



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

MEMORANDUM

FOR : **The Undersecretary**
Finance, Information Systems and Climate Change
DENR Visayas Avenue, Diliman, Quezon City

THRU : **The Regional Executive Director**
DENR MIMAROPA Region
1515 L & S Bldg., Roxas Blvd., Ermita, Manila

The Officer in Charge, NRDC
and OIC, Administrative Division

FROM : **The Project Manager of PWRCC, In Concurrent Capacity**

SUBJECT : **PROGRESS REPORT OF SUBMITTED PLAN OF ACTION OF**
THE PALAWAN WILDLIFE RESCUE AND CONSERVATION
CENTER

DATE : March 27, 2023

In compliance with your memorandum for the RED, MIMAROPA Region copy furnished the undersigned and my memorandum to that office dated January, 2023 (copy attached), respectfully submitting are progress report of the plan of actions as submitted, to wit;

A. Formulate business plan of PWRCC

- ✓ Reviewed the current and previous work and financial plan and revenue generation activities including other historical data of operations of the center.
- ✓ Drafted the proposed Business Plan of the PWRCC needing further comments and recommendations for the improvement of the said plan (Annex A).
- ✓ Memorandum for the OIC, NRDC re: crocodile handling and issuance of corresponding tickets by the designated ticket booth and collection. Previously, crocodile handling fee was collected separately and with no ticket being issued only it was only recorded manually by person-in-charge of the day or week (Annex B).
- ✓ On the process of developing a digital recording of collections and report generation

B. Review staffing pattern and hiring of personnel

- ✓ Assessed/evaluated the performance of personnel through one-on-one meeting and solicited suggestions and recommendations from them which were consolidated and integrated in the proposed business plan and the improvement of the PWRCC operation.
- ✓ On-going personnel profiling in relation to their information such as education, experiences, skills and among others.
- ✓ Matching of previous positions vis-à-vis their profiles including behavioural aspect.
- ✓ Reviewed the existing organizational chart and proposed an amended one based on their contracted positions and other services of the center (proposed organizational chart-Annex C).

C. Set-up financial system to strengthen internal control of the business operation

- ✓ Improved collection system by regularly monitoring the daily collections sent through GC of the undersigned and the cashier prior to its deposit to the LBP.
- ✓ Transferred the collection of fees of the Crocodile Handling (previously collected separately) to the main collection booth with issued ticket (Memo submitted Annex C).
- ✓ Reconciliation of issued tickets by the collection officer (cashier) and the ticket collection officer (tour attendant of the center) at the end of the day for monitoring purposes.
- ✓ Recording of collections in the monthly collection book.
- ✓ Submission of monthly financial collection report of the Cashier.
- ✓ Issued additional responsibilities to the Cahier/Collecting officers through a Special Order in connection to the deposit of collected amount within the period to the bank.

D. Improve revenue generation and fund utilization based on approved Work and Financial plan

- ✓ Harmonized with the NRDC the submitted PWRCC work and financial plan under their funding with that of the PENRO to avoid duplication and aligned the needs of the center such as salary, supplies (including animal feeds) and materials, mandatories, repair of facilities among others.
- ✓ Submitted memorandum dated February 1, 2023 (Annex D) with regards to the Crocodile Handling activity and further proposed rebranding and packaging of tours after the conduct of survey on customer satisfaction and willingness to pay. The same rebranded/packaged activities were included in the proposed Business Plan of the PWRCC.
- ✓ Retrieval of previous agreements/contracts (souvenir shops, food-canteen, photo shop and others) for possible re-contracting (previous years contracts were entered). This was also included in the proposed Business Plan of PWRCC.
- ✓ Monitoring and submission of report.

E. Ensure the supply and delivery of animal feeds

- ✓ Reviewed previous contract of suppliers and services (in good standing and with philgeps etc).
- ✓ Meeting with PENRO Technical Services Division-Conservation and Devt Sector and Bids and Awards Committee and Secretariat for the PWRCC support under the approved PENRO work and financial plan for posting of activities and supplies and materials to include the animal feeds. PENRO-BAC prepared and discussed the animal feeds subject for bidding.
- ✓ Meeting with Forester Alexander Lendi and staff of NRDC last February 17, 2023 at Manila with regards to the submitted work and financial plan and reconciliation to that of the PENRO approved work and financial plan including other administrative and technical concerns of the center.
- ✓ Inspected and acknowledged voluntary donations of condemned meats from city slaughter house, poultry and individuals for crocodile foods.
- ✓ Meeting with PWRCC voucher preparer and PENRO Budget and Accounting with regards to the timely submission of voucher/s supporting documents including that of the NRDC.
- ✓ Meeting with Animal Keepers and Veterinarian with regards to the improvement of management of animals in the center including Animal Keepers cliniquing.

