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MEMORANDUM

FOR/TO : THE PRESIDENT AND CEO
Natural Resource Development Corporation

THE REGIONAL EXECUTIVE DIRECTORS
DENR-MIMAROPA, DENR-NCR

THE REGIONAL DIRECTORS
EMB-CALABARZON, EMB-MIMAROPA

THE REGIONAL DIRECTORS
MGB-CALABARZON, MGB-MIMAROPA

THE DIRECTOR
Financial Management Service

THE CHIEFS
Planning and Programming Division
Property and Supply Management Division

FROM : THE DIRECTOR
Administrative Service

**SUBJECT : REQUEST TO REVIEW ACCOUNTING BOOKS AND
PROCUREMENT DOCUMENTS FOR CLARIFICATION OF THE
L & S BUILDING RECORDS**

DATE : 27 JUN 2022

This refers to the agreements reached during the meeting conducted last 13 June 2022 regarding to the concerns of the L & S Building located at 1515 Roxas Boulevard, Ermita, Manila.

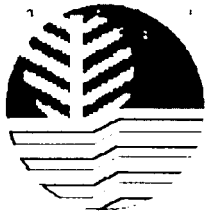
The DENR Budget Division recommends to review all accounting books and all documents relative to DENR building and property inventory. This is to clarify the accountability for the L & S Building.

Upon review of your records, kindly submit your findings to this Office and furnish a copy to the DENR Budget Division.

The copy of the Minutes of the Meeting is hereby attached for your reference.

For information and consideration.


ROLANDO R. CASTRO



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Department of Environment and Natural Resources
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MINUTES OF THE MEETING

SUBJECT : **L & S BUILDING REPAIR AND RENOVATION**

DATE : **13 JUNE 2022**

I. OPENING

Engr. Jeffrey Bancifra opened the blended meeting (face to face and via Zoom Meeting) at around 10:00 in the morning.

II. ATTENDEES

The meeting was participated by the representatives of the Office of the Undersecretary for Finance, Information Systems and Climate Change; DENR Administrative Service – General Services Division; DENR Financial Management Service – Budget Division; DENR Policy Planning Service – Planning and Programming Division; MGB CALABARZON, MGB MIMAROPA; DENR MIMAROPA; DENR NCR; National Resource Development Corporation (NRDC);

III. AGENDA & AGREEMENTS

A) During the meeting, the following agenda were discussed:


- To clarify the assessment on the L&S Building of the General Services Division – Building Management Section;
- To identify appropriate actions and corresponding budget to fund these actions, if necessary;
- To address the concerns of the occupants of the L&S Building; and
- To discuss pertinent matters

B) Engr. Randy Tiin presented the Assessment Report and Recommendations relative to the L & S Building inspection conducted last March 4, 2022. Below are the concerns raised and the corresponding agreements:

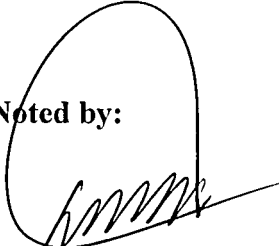
Issues and Concerns	Agreements/Response	Concerned Office
Lifespan of Building before subject for demolition (query from DENR MIMAROPA)	Estimated Lifespan for Buildings is fifty (50) years but subject to audit (Engr. Randy Tiin)	N/A
Include the L&S Building in the CY 2023 proposals (raised by DENR Budget Division)	The Proposals for CY 2023 were already submitted. Check for possible revision or realignment	Administrative Service and Financial Management Service

	Proposal for Consultancy for the Audit shall be prioritized followed by the project implementation	Administrative Service and Financial Management Service
Consider DPWH for consultancy and retrofitting (raised by PPD)	NRDC already communicated with the DPWH for assistance. NRDC will conduct meeting together with the DENR Central Office Technical Staff and DPWH	NRDC
Where is the L & S Building booked? To clarify accountability. (query from DENR Budget)	Verify the accounting books of the DENR Central Office; EMB CALABARZON; EMB MIMAROPA; MGB CALABARZON; MGB MIMAROPA; DENR MIMAROPA; DENR NCR; NRDC DENR Budget recommends to also check and request PSMD records	Accounting Divisions of DENR Central Office; EMB CALABARZON; EMB MIMAROPA; MGB CALABARZON; MGB MIMAROPA; DENR MIMAROPA; DENR NCR; NRDC DENR Administrative Service
Other Minor Concerns such as but not limited to Housekeeping, Smoking Area, and Wirings as stated in the Assessment Report	Proper House Keeping and Wiring check (including labels) Designate a smoking area	L & S Building Occupants and respective office utility/maintenance personnel

Prepared by:


NEL JAMES B. AQUINO
 Technical Support Specialist

Noted by:


ROLANDO R. CASTRO
 Director, Administrative Service *gr*

