlings, 15 juveniles, 7 sub-adults and 12 breeders. Most of the hatchlings were in poor body condition, runts, emaciated and were reported to have died due to starvation and a generally weakened immune system based on the necropsy reports of the Veterinarian at the Center. From January to May 2022, crocodile mortality at the Center was recorded to have 109 individuals. It should be taken into consideration that if the	In cases where bidders are yet to be awarded, the PWRCC is highly recommended to procure animal food/feeds following the government procurement process. Do not rely on donations, because donations may not provide enough food for all crocodiles and other animals at the Center.	Mortality has significantly lessened in CY 2021 with a total of 97 and from January to July 2022 a total of 148.

animals do not meet their optimal food requirement, they become at risk for diseases (due to weakened immune system and they can exhibit erratic behaviour, especially in crocodiles. The unsustainable maintenance was found to have already detrimentally affected the wildlife in the Center.		
3. For 2021, no accomplishment report was submitted by the PWRCC relative to the implementation of activities in the WFP for the downloaded funds such as repair of crocodile breeding pens, repair and maintenance of submersible pumps, elevated water tanks, etc.)	The Center must have a record of all transactions. Logbook and/or database are essential in record keeping of data such as donations (whether in kind or monetary), purchases, inventories and sales of PWRCC.	Repair and maintenance of electrical transformer and submersible pump were found out to be erroneously classified. Items are not for repair but for replacement of units. It should be categorized as Capital Outlay instead of MOOE.
4. Per Accounting of PENRO Palawan, the PWRCC has a continuing budget from 2021 accrued from the downloaded funds from the Central Office amounting to P1,062,042.50. The said fund is intended for the procurement and purchase of animal feeds for the wildlife at the Center. Hence, the Center has sufficient fund for animal foods/feeds since 2021 but	The NRDC is encouraged to provide or include in its annual budgetary request the necessary funds to sustain the operations and maintain the Center. Should there be additional expenses and costs that are not covered by the Center's WFP, NRDC should coordinate with the PENRO and the BMB regarding the Center's status, updates and submission of reportorial requirements.	

NRDC recommendation:

1. Conduct a joint Fact-Finding activity who representatives from NRDC, BMB and DENR-MIMAROPA thru PENRO Palawan;
2. Submit CSW for endorsement to the DENR Internal Audit Service for investigation.

was not utilized by the Center. 5. The current management of the Center had allegedly created a divide among its personnel with its bias treatment of selected employees.	The management is highly encouraged to further capacitate employees and personnel through the conduct of training specifically in wildlife restraint, handling and retrieval. All employees and personnel of PWRCC must comply and abide by the code of conduct and ethical standards in rendering their services. Everyone must avoid engaging in fraudulent and inappropriate acts, especially using the Center's name. Indispensable personnel such as animal keepers be given priority in reporting for work since the rescue center needs to be manned by them at all times. Replace the current PWRCC Project Director. The PWRCC Project Director must be technical personnel, has a promising background in wildlife conservation and with good managerial and leadership skills. The PWRCC Project Manager reported and derogatory words on multiple occasions and during assemble meetings.	Regarding training and seminars for capacity building for employees, these activities were already coordinated with the City Tourism Office (for IEC staff) since January and to the Crocodylus Porocus Phils. Inc. Tourism Office has already committed to include the IEC staff in their training activities in the 4th quarter of this year. The CCPI also committed to conduct refresher training courses. It is vehemently denied that there is a divide among the Personnel. The undersigned was and is never biased of her treatment to all. Being a Human Resource Management Officer by plantilla, the undersigned is very compliant with the provisions of RS 6713.
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CY 2022 OPERATING BUDGET OF
THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER

Budget Items	Actual*	Proposed**	Assumptions/Remarks
	2021	2022	
1. Contracted Services	3,730,904.74	1,710,000.00	Salaries for 30 COS personnel with reduced workdays.
2. Other Supplies and Materials	78,354.70	56,000.00	Cost of janitorial supplies, COVID-19 supplies, and other emergency materials
3. Fuel, Oil and Lubricant	113,889.53	53,000.00	Actual expenses of P3000 in January and average of P10,000/month starting February
4. Accountable Forms	-	39,000.00	For printing of official receipts.
5. Representation Expenses	56,569.39	36,000.00	Average of P6,000/month.
6. Electricity Expenses	425,252.98	34,562.00	Actual consumption in January
7. Fidelity Bond Premiums	-	22,500.00	Fidelity bond of 3 accountable officers.
8. R&M – Government Facilities	10,705.00	20,000.00	For contingency.
9. R&M – Transportation Equipment	15,346.00	15,000.00	For contingency.
10. Taxes, Duties and Licenses	12,400.00	12,500.00	For LGU and barangay permits.
11. R&M – Machinery and Equipment	-	8,000.00	For contingency.
12. Office Supplies	36,909.00	8,000.00	For contingency.
13. Postage and Courier Services	11,050.00	6,000.00	Average of P1,000/month.
14. Mobile Expenses	9,704.00	6,000.00	P1,000/month mobile allocation for OIC-Project Manager
15. Travelling Expenses-Local	46,390.00	3,000.00	For Messenger and authorized depositor of daily collections
16. Bank Charges	3,100.00	2,000.00	
17. Water Expenses	87,199.59	800.00	Actual consumption in January
18. Security Services	49,000.00	-	
19. Animal/Zoological Supplies	46,120.00	-	
20. Accountable Forms	5,250.00	-	
TOTAL	4,738,144.93	2,032,362.00	

*Includes items requested for realignment.
**Covers expenses for six (6) months or until June 2022.

Prepared by:

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

NATIVIDAD Y. BERNARDINO
OIC-Director
Biodiversity Management Bureau

Endorsed by:

DEMETRIO L. IGNACIO, JR., CESO I
Executive Vice President and Acting President
Natural Resources Development Corporation

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

FY 2022 WORK AND FINANCIAL PLAN
To be funded from PWRCC Funds Managed by NRDC

ANNEX 2

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Department of Environment and Natural Resources
Natural Resources Development Corporation
9th Flr. DENR Bldg., 1515 Roxas Blvd., Ermita, Manila
Tel. No. 8521-9421 / 8521-9455
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CY 2022 OPERATING BUDGET OF
THE PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER

Budget Items	Approved 2022	Up to Dec. 2022	Grand Total	Assumptions/Remarks
	Jan.-Jun 2022			
1. Contracted Services	1,710,000	3,650,000	5,360,000	Salaries for 30 COS personnel (with increase in workdays beginning July 2022)
2. Other Supplies and Materials	56,000	42,000	98,000	Cost of janitorial supplies, COVID-19 supplies, and other emergency materials.
3. Fuel, Oil and Lubricant	53,000	72,000	125,000	Average of P12,000/month beginning July (due to continuous oil price hike).
4. Representation Expenses	36,000	45,000	81,000	Average of P7,500/month beginning July.
5. Electricity Expenses	34,562	462,000	496,562	P50k/month from April-June, 52k/month beginning July due to incubation period.
6. Fidelity Bond Premiums	22,500	-	22,500	
7. R&M – Government Facilities	20,000	85,000	105,000	For temporary repair of portion of footbridge in P6 and replacement of signages in Entrance Gate and Nature Park.
8. R&M – Transportation Equipment	15,000	16,000	31,000	For contingent repairs of 2 service vehicles.
9. R&M – Machinery and Equipment	-	18,000	18,000	For repair of 2 chest freezers.
10. Taxes, Duties and Licenses	12,500	-	12,500	
11. Office Supplies	8,000	18,000	26,000	Usual office supplies and 1 printer.
12. Postage and Courier Services	6,000	6,000	12,000	Average of P1,000/month.
13. Mobile Expenses	6,000	6,000	12,000	P1,000/month mobile allocation for OIC-Project Manager.
14. Travelling Expenses-Local	3,000	3,000	6,000	Cost of transport of the Messenger and Canvasser in Palawan.
15. Bank Charges	2,000	2,000	4,000	
16. Water Expenses	800	9,000	9,800	Average of P1k/month beginning May.
TOTAL	1,993,362	4,434,000	6,427,362	

Endorsed by:

DEMETRIO L. IGNACIO, JR., CESO I
Executive Vice President and Acting President
Natural Resources Development Corporation

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

Prepared by:

NATIVIDAD Y. BERNARDINO
OIC-Director, Biodiversity Management Bureau

Approved by:

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

PALAWAN WILDLIFE RESCUE AND CONSERVATION CENTER
 FY 2022 WORK AND FINANCIAL PLAN
 To be funded from PWRCC Funds Managed by WRDC

P/WP	PERFORMANCE INDICATOR	2022 PHYSICAL PERFORMANCE TARGETS					EXP CLASS	2022 FINANCIAL PERFORMANCE TARGETS				
		Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL		Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	TOTAL
	(1)	(2)	(3)	(4)	(5)	(6-7-8-9-10)		(11)	(12)	(13)	(14)	(11+12+13+14)
1 FACILITY MANAGEMENT AND MAINTENANCE	1.1 Payment for Utilities											
	1.1.1 Water											
	1.1.2 Electricity	No. of bills paid	3	3	3	9	MOOE	3,000	3,000	3,000	3,000	12,000
		No. of bills paid	3	3	3	9	MOOE	150,000	150,000	150,000	150,000	600,000
2 SUPPORT SERVICES	2.1 Avialment of COS Personnel	No. of staff currently hired	30	30	30	90	MOOE	470,000	1,590,000	1,590,000	1,590,000	3,850,000
3 PROJECT ADMINISTRATION	3.1 Representation Expenses						MOOE	-	22,500	22,500	22,500	45,000
	3.2 Procurement of Office and other supplies						MOOE	-	4,500	4,500	4,500	9,000
	3.2.1 Office Supplies						MOOE	-	6,000	6,000	6,000	12,000
	3.2.2 COVID-19 Supplies						MOOE	-	8,000	8,000	8,000	16,000
	3.2.3 Janitorial Supplies						MOOE	-	9,000	9,000	9,000	18,000
	3.2.4 Printer						MOOE	-	36,000	36,000	36,000	72,000
	3.3 Fuel, Oil and Lubricants						MOOE	-	3,000	3,000	3,000	6,000
	3.4 Communication						MOOE	-	3,000	3,000	3,000	6,000
	3.4.1 Postage and Courier Services	No. of mails sent	3	3	3	6	MOOE	-	1,500	1,500	1,500	3,000
	3.4.2 Mobile Load Allowance	No. of cellcards purchased	3	3	3	6	MOOE	-	1,500	1,500	1,500	3,000
	3.5 Traveling and Transportation	No. of materials purchased	3	3	3	6	MOOE	-	9,000	9,000	9,000	18,000
	3.6 Other Supplies and Materials	No. of manager's check	3	3	3	6	MOOE	-	1,000	1,000	1,000	2,000
	3.7 Other MOOE (Bank Charges)						MOOE	-	-	-	-	-
4 REPAIRS AND MAINTENANCE	4.1 Government Facilities											
	4.1.1 Signages at Entrance Gate and Nature Park	No. of facilities repaired	2	2	2	2	MOOE	-	50,000	-	-	50,000
	4.1.1.2 Portion of Pw footbridge	No. of facilities repaired	1	1	1	1	MOOE	-	35,000	-	-	35,000
	4.1.2 Transportation Equipment	No. of vehicles repaired	1	1	1	1	MOOE	-	8,000	-	-	8,000
	4.1.3 Machinery and Equipment	No. of equipment repaired	1	1	1	1	MOOE	-	18,000	-	-	18,000
GRAND TOTAL								623,000	1,961,500	1,848,500		4,434,000

Prepared by

GENA M. VARELA
 OC-Project Manager
 Palawan Wildlife Rescue and Conservation Center

Reviewed by

LELY KLAWA S. GARCIA
 OC-Operations Division
 Natural Resources Development Corporation

Endorsed by

DOMENICO P. ROMANO, JR., CESO I
 Acting President
 Natural Resources Development Corporation

Approved by

MATTHEW Y. BERNARDO
 OC-Director
 Biodiversity Management Bureau

Approved by

ORFELINE E. CLAUDIO, CESO IV
 Regional Executive Director
 DENR-PAWANG Region

ANNEX 2