

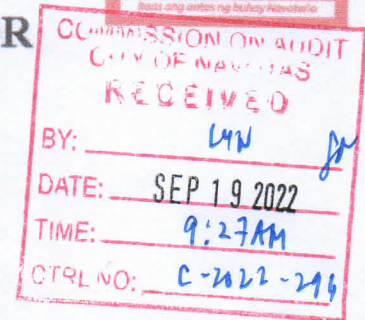
REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
CITY OF NAVOTAS

OFFICE OF THE CITY MAYOR



12 SEPTEMBER 2022

Mr. PERCIVAL I. ARLOS  
OIC - Supervising Auditor  
Commission on Audit  
Navotas City



Re : CITY OF NAVOTAS AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION  
(AAPSI) FOR CALENDAR YEAR 2021

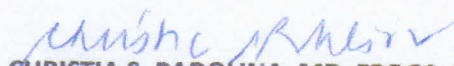
Dear Sir:

Respectfully submitted the attached accomplished Agency Action Plan and Status of Implementation (AAPSI) CY 2021 of the City of Navotas, together with its supporting documents, pursuant to Section 91 of the General Provisions of the General Appropriations Act of FY 2021 (Republic Act No. 11518).

For your information and reference, Sir.

Thank you.

By authority of the Mayor:

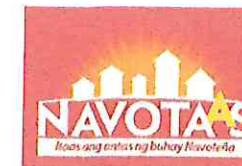
  
CHRISTIA S. PADOLINA, MD, FPOGS, FPSUOG  
City Administrator

Copy furnished (via email):

Department of Budget and Management  
Speaker of the House of Representatives  
President of the Senate of the Philippines  
House Committee on Appropriations  
Senate Committee on Finance



**CITY OF NAVOTAS**  
**AGENCY ACTION PLAN AND STATUS OF IMPLEMENTATION (AAPSI)**  
 Audit Observations and Recommendations  
 For Calendar Year 2021  
 As of 31 August 2022



Ref.	Audit Observations	Audit Recommendations	Agency Action Plan				Status of Implementation	Reason for Partial/Delay/ Non-Implementation	Action Taken/Action to be taken
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FINANCIAL AND COMPLIANCE AUDIT									
AAR 2021	1. The carrying value of the Property, Plant and Equipment (PPE) account of P2.895 billion cannot be ascertained due to:  (a) Unreconciled variance of P229.037 million between the books of accounts and the Report in the Physical Count of PPE (RPCPPE), contrary to Chapter V of the Handbook on Supply and Property Management System;  (b) Non-maintenance of Property Cards by the GSO contrary to Section 119 of the Manual on the New Government Accounting System (MNGAS) for the Local Government Units (LGUs), Volume I, and Chapter 4 of the Handbook on the Property and Supply Management System;  (c) Improvements to PPE with total cost of P408.878 million were not capitalized while the cost	We recommended Management to:  a. Reconcile the variance between the books of accounts and the RPCPPE totaling P229,037,247.81 pursuant to Chapter V of the Handbook on Supply and Property Management System;  b. Maintain Property Cards pursuant to Section 119 of the MNGAS for LGUs, Volume I;  c. Record the cost of improvements and derecognize the cost of demolished/ replaced	Continuous undertaking of procedures for the one-time cleansing of PPEs.  Continuous updating of Property Cards.  Record the cost and derecognize the cost of demolished/ replaced	General Services Office  General Services Office  City Accounting Office	2022  2022  2022	2022  2022  2022	Ongoing  Fully implemented  Fully implemented	N/A  N/A  N/A	The unreconciled variances have been determined and are currently being updated in the records. Steps toward the one-time cleansing of PPEs are already in place and currently being undertaken.  Property cards are being maintained.  Complied with the recommendation of the City Auditor through JEV Nos. 298, 306, 318 (GF).



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	<p>of demolished/replaced portion thereof was not derecognized in the books of accounts, contrary to Chapter 4 of the Handbook on the Property and Supply Management System and paragraphs 24 and 85 of IPSAS 17, resulting in overstatement of PPE;</p> <p>(d) Recording of semi-expendable properties as PPE in the books of accounts and RPCPPE, contrary to Item 5.4 of the COA Circular No. 2016-006 dated December 29, 2016. Thus overstating both the PPE and Government Equity by P4.812 million; and</p> <p>(e) Lump sum recording of beginning balances and general description of PPE items without any details totaling P2.854 million and P15.568 million respectively.</p>	<p>portion of the properties in the books of accounts pursuant to Paragraphs 24 and 85 of IPSAS 17;</p> <p>d. Prepare adjusting entries on the recorded semi-expendable properties, pursuant to item 5.4 of the COA Circular No. 2016-006 dated December 29, 2016; and</p> <p>e. Avail of the remedies provided under COA Circular No. 2020-006 for the one-time cleansing of PPE account balances, subject to the full compliance of the requirements of the Item Nos. 7 and 8 thereof, to address and rectify the deficiencies/lapses noted in the accounting of its PPE account and ensure the fairness of its presentation in the statement of financial position.</p>	<p>portion of the properties in the books of accounts.</p> <p>Prepare adjusting entries on semi-expendable properties.</p> <p>Continuous undertaking of procedures for the one-time cleansing of PPEs.</p>	<p>City Accounting Office</p> <p>General Services Office</p>	<p>2022</p> <p>2022</p>	<p>2022</p> <p>2022</p>	<p>Fully implemented</p> <p>Ongoing</p>	<p>N/A</p> <p>N/A</p>	<p>and 018 (NPC) dated 30 April 2022. (Annex A)</p> <p>Complied with the recommendation of the City Auditor through: •JEV No. 292 - Apr 2022 GF 426 - May 2022 GF 090 - May 2022 NCH 049 - May 2022 NPC 047 - May 2022 SEF 031 - Apr 2022 SEF 018 - Apr 2022 20%CDF 018 - Apr 2022 5%LDRRMF 006 - Apr 2022 BGCM (Annex B)</p> <p>Steps toward the one-time cleansing of PPEs are already in place and currently being undertaken.</p>

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AAR 2021	2. The carrying value of the Investment Property, Land amounting to P16.233 million is unreliable due to erroneous computation of Impairment Losses for Investment Property, Land of P9.563 million and Depreciation Expenses for Investment Property of P1.575 million, thereby overstating said accounts by the same amounts and overstating the related Government Equity account by P7.988 million contrary to IPSAS 16.	We recommended the CAO to:							
		a. Reclassify the Depreciation Expense and Related Accumulated Depreciation Expense for the Investment Property, Land to accounts Accumulated Impairment Loss, Investment Property, Land;	Make proper adjusting entries.	City Accounting Office	2022	2022	Fully implemented	N/A	Complied with the recommendation of the City Auditor through: • JEV No. 227 – 22 Mar 2022 • JEV No. 425 – 24 May 2022 (Annex C)
		b. Make proper adjusting entries on the erroneous computation and the resulting overstatement of the Accumulated Impairment Losses-Investment Property, Land and Depreciation Expenses-Investment Property of P9,562,599.93 and P1,574,631.64, respectively, and Government Equity by P7,987,768.29; and	Make proper adjusting entries.	City Accounting Office	2022	2022	Fully implemented	N/A	-do-
		c. Henceforth, strictly comply with the accounting guidelines set under IPSAS 16, Investment Property.	Strictly comply with accounting guidelines set under IPSAS 16, Investment Property.	City Accounting Office	2022	2022	Fully implemented	N/A	Recommendations were already complied with.
AAR 2021	3. The account balance of the Intangible Assets of P18.889 million is unreliable due to incomplete recognition of the cost of the computer software and non-computation of related amortization expense,	We recommended the Management to require the CAO to:							
	a. Coordinate with the concerned offices for the provision of documents that	Make proper adjusting entries for the cost of computer software.	City Accounting Office	2022	2022	Fully implemented	N/A	Complied with the recommendation of the City Auditor through:	