F. Ensure that all wildlife in the center are fed regularly and sufficiently by following the prescribed feeding schedules

- ✓ Monitored feeding schedules and food/feed requirements of animals through recording.
- ✓ Continuous supply of animal feeds and vitamins.
- ✓ Acknowledged donations from different sources such as meat donations from slaughter, poultry and private individuals to include fruits and vegetables. Inspection of same were also made through the guidance of the Veterinarian to ensure that donated foods are in good condition to be consumed by the animals.

G. Other concerns by the undersigned to improve the PWRCC, are as follows;

1. Implementation of Environmental Management System

- ✓ Installed a Material Recovery Facility (MRF), garbage bin in designated areas.
- ✓ Implemented the 3-R's- Reduce, Reuse and Recycle.
- ✓ Conducted composting and greening i.e planting of additional bananas, fruit trees, vegetables etc.
- ✓ Designated SWM Focal persons/Pollution Control Officer.
- ✓ Reviewed and analysed the consumptions on electricity, water, gasoline and supplies and materials and targeted at least 5 to 10 % reduction for the year.
- ✓ Repaired the long time unrepaired elevated tank that caused the increased in the consumption of water and electricity (electric generated water tank).

2. Improve the office and enhance landscape including repair of other facilities i.e CR's, waiting shed, IEC corners, gates, office rooms and maintained the cleanliness.

- ✓ Conducted landscape and beautification of the PWRCC by planting ornamentals and other plants.
- ✓ Inspected and estimated cost of repair CRs not functioning, tour pens including lavatories.

3. Improved and enhance animal facilities-quarantine area.

- ✓ Repaired quarantine cage and constructed additional cages.
- ✓ Repaired two (2) cages for avians with AB Conservation partner.

4. Strengthening IEC.

- ✓ Enhanced IEC display area at the lobby.
- ✓ Development of AVP for public presentations towards to the protection and conservation of wildlife including IEC materials
- ✓ Planned for the celebration of Crocodile Conservation (March 6-11 of every year) and World Wildlife Day.
- ✓ Meetings with City Tourism, Tourism council and other stakeholders

5. Proper uniforms/attire and office I.D during office hours and regular attendance (if any, by arrangement).

- ✓ Purchased/procured Biometric machine for work services recording.
- ✓ Agreed for an office work uniforms including the wearing of ID.

6. Policy on Social media and internal memo instructions

- ✓ Guidance on DENR Memo Circular No. 2021-09 dated Aug 2, 2021 and other instructions.
- ✓ Enhancement and clearance of web page for posting of relevant information's and profile of PWRCC.

7. Continuous education and personnel benefits

- ✓ Administrative (ticketing, booking, collection, financial mgt, office and personnel mgt, briefing on SSS, Philhealth, Insurance etc) and Technical (animal mgt, feeding, nutrition, quarantine, trapping of crocodiles, research and devt etc)
- ✓ Proposed cross visits to other animal farms to enhance more knowledge and skills in animal management including trainings.
- ✓ Purchase of PPEs (gloves, facemask, boots etc) to be programmed/realigned in the work and financial plan.

8. Security of the PWRCC

- ✓ Hired a Security Guard for night time duty (6pm to 6am) that started on February 2023 considering that adjacent areas of the center are the north and south bound terminals, commercial stores and growing community/s that posed threat for their of animals and properties. Previously, only 3 personnel on a scheduled duty(1 person duty per night) rendering service. The duty of the POMU personnel who conducted security during night time now provides tourist assistance, maintains

orderliness of parking and traffic within the PWRCC and provides support to other Section/Units.

Furthermore, conducted other activities to further enhance the center services including participation and implementation to/of special events such as the "*World Wildlife Day*", "*Love Affair with Nature Tree Planting*" on February 14, 2023 at Bucana, Iwahig, Puerto Princesa City, "*Crocodile Week*" on March 6-11, 2023, "*Women's Month*" for the month of March 2023 organized by the DENR-PENRO Palawan and "*World Water Day*" on March 22, 2023.

For information, record and instruction.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By Abu
Date: 29 MAR 2023 23-707