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	as provided for the Section 28, 87 and 96 of IPSAS 31, affecting both the Asset and Equity accounts, thereby casting doubt on the accuracy and reliability of the said account at year-end.	would facilitate the recording of the cost of computer software on the basis of the contract amount/cost actually incurred in the creation and development of the same the computation of amortization over estimated useful life of the assets; and  b. Henceforth, strictly comply with Sections 28, 87 and 96 of IPSAS 31, Intangible Assets.	Strictly comply with Sections 28, 87 and 96 of IPSAS 31, Intangible Assets.	City Accounting Office	2022	2022	Fully implemented	N/A	• JEV Nos. 314 & 329 – Apr 2022. (Annex D)  Recommendations were already complied with.
AAR 2021	4. The accuracy and existence of the reported inventory accounts totaling to P190.717 million could not be ascertained due to: (a) understatement of Drugs and Medicines for Distribution amounting to P34.067 million caused by non-recording of the receipt and the remaining undistributed COVID-19 vaccines at year end; (b) variance between the books of accounts and Reports on Physical Count of Inventory (RPCI) totaling to P105.457 million; and (c) outright recognition as expense upon procurement of supplies and materials amounting to P3.236 million, contrary to the perpetual inventory method of	We recommended the City Health Office to:  a. Immediately inform the CAO and the GSO of all received donations, and Submit the necessary supporting documents such as Delivery Receipts, Sales Invoice, Inspection and Acceptance Report (AIR) and Property Transfer Records (PTR), if any, for proper monitoring and recording purposes;  b. Prepare Requisition and Issue Slip (RIS) on every requisition of supplies and materials issued and submit the same to the GSO for the preparation of SSMI;	The City Health Office to copy furnish CAO and CGSO on the following documents: ✓ Delivery Receipts ✓ Property Transfer ✓ Sales invoice ✓ Acknowledgement Receipt For proper monitoring and recording of the two offices.  Act in accordance with the directives of the CGSO that SSMI should support by the RIS.	City Health Office       City Health Office	January 2022	present	Fully implemented	N/A	Supporting documents were safe kept by the document custodian.  Supporting documents were attached to the SSMI upon submission to COA and GSO.  Coordination has been made with the GSO and CAO to update records; RPCI and SSMI with corresponding RIS are now being submitted regularly as required.  The City Health Office act in accordance with the directives of the CGSO that SSMI should support by the RIS.

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	recording inventories. Contributory factors are the non-preparation of Requisition and Issue Slip (RIS), Summary of Supplies and Materials Issued (SSMI) and non-reconciliation of accounts, as required by Section 121 and 124 of the MNGAS for LGUs, Volume I.	<p>We also recommended the Management to:</p> <p>a. Require the City Accounting Office to prepare the necessary adjusting entries upon receipt of documents from the CHO and GSO to correct the balances of the affected inventory accounts. Likewise, implement the use of perpetual inventory method in all regular purchases of supplies and materials;</p> <p>b. Conduct physical count of inventories every semester, prepare complete reconciliation of accounts between RPCI and books of accounts, and make the necessary adjustments, if warranted;</p>	<p>Prepare necessary adjusting entries.</p> <p>Regularly conduct the following activities:</p> <p>a. Inspection and inventory of supplies every end of semester;</p> <p>b. Reconciliation of records; and</p> <p>c. Submission of final RPCI to COA Navotas and CAO.</p>	<p>City Accounting Office</p> <p>General Services Office</p>	<p>2022</p> <p>2022</p>	<p>2022</p> <p>2022</p>	<p>Fully implemented</p> <p>Fully implemented</p>	<p>N/A</p> <p>N/A</p>	<p>RIS reconciliation was made to ensure proper liquidation of the procured items.</p> <p>The City Health Office ensure that SSMI will be supported by RIS to ensure proper liquidation of the procured items and for transparency.</p> <p>Complied with the recommendation of the City Auditor through the following:</p> <ul style="list-style-type: none"><li>•JEV Nos. 012, 014, 015, 016 (5% LDRRMF) – Mar 2022</li><li>•JEV Nos. 224, 225 (GF Proper) – Mar 2022</li></ul> <p>(Annex E)</p> <p>The General Services Office has conducted an actual inspection and inventory of supplies in various offices last July 2022 (schedule and photos attached). Reconciliation on the variances on the records of offices as compared to the Stock Card of GSO was immediately made. The final report was submitted to COA Navotas and City Accounting Office on</p>



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		c. Instruct Supply Officers to consolidate weekly the RIS using the SSMI on Regular basis and forward the report to the City Accounting Office to properly recognize the expense portion for the issued inventory accounts; and  d. Henceforth, strictly comply with section 114,121 and 124 of the MNGAS for LGUs, Volume I.	Regularly conduct the following activities:  a. Consolidation of reports from various offices; b. Remind various offices with ‘No’ or ‘Delayed’ submission; and c. Submission of consolidated report to the City Accounting Office.	General Services Office          General Services Office	2022          2022	2022          2022	Fully implemented          Fully implemented	N/A          N/A	August 12 and 15, 2022 respectively. (Annex F)          A re-orientation on proper recording of existing and issued supplies was conducted for the various Supply Officers of the city government's departments, offices and units on July 1, 2022. One-on-one discussion were also made with each Supply Officer for clearer instructions on how to prepare the reports and reconcile our records. Communication letters are also sent to offices with no or delayed submission of SSMI and corresponding RIS. Said reports are submitted to the Accounting Office once consolidated. (Annex G)
AAR 2021	5. Escrow funds for the compensation of expropriated properties amounting P6.893 million as of December 31, 2021, was placed in High Yield Savings Account in the General Fund, contrary to Sections 21 and 22 of COA Circular No. 92-382, and the related Transfer of Certificate	We recommended the Management to:  a. Transfer the amount of P1,058,775.49 under SA Nos. 1591-xxxx-92 and 1591-xxxx-19 to Cash in Bank – Local Currency, Current Account No. 1592-xxxx-41 under the General	Transfer the amount of actual payments made on expropriated properties.	City Treasurer’s Office	17 March 2022	30 April 2022	Fully implemented	N/A	Savings Account Nos. 1591-0891-92 and 1591-0894-19 with balances amounting to PhP1,008,380.02 and PhP50,395.47, respectively, have been transferred to General Fund on 21 April 2022.  Savings Account No. 1591-0942-93 with balance amounting to PhP5,773,818.50

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	<p>of Title in the name of the City pending with the registry of Deeds. Furthermore, interest income earned were accounted only in single account under the Cash in Bank-Local Currency, Savings Account.</p> <p><i>a. High Yield Savings Account for Expropriated Properties</i></p> <p><i>b. Interest income earned were accounted only in single account under the Cash in Bank- Local Currency- Savings Account</i></p>	<p>Fund, representing the actual payments made on expropriated properties;</p> <p>b. Transfer to the Cash in Bank under the Trust Fund account the amount of cash in bank which remained unused or unutilized as of December 31, 2021, amounting to P5,833,826.89; and</p> <p>c. Make a proper representation thru a follow-up letter, with the Register of Deeds, in coordination with the City Assessor's Office and City Legal Office, on the status of application for transfer of Certificate of Title.</p> <p>We recommended the Management to:</p> <p>a. Maintain individual accounts for each parties in the expropriation cases including the interests earned from such, and that other information expressly provided for by the court; and</p> <p>b. Record in the books individually the principal</p>	<p>Transfer to Trust Fund the amount of cash escrowed for expropriation of land after the expropriation proceedings.</p> <p>Process for the transfer of Transfer Certificate of Title (TCT) in the name of the City Government.</p> <p>Maintain individual accounts.</p> <p>Maintain individual accounts.</p>	<p>City Treasurer's Office</p> <p>City Legal Office and City Assessor's Office</p> <p>City Accounting Office</p> <p>City Accounting Office</p>	<p>17 March 2022</p> <p>2022</p> <p>2022</p> <p>2022</p>	<p>30 April 2022</p> <p>2022</p> <p>2022</p> <p>2022</p>	<p>Partially implemented</p> <p>Partially implemented</p> <p>Fully implemented</p> <p>Fully implemented</p>	<p>Ongoing expropriation proceedings</p> <p>Ongoing processing of TCT</p> <p>N/A</p> <p>N/A</p>	<p>has been transferred to General Fund on 21 April 2022.</p> <p>In addition, Savings Account No. 1591-0943-31 with balance amounting to PhP60,008.39 escrowed for the expropriation of land property of Mr. Liberato Santiago is currently in an ongoing expropriation proceedings and has no finality as of 22 August 2022. The said fund will be transferred to Trust Fund per COA recommendation. <b>(Annex H)</b></p> <p>The concerned offices have already started the process for the transfer of Transfer Certificate of Title (TCT) in the name of the city government. Part in the Capital Gains Tax and Documentary Stamp Tax were already paid by the city government on 27 July 2022. Currently awaiting for the release of Certificate Authorizing the Registration (CAR) from the Bureau of Internal Revenue (BIR) for submission to the Registry of Deeds.</p> <p>Complied with the recommendations of the City Auditor and submitted to the COA the subsidiary ledgers for individual accounts on March 2022. <b>(Annex I)</b></p> <p>-do-</p>



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		amount of cash deposit for expropriation purposes as well as the interest earned.							
AAR 2021	6. The year-end balance of Receivable accounts amounting to P42.096 million (excluding Real Property Tax/Special Education Tax Receivables) is unreliable to: a) unreconciled balance of receivables from PhilHealth amounting to P82.127 million; b) delinquent/dormant accounts amounting to P1.801 million; c) understatement of Due from NGAs-DBM PS by P452,435.12; and d) abnormal balance in the receivable account resulted in understatement of both Receivable and Liability account by P324,126.67.	We recommended the Management to:  a. Reconcile the variance between the records of the CAO with the hospitals (NCH and CHO) for receivables from PhilHealth and prepare adjusting entries in the books for the variance and to correct the misclassified amount by debiting Due from GOCCs-PhilHealth and crediting Due from NGAs by P38,136,181.50;  b. Avail of the remedies provided in COA Circular No. 2016-005 dated December 19, 2016 on the Guidelines and Procedures on the Write-off of Dormant Receivable Accounts subject to the full compliance of the requirements of Section 7.0 and 8.0 thereof;  c. Reconcile the records of the CAO and GSO to reflect the correct amount of	Reconcile receivables from PhilHealth and prepare adjusting entries.  Follow the advice of the City Legal Office concerning the matter.  Continuously update CAO on the delivery of supplies from DBM-PS.	City Accounting Office  Navotaas Hanapbuhay Center  General Services Office	2022  2022  2022	2022  2022  2022	Fully implemented  Fully implemented  Fully implemented	N/A  N/A  N/A	Complied with the recommendations of the City Auditor through: •JEV Nos. 218 (GF), 004 (NCH), and 048 (NCH), all dated 31 March 2022 (Annex J)  Request for write-off of dormant receivable accounts was made. Currently, the City Legal Office is reviewing our documents to determine if sufficient and compliant to COA Circular No. 2016-005. (Annex K)  The GSO continuously updates the CAO on the delivery of supplies from DBM-PS through the

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		undelivered office and other supplies to the City;  d. Reclassify the abnormal balance of the receivable accounts to payable accounts to recognize the liability for overcollection;  e. Collect the amount of P169,754.54 which was erroneously paid twice against the service provider or deduct the same from the amount due to the supplier and/or to the person's concerned liable for the double/erroneous payment; and  f. Provide explanation on the abnormal balance of the Other Receivable accounts, especially those arising from the utility expenses.	Prepare adjusting entry for reclassification of abnormal balance of receivable accounts.  Collect the amount of P169,754.54 for double payment.  Explain on the abnormal balance of the Other Receivable accounts.	City Accounting Office  City Accounting Office  City Accounting Office	2022  2022  2022	2022  2022  2022	Fully implemented  Fully implemented  Fully implemented	N/A  N/A  N/A	submission of Delivery Monitoring Report.  Complied with the recommendation of the City Auditor through JEV No. 231 dated 31 March 2022. (Annex L)  Complied with the recommendation of the City Auditor as evidenced by Disbursement Voucher and JEV No. 404 dated 31 May 2022. (Annex M)  Please find attached response to AOM No. 2022-(2021)-008. (Annex N)
AAR 2021	7. Guaranty Deposit accounts of the City amounting to P18,186 million are unreliable due to non-reconciliation to monitor the valuation of the account. Moreover, double recognition of an escrow for the expropriation of property which was recorded as Guaranty Deposits and at the same time reflected under the	We recommended for the Management to:  a. Update and regularly reconcile the Guaranty Deposit- Bill Deposit with the concerned agencies to monitor the investment activities and come up with a more reliable amount of investment as of year-end; and	Continuously coordinate with utility services providers for the updating of investment valuation and refund.	General Services Office	2022	2022	Ongoing	Processing of refund from MWSI and PLDT is on-going	Our office has continuously made requests for various utility service providers to refund excess guaranty deposits based on our average monthly consumption. PLDT and Meralco have provided options and steps on availing the refund. One refund from Meralco was



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	Cash in Bank - Local Currency, Savings Account, resulted to overstatement of an asset account- Guaranty Deposit by P1 million.	b. Investigate the amount of cash deposits as an escrow account for the expropriation of properties which were recognized in the books as Guaranty Deposit in the amount of P1,000,000.00, and derecognize the same, if warranted.	Prepare adjusting entry.	City Accounting Office	2022	2022	Fully implemented	N/A	processed amounting to PhP2,156,465.33 and second refund amounting to PhP844,470.92 is being processed. (Annex O)  Complied with the recommendation of the City Auditor through JEV No. 217 dated 31 March 2022. (Annex P)
AAR 2021	8. Cash advances amounting to P527.156 million were granted to several disbursing officers in amounts exceeding their maximum cash accountability totaling P328.683 million. Moreover, other accountable officers were allowed to continue to draw cash advances and discharge collection functions despite expiration and non-renewal of their fidelity bond, contrary to Section 305 (f) of RA No. 7160 and 4.10 & 5.1 of the Bureau of Treasury Circular No. 02-2009 dated August 6, 2009. Thus, the possibility that government may not be	We recommended that the Management:  a. Stop the practice of granting cash advances to accountable officers in excess of their maximum cash accountability;  b. Stop the granting of cash advances and/or permitting collection functions to accountable officers whose fidelity bond have expired and have not been renewed; and  c. Increase the fidelity bond of the accountable officers sufficient to cover the	Grant cash advances to accountable officers within their maximum cash accountability.  Grant cash advances only to accountable officers with updated fidelity bond.  Augment the proposed fidelity bond budget for CY 2023.	City Treasurer's Office  City Treasurer's Office  City Treasurer's Office	2022  2022  2022	2022  2022  2022	Fully implemented  Fully implemented  Fully implemented	N/A  N/A  N/A	To comply with the prescribed liquidation period of the National Government for the release of PhP199 million under the Social Amelioration Program (SAP), the management granted all Accountable Officers of the City with a Cash Advance amounting beyond their maximum accountabilities just to expedite the distribution of the said financial assistance to all Navotefios affected by the Covid-19.

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	indemnified in case of losses/shortage due to defalcation, embezzlement or other kind of losses.	maximum cash accountability for a given period in accordance with the Schedule of Bonds provided by the Bureau of Treasury, in order to give adequate protection on the City's resources.							However, prior the release of the COA audit observation the City had already refrained from the abovementioned practices.  Further, the City Treasurer's Office augmented the proposed Fidelity Bond budget for CY 2023.
AAR 2021	9. The non-recognition of the unpaid balance for the Construction of Tanza Public Market due to forfeited allocation resulted in the understatement of the Accounts Payable account by P0.223 million at year-end. Moreover, claims against the City totaling P4.657 million was recorded as payable despite the absence of supporting documents, such as delivery receipts and/or sales invoice, contrary to Section 4(6) of PD No. 1445.  a. Understatement of Accounts Payable by P0.223 million  b. Claims against the government funds totaling P4.657 million	We recommended that the City Accounting Office set-up the Accounts Payable account representing the unpaid balance arising from the forfeited fund allocation from DILG and adjust the Government Equity accounts, both by P222,960.00.  Henceforth, Management should directly observe the terms and conditions of all Memorandum of Agreement entered into with Funding Source Agencies to avoid forfeiture of fund allocations.  We recommended that the CAO:	Prepare adjusting entry.	City Accounting Office	2022	2022	Fully implemented	N/A	Complied with the recommendation of the City Auditor through JEV No. 307 dated 30 April 2022. (Annex Q)



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		a. Require the submission of the lacking documents as evidence of delivery, otherwise reverse the recorded Accounts Payable; and  b. Henceforth, strictly comply with Section 4(6) of PD No. 1445 requiring that all claims against government funds shall be supported with complete documentation.	Submit the lacking documents of accounts payable.  -do-	City Accounting Office  City Accounting Office	2022  2022	2022  2022	Fully implemented  Fully implemented	N/A  N/A	Copies of paid Disbursement Vouchers supported with SOA/SI of concerned suppliers and the original DVs with complete supporting documents were already submitted to the COA office on 07 March 2022 and 11 April 2022.
AAR 2021	10. The Annual Procurement Plan of the City did not provide the consolidated results of the individual Project Procurement Management Plan of all the departments and did not correspond to the Appropriation Ordinance of the City of Navotas, contrary to Section 7 of RA No. 9184 and its Revised Implementing Rules and Regulations (IRR).	We recommended that the Management:  a. Direct the BAC Secretariat to consolidate meticulously and judiciously the PPMPs from various units, to be integrated into a workable APP, including the submission of APP-CSE for the common-use supplies and equipment as prescribed in GPPB Circular 08-2015 and GPPB Resolution No. 20-2015;  b. Make use of the APP in the determination of the proper mode of procurement that will be advantageous to the City and to avoid purchasing supplies/ materials/ equipment on a per department/ office/ end-user unit basis;	Continuous consolidation of PPMPs for integration to a workable APP.  Refer to APP to continuously use and follow the mode of procurement therein or the alternative mode, if necessary.	Bids and Awards Committee  Bids and Awards Committee	2022  2022	onwards  onwards	Ongoing  Ongoing	N/A  N/A	The BAC Secretariat will continue to carefully consolidate the PPMPs from various units along with the APP-CSE.  The BAC Secretariat shall continue to make use and follow the mode of procurement therein unless there is a need to use alternative mode of procurement.  The BAC Secretariat shall remind the end-users to take into the account the Appropriation

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					From	To			
		<p>c. Ensure that the PPMP and the consolidated APP shall be, at all times, consistent with the Appropriation Ordinances of the City for the year; and</p> <p>d. Require the concerned department/ office to regularly update their PPMPs and the BAC to accordingly update the APP once every six months to reflect the necessary revision for the approval of the Local Chief Executive (LCE).</p>	<p>Consolidate APPs pursuant to the City Appropriation Ordinances.</p> <p>Remind departments/ offices to regularly update their PPMPs to ensure an up-to-date APPs pursuant to IRR.</p>	<p>Bids and Awards Committee</p> <p>Bids and Awards Committee</p>	<p>2022</p> <p>2022</p>	<p>onwards</p> <p>onwards</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>N/A</p> <p>N/A</p>	<p>Ordinances of the City in preparing PPMPs and the BAC shall consolidate APPs pursuant to the Appropriation Ordinances.</p> <p>The BAC Secretariat shall continue to remind the concerned departments/ offices to regularly update their PPMPs and the BAC to update the APPs once every six months pursuant to the IRR.</p>
AAR 2021	11. Non-compliance of the City with the posting and reporting requirements on the monthly and quarterly report on Fund Utilization and Status of Program/Project Implementation due to inability of the concerned offices to prepare the said reports on time, contrary to the requirements of DBM Local Budget Circular (LBC) Nos. 125 and 128, hence, transparency of the City's programs/projects were not fully achieved.	<p>We recommended the concerned offices to:</p> <p>a. Assign a dedicated personnel to prepare the Monthly and Quarterly Report on Fund Utilization and Status of Program/Project Implementation and submit the same to the PIO and ICTO to facilitate posting thereof in the designated bulletin and website of the City pursuant to the requirements of the DBM LBC Nos. 125 and 128;</p>	<p>Ensure preparation and submission of Monthly and Quarterly Fund Utilization Report and Status of Program/ Project Implementation.</p>	<p>City Accounting Office</p>	<p>2022</p>	<p>2022</p>	<p>Fully implemented</p>	<p>N/A</p>	<p>Updated monthly and quarterly Report of Fund Utilization were prepared by the City Accounting Office.</p>



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		b. Henceforth, comply with the requirements of DBM LBC Nos. 125 and 128.	Ensure compliance with DBM LBC Nos. 125 and 128.	City Accounting Office	2022	2022	Fully implemented	N/A	Continued compliance with the requirements of DBM LBC Nos. 125 and 128 is being done.
AAR 2021	12. Non-provision of the period covered and control number in the Approved Payroll Register (AP Register) and non-filing of Summary Report in the issuance Authority to Debit Accounts (ADA), casts doubt on the validity of the transactions totaling P908,160,111.85 at year-end and may result in double/multiple payment of authorized transactions, or payment of unauthorized transactions of the City	We recommended the Management to require:  a. The Human Resource Office to provide for the period covered and control/reference number which is serially numbered for the Approved Payroll Register as part of internal control for the issued registers. Retain also a file copy of all the Approved Payroll Register for the year; and  b. The City Treasurer to prepare for the Summary Report with control/reference number for all the ADA issued during the year and retain a file copy of the approved ADA during the year for reference in audit.	Continuous implementation of “Request for the Preparation of Debit Advice (RPDA)” and coordination with Land Bank for the enhancement of AP Register System.  Prepare summary report of issued ADA including its reference number.	CHRDO  City Treasurer’s Office	2022  2022	2022  2022	Fully implemented  Fully implemented	N/A  N/A	The HRDO has provided RPDA indicating the control reference number of AP Register, and safe keep copy of payroll <b><i>DIGITALLY</i></b> to save government resources and limited government space. (Annex R)  Reference number has now been added in the preparation and issuance of ADA as control of the City Treasurer's Office. (Annex S)  Summary report of issued ADA is now being prepared and available for the purpose of reporting.
AAR 2021	13. Continuing appropriation for Capital Outlay under the Special Education Fund amounting to P12.495 million on projects which remained unimplemented for more than two years, may	We recommended the Local School Board to be circumspect in the implementation of the intended projects or realign the same as allowed under RA No. 11494 to address the needed	Revert the unutilized continuing appropriations and use such funds to support the implementation of the SDO Navotas Learning Continuity Plan and other priority projects.	Local School Board	May 2022	December 2022	Fully implemented	N/A	Funds were reverted and appropriated for other PPAs.

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	have been realigned for use on COVID-19 pandemic response as provided for in Section 4 (q) of RA No. 11494, thus depriving the intended users from benefits therefrom.	support in addressing the COVID-19 pandemic.							
AAR 2021	14. The underutilization of CY 2021 Appropriation for the Navotas City Council for the Protection of Children (NCCPC) in the amount of P8.325 million resulted in non-achievement of the objectives to protect the rights and welfare of children pursuant to RA No. 9344 or the Juvenile Justice and Welfare Act of 2006.	We recommended that Management:  a. Plan and execute timely the implementation of the PPAs to enumerate maximum use of the allotted budget for NCCPC Fund for the realization of the objectives of the PPAs and the benefits that will redound to its intended beneficiaries;  b. Henceforth, comply with the provisions of Section 15 of RA No.9344, and Section 2 of DILG Memorandum Circular No. 2012-120 to ensure the protection of the rights and welfare of children.	Conduct regular meetings (at least once every quarter) of the NCCPC to monitor the implementation of PPAs included in the NCCPC Work and Financial Plan.  Comply with the provisions of Section 15 of RA 9344. The NCCPC is functional and it has an allocated budget of more than 1% of the IRA.	NCCPC  NCCPC	January 2022  January 2022	December 2022  December 2022	Fully implemented  Fully implemented	N/A  N/A	Regular meetings of the NCCPC are conducted.  The NCCPC has the following enabling mechanisms: 1. Creation of the NCCPC included in the Navotas City GAD Code; 2. EO for the composition of the NCCPC; and 3. Approved NCCPC Work and Financial Plan.
AAR 2021	15. Various disbursements totaling P66.303 million charged against the LDRRMF were not duly supported with complete documentation, not in accordance with Sections 4(6) of PD No. 1445, hence								



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	casting doubts as to the validity and regularity of the paid claims of the transactions. Further, there were low or non-utilization of excess LDRRMF unexpended balances in CYs 2015 to 2020 totaling P5.452 million. Moreover, various in-kind donations were not properly recorded and accounted in the books of accounts.								
	<i>a. Incomplete supporting documents</i>	We recommend that the concerned City Officials:	Submit a list of prescribed documentary requirements for those items that were utilized by DRRMO.	CDRRMO	March 2022	March 2022	Fully implemented	N/A	The DRRMO, CSWDO and CHO submitted to the COA the list of needed documents.
		a. Submit the lacking documents noted in the LDRRMF utilization to the Audit Team;	Send letter of endorsement to concerned departments for submission of documentary requirements as prescribed, for the items issued to them.	CDRRMO	March 2022	March 2022	Fully implemented	N/A	-do-
	<i>b. Low or non-utilization of excess expended balance of P5.452 million.</i>	We recommended the Management to:	Submit an updated copy of LDRRMFIP.	CDRRMO	March 2022	July 2022	Fully implemented	N/A	Submitted a copy of Resolution No. 14 S. 2022 and LDRRMFIP to the COA and furnished a copy to the Internal Audit last July 5, 2022.
		a. Prepare and submit an updated LDRRMFIP which will ensure timely and relevant utilization of the unexpended balance of the LDRRMF; and							
		b. Revert to the unappropriated surplus of	Prepare adjusting entry.	City Accounting Office	2022	2022	Fully implemented	N/A	Complied with the recommendation of the

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	c. <i>Non-recording and accounting of various in-kind donations in the books of accounts</i>	the General Fund the amount of P2,743,782.00 representing the unutilized balance of the LDRRMF from CYs 2015 to 2017.							City Auditor through JEV No. 031 dated 31 March 2022 (TF). <b>(Annex T)</b>
		We recommended that Management:							
		a. Designate a focal person under the CSWDO who will provide the necessary documents to the CAO including the accounting of all the donations received and balances, to facilitate timely recording;	Designate a CSWDO staff to act as focal person to receive and document all in-kind donations and to submit to the CAO the monitoring reports.	CSWDO	March 2022	March 2022	Fully implemented	N/A	The CSWDO has already designated a Focal Person to receive and document in-kind donations.
		b. Prepare monitoring reports, and make the necessary report within the prescribed period, as provided for by COA Circular No. 2020-009; and	-do-	CSWDO	2022	2022	Fully implemented	N/A	-do-
		c. Hence, comply with the reportorial and monitoring requirement, and submit the required reports as mentioned in COA Circular No. 2020-009, in relation to COA Circular No. 2014-002.	-do-	CSWDO	2022	2022	Fully implemented	N/A	-do-
AAR 2021	16. Non-attainment of GAD objectives to address gender issues and concerns due to: a) under-utilization of GAD Budget for CY 2021; and b) non-operationalized GAD database containing sex-disaggregated data and/or gender statistics. Moreover,								



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	utilization amounting to P21.726 million or 15.72% of the total GAD utilization were not supported with complete documentation casting doubt to the validity and regularity of the transactions.								
	a. <i>Non-attainment of GAD Objectives</i>	We recommended that the Management properly plan their GAD PPAs in order to maximize the utilization of their GAD Funds.	Continue the practice of proper planning and budgeting for GAD PPAs.	GFPS	2022	2022	Fully implemented	N/A	A total of PhP138,200,670.76 of the 2021 GAD Plan and Budget were utilized, equivalent to 7.53% of the City's Annual Budget of PhP1,835,236,457.85 for the year 2021, which is higher than the required 5% Annual GAD Budget.
	b. <i>The non-operationalized GAD database containing sex-disaggregated data and/or gender statistics</i>	We recommended that the Management:  a. Prioritize the institutionalization of the LGU GAD Database by setting-up the appropriate systems and mechanisms that will ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database which will serve as basis in performance-based and gender-responsive planning, budgeting, programming and policy formulation in accordance with Section 36 of MCW and Item No.4.1.A. and 4.B of the PCW-DILG-DBM-NEDA JMC 2013-01; and  b. Streamline the data collections and processing of the necessary information required in the CDCIS and complete the	Process the updating of GAD Database.	CPDO	2022	2022	Ongoing	N/A	The CDC-IS has already been completed and the data is readily available. Currently, we are on the process of updating the GAD Database
			-do-	CPDO	2022	2022	Ongoing	N/A	-do-

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	c. <i>Incomplete documentation of GAD utilization</i>	<p>process for the operationalization of the GAD Database.</p> <p>We recommended that the Management submit the lacking documents supporting the transactions and strictly comply with the provision Section 4(6) of PD No. 1445.</p>	GFPS Secretariat to coordinate with concerned offices with PPAs included in the Accounts Payable and Not Yet Due and Demandable to submit lacking supporting documents.	GFPS	September 2022	September 2022	Delayed	Late delivery of supplies for the implementation of PPAs	Coordinate with concerned offices for the submission of lacking documents.
AAR 2021	17. Out of the City's 18 Barangays, only six or 33 percent have their own Materials Recovery Facility (MRF), while the remaining 12 Barangays or 67 percent have engaged the services of a private junkshop as part of a materials recovery system, in lieu of MRF, which is not in conformity with Section 32 of RA No. 9003. Further, the City has yet to operationalize the constructed alternative centralized MRF for highly built-up areas as provided in its 10-Year Solid Waste Management (SWM) Plan.	<p>We recommended that the City's SWMB:</p> <p>a. Follow-up the installation of electrical wires and provision of a separate transformer to facilitate the full operationalization of the centralized MRF including properly securing the place to avoid possible theft and destruction of property;</p> <p>b. Continue to provide necessary support to component barangays, either financially, technically or in any other manner deemed necessary, in order to achieve the waste</p>	<p>Coordinate with the City Engineering Office the electrical installations and electrification.</p> <p>Request for budget allocation for the operationalization and improvement of the MRF's fence.</p> <p>Assist barangays in the implementation of solid waste management program by encouraging projects on waste segregation.</p>	<p>CENRO, City Engineering Office, LFC</p> <p>CENRO</p> <p>CENRO</p>	<p>2022</p> <p>2022</p> <p>2022</p>	<p>2023</p> <p>2023</p> <p>2023</p>	<p>Partially implemented</p> <p>Ongoing</p> <p>Ongoing</p>	<p>The City Engineering Office is still on the process of updating the electrical plan as per MERALCO inspection report.</p> <p>No budget allocation for the full operationalization and improvement of the MRF's fence for CY 2022.</p> <p>N/A</p>	<p>Followed up with the City Engineering Office for the updated electrical plan. Requested for the necessary budget to implement the revisions in the electrical plan, and for MERALCO electrification.</p> <p>Request for budget allocation for the operationalization and improvement of the MRF's fence.</p> <p>Continuous assistance to barangays in the Environmental Compliance Audit (ECA) for Solid Waste Management. Continuous facilitation of support</p>



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		diversion goal set by the City for the incoming years; and  c. Adopt measures to promote and ensure the viability and effective implementation of RA No. 9003 in the City's component barangays by establishing additional MRF in every Barangay, or cluster with other Barangays, to ensure recovery of recyclable and compostable materials and maximize the benefits derived therefrom.	Take advantage of the partnership with nongovernment organization towards the establishment of MRF in every barangay.	CENRO	2018	2022	Ongoing	N/A	from sponsor agencies such as provision of equipment and technology as part of assistance on the implementation of Ecological Solid Waste Management.  Continuous coordination with Mother Earth Foundation for the implementation of ecological solid waste management programs and activities for all the barangays. (Annex U)
COMPLIANCE WITH TAX LAWS AND OTHER REGULATORY REQUIREMENTS									
AAR 2021	18. Taxes withheld on compensation, percentage and expanded withholding taxes from the employees and contractors/suppliers for CY 2021 amounting to P85.242 million, of which P1.542 million or 1.81% was not remitted to the BIR within the reglementary period, contrary to Section 2.58 (a) of BIR Revenue Regulations No. 2-98, as amended by the BIR Revenue Regulation No.	We reiterated our prior years' recommendations that:  a. Management to remit the full amount of the taxes withheld within the prescribed period pursuant to the said BIR regulations; and  b. Analyze the breakdown and nature of the prior year's undetermined balances of P115,249.31 to facilitate	Ensure remittance of the full amount of taxes withheld to the BIR.  Ensure continuous coordination with the City Accounting Office	City Treasurer's Office  City Treasurer's Office	2022  2022	2022  2022	Fully implemented  Fully implemented	N/A  N/A	As of 16 August 2022, City Treasurer's Office has no pending remittances of Withholding Tax to the Bureau of Internal Revenue (BIR), all remittances has been duly remitted intact on the prescribed period of remittances.  Further, this is to respectfully inform that the schedule of remittances of Withholding Tax emanated

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	11-2018. Thus may result in payment of interest, penalties, and surcharges imposed by the BIR for late remittances.	remittance thereof or proper adjustment, if warranted.	concerning the schedule of remittances.						from the City Accounting Office is the basis of our remittances.  To date (22 Aug 2022), CTO has not received any notice of non-remittance from the BIR.
AAR 2021	19. Inter-Agency Payables consisting of contributions, premiums and loan payments to GSIS, Pag-IBIG and PhilHealth were not remitted intact and within the prescribed period contrary to applicable laws, rules and regulations.  a. Government Service Insurance System (GSIS)  b. Pag-IBIG	We reiterated our prior years' recommendations that the Management to remit the full amount of employees' and government agency's contributions to the GSIS within the prescribed period pursuant to Section 6 (b) RA No. 8291 dated May 30, 1997.  We recommended that the Management:  a. Ensure that Pag-IBIG contributions are remitted on time and in full within the prescribed period pursuant to the HDMF Circular No. 275;  b. Reconcile regularly the records both of the CHRDO and CAO to avoid occurrence of over or under remittance of withheld contributions or loan deductions; and	Ensure prompt and full remittance of employees' and government agency's contributions to the GSIS.  Prompt and full remittance of Pag-IBIG contributions.  Continuous reconciliation of records between the CHRDO and CAO.	CHRDO and City Treasurer's Office  CHRDO and City Treasurer's Office  CHRDO and City Accounting Office	2022  2022  2022	2022  2022  2022	Fully implemented  Fully implemented  Ongoing	N/A  N/A  N/A	As of 16 August 2022, City Treasurer's Office has no pending remittances of Premiums and Salary Loan to the GSIS, Pag-IBIG and PHILHEALTH, all remittances has been duly remitted intact on the prescribed period of remittances.  Further, this is to respectfully inform that the schedule of remittances of Premiums and salary loan are being prepared by the CHRDO and City Accounting Office are the basis of our remittances.  To date (22 Aug 2022), CTO has not received any notice of non-remittance from the GSIS, PAG-IBIG and PHILHEALTH.  The City Accounting Office has an ongoing reconciliation with the CHRDO to avoid occurrence of over or under remittance of



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	c. <i>PHILHEALTH</i>	c. Henceforth, comply with the provisions of Item E (4) of HDMF Circular No. 275 (RA No. 9679) and Section 4 of PD No. 1445.	Constant compliance with the provisions of Item E (4) of HDMF Circular No. 275 (RA No. 9679) and Section 4 of PD No. 1445.	CHRDO	2022	2022	Fully implemented	N/A	withheld Pag-IBIG and PHILHEALTH contributions or loans deductions.
		We recommended that the Management to:							
		a. Ensure that the PhilHealth contributions are remitted on time and in full within the prescribed period pursuant to the above provisions;	Continuous implementation of reconciliation system with the Office of the City Accountant prior to remittances to the concerned NGAs/GOCCs and future development of an in-house premiums remittances monitoring system for the GSIS, Pag-IBIG and PhilHealth.	CHRDO and City Treasurer's Office	2022	2022	Fully implemented	N/A	For the GSIS, the CHRDO ensures that premiums and loans remittances are fully remitted on or before the 10th day of the month as our remittances are being reconciled via GSIS Electronic Remittance File (ERF) Portal in accordance with RA 8291 or the GSIS Act of 1997, its amendments and related rules and regulations.
		b. Reconcile regularly the records both of the CHRDO and CAO to avoid the occurrence of over and under remittance of PhilHealth contributions; and		CHRDO and City Accounting Office	2022	2022	Ongoing	N/A	
		c. Henceforth, strictly comply with the provisions of Section 18 (b) of the Revised Implementing Rules and Regulations of National Health Insurance Act of 2013 and Section 4 of PD No. 1445.	Constant compliance with the provisions of Section 18 (b) of the Revised Implementing Rules and Regulations of National Health Insurance Act of 2013 and Section 4 of PD No. 1445.	CHRDO	2022	2022	Fully implemented	N/A	For the Pag-IBIG, the CHRDO has likewise ensure that all premiums and loan remittances are fully remitted to the agency on or before 15 <sup>th</sup> day of the month as the CHRDO obliged to request to the ICTO to develop and maintain a loan monitoring system to further ensure the accurate remittances of our premiums and loans in accordance with RA 9679 or the Home Development Mutual

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									<p>Fund Law of 2009, its amendments and related rules and regulations.</p> <p>For the PhilHealth, the CHRDO ensures, at all times, that premiums remittances are fully remitted on or before the 15th day of the month to the PHIC as our remittances are being reconciled via PhilHealth Premiums Portal in accordance with RA 7875 as amended by RA 9241 and RA 10606 or the National Health Insurance Act, its amendments and related rules and regulations.</p>

Agency sign-off:

  
**CHRISTIA S. PADOLINA, MD, FPOGS, FPSUOG**  
City Administrator

  
**JOHN REYNALD M. TIANGO**  
City Mayor

Note: Status of Implementation may either be (a) Fully Implemented, (b) Ongoing, (c) Not Implemented, (d) Partially Implemented or (e) Delayed



**City Government of Navotas**

L G U

NO.

100-22-04-298 GJ

Date:

04/30/2022

( ) **Collection**

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

**TOTAL . . . . .**

73,969.30

73,969.30

**Prepared by:**

**Maricel R. Francisco**  
Accounting Clerk

**EVANGELINE F. CRUZ, CPA**  
**City Accountant**

4/29/2022

( / ) Other

## ACCOUNTING ENTRIES

<b><i>Responsibility Center</i></b>	<b><i>Accounts and Explanation</i></b>	<b><i>Account Code</i></b>	<b><i>Amount</i></b>	
			<b><i>Debit</i></b>	<b><i>Credit</i></b>
	Accumulated Depreciation - Office Equipment	1-07-05-021	45,600.00	
	Miscellaneous Income	4-06-01-010	2,400.00	
	Office Equipment	1-07-05-020		48,000.00
	To recognized non-existing/missing PPE with accordance to COA circular No. 2020-006			
	Paid the Book Value by Ms. Rochelle V. Jaraba with OR No. 3362802 dated 2/18/22			
	1 unit Epson Multimedia Projector SR# TWVK4901254			
	Property No. 111-CMO-2014-003			
	<i>Date Acquisition Amount                  Depreciation                  Book Value as of 12/31/2021</i>			
	4/30/15    48,000.00                      45,600.00                  2,400.00			
	TOTAL . . . . .		48,000.00	48,000.00

**Prepared by:**

**EVANGELINE P. CRUZ, CPA**  
**City Accountant**



02/28/2022

( / ) Other

## ACCOUNTING ENTRIES

[illegible]

**City Accountant**

JOURNAL ENTRY VOUCHER  
City Government of Navotas  
L G U

NO. 100-22-04-318 GJ  
Date: 4/30/2022

( ) Collection ( ) Cash Disbursement ( / ) Other

Responsibility Center	ACCOUNTING ENTRIES			
	Accounts and Explanation	Account Code	Amount	
			Debit	Credit
	Accumulated Depreciation - Office Equipment	1-07-05-021	6,835,369.59	
	Accumulated Depreciation - Information and Communication Technology Equipment	1-07-05-031	7,188,677.11	
	Accumulated Depreciation - Communication Equipment	1-07-05-071	5,395,892.42	
	Accumulated Depreciation - Construction and Heavy Equipment	1-07-05-081	2,928,973.68	
	Accumulated Depreciation - Disaster Response and Rescue Equipment	1-07-05-091	31,635.00	
	Accumulated Depreciation - Medical Equipment	1-07-05-111	804,295.84	
	Accumulated Depreciation - Technical and Scientific Equipment	1-07-05-141	14,250.00	
	Accumulated Depreciation - Other Machinery and Equipment	1-07-05-991	2,585,087.51	
	Accumulated Depreciation - Motor Vehicles	1-07-06-011	16,286,199.42	
	Accumulated Depreciation - Furniture and Fixtures	1-07-07-011	410,505.18	
	Accumulated Depreciation - Other Property, Plant and Equipment	1-07-99-991	1,505,104.84	
	Micellaneous Income	4-06-01-010	71,500.00	
	Sales of Garnishd/Confiscated/Abandoned/Seized Goods and Properties	4-07-01-010	605,234.55	
	Loss on Sale of Property, Plant and Equipment	5-05-04-040	3,281,121.39	
	Office Equipment	1-07-05-020		7,195,125.88
	Information & Communication Technology Equipment	1-07-05-030		7,568,111.87
	Communication Equipment	1-07-05-070		6,365,591.08
	Construction and Heavy Equipment	1-07-05-080		3,731,000.00
	Disaster Response and Rescue Equipment	1-07-05-090		33,300.00
	Medical Equipment	1-07-05-110		846,627.20
	Technical and Scientific Equipment	1-07-05-140		15,000.00
	Other Machinery and Equipment	1-07-05-990		2,994,920.00
	Motor Vehicle	1-07-06-010		17,148,888.00
	Furniture and Fixtures	1-07-07-010		459,523.50
	Other Property, Plant Equipment	1-07-99-990		1,585,759.00
	To recognized Auctioned Properties and dropping of the same from the City's Books of Accounts as of March 21, 2022, based on GSO's submitted (IIRUP) received by this office dated April 22, 2022 covered by 3862968 OR No. 3862915 (71,500) and OR No. 3862968 (641,012)			
	Computation on Loss on Sale of Property, Plant and Equipment			
	Book Value as of December 31, 2021	3,957,855.94		
	Less: Miscellaneous Income	71,500.00		
	Less: Sales of Garnished/Confiscated/Abandoned/Seized Good and Properties	641,012.00		
		3,245,343.94		
	TOTAL . . . . .		47,943,846.53	47,943,846.53

Prepared by:  
Maricel R. Francisco  
Accounting Clerk

EVANGELINE P. CRUZ, CPA  
City Accountant



**JOURNAL ENTRY VOUCHER**  
**City Government of Navotas**  
**L G U**

NO.	100-22-04-292 GJ
Date:	4/1/2022

( ) **Collection**

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

[illegible]

**Prepared by:**

**Maricel R. Francisco**  
Clerk

**EVANGELINE P. CRUZ, CPA**  
*City Accountant*



L G U

NO. 100-22-04-031 GJ

Date: 4/1/2022

( ) **Collection**

**( ) Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

[illegible]

**Prepared by:**

**Maricel R. Francisco**

Clerk

**EVANGELINE P. CRUZ. CPA**

**City Accountant**



**L G U**

NO. 100-22-04-018 GJ

Date: 4/1/2022

( ) **Collection**

( ) **Cash Disbursement**

( / ) Other

**Responsibility  
Center**

[illegible]

**Prepared by:**

**Maricel R. Francisco**

:lerk

**EVANGELINE P. CRUZ, CPA**  
**City Accountant**

NO.	100-22-04-018 GJ
Date:	4/1/2022

( / ) Other

**Responsibility  
Center**

[illegible]

**Maricel R. Francisco**  
Clerk

**EVANGELINE P. CRUZ, CPA**  
*City Accountant*



<b>NO.</b>	100-22-04- <del>000</del> GJ
<b>Date:</b>	4/1/2022

( / ) Other

Prepared by:

*MR*  
Maricel R. Francisco  
Clerk

*EV*  
EVANGELINE P. CRUZ, CPA  
City Accountant

( / ) **Other**

### Credit

9,562,599.93

9,562,599.93

**EVANGELINE P. CRUZ, CPA**  
**City Accountant**



NO.	100-22-05-426 GJ
Date:	5/31/2022

( / ) Other

Responsibility Center	Accounts and Explanation	Account Code	Amount	
			Debit	Credit
I	Accumulated Depreciation - Information and Communication Technology Equipment	1-07-05-031	99,338.33	
	Accumulated Depreciation - Military, Police and Security Equipment	1-07-05-101	52,250.00	
	Accumulated Depreciation - Furniture and Fixtures	1-07-07-011	351,444.64	
	Accumulated Depreciation - Other Property, Plant and Equipment	1-07-99-991	381,864.65	
	Government Equity	3-01-01-010	1,074,165.68	
	Information and Communication Technology Equipment	1-07-05-030		144,000.00
	Military, Police and Security Equipment	1-07-05-100		55,000.00
	Furniture and Fixtures	1-07-07-010		1,354,616.30
	Other Property, Plant and Equipment	1-07-99-990		405,447.00
II	Accumulated Depreciation - Information and Communication Technology Equipment	1-07-05-031	7,821.67	
	Accumulated Depreciation - Furniture and Fixtures	1-07-07-011	41,553.52	
	Depreciation - Machinery and Equipments (Jan-Apr. 2022)	5-05-01-050		7,821.67
	Depreciation - Furniture and Fixtures (Jan-Apr. 2022)	5-05-01-070		41,553.52
	To recognize semi-expendable properties from capital outlay base COA recommendation AOM No. 2022-(2021)-016 letter table 3 - Semi-expendable properties were still recorded as PPE .			
	TOTAL . . . . .		2,008,438.49	2,008,438.49

Marice R. Francisco  
Accounting Clerk

**EVANGELINE P. CRUZ, CPA**  
City Accountant

Date: 5/31/2022

( / ) Other

**EVANGELINE P. CRUZ, CPA**  
City Accountant



**JOURNAL ENTRY VOUCHER**  
**City Government of Navotas**  
**L G U**

100-22-05-549 GJ

Date: 5/31/2022

( ) **Collection**

( ) **Cash Disbursement**

(1) Other

## ACCOUNTING ENTRIES

Responsibility Center	Accounts and Explanation	Account Code	Amount	
			Debit	Credit
f	Accumulated Depreciation - Information and Communication Technology Equipment	1-07-05-031	535,633.42	
	Government Equity	3-01-01-010	28,221.58	
	Information and Communication Technology Equipment	1-07-05-030		563,855.00
	To recognize semi-expendable properties from capital outlay base COA recommendation AOM No. 2022-(2021)-016 letter table 3 - Semi-expendable properties were still recorded as PPE .			
	TOTAL . . . . .		563,855.00	563,855.00

**Prepared by:**

*Maricel R. Francisco*  
Accounting Clerk

**EVANGELINE P. CRUZ, CPA**  
*City Accountant*

**JOURNAL ENTRY VOUCHER**  
City Government of Navotas  
LGU

100-22-05-047 GJ

Date: 5/31/2022

( ) Collection

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

Responsibility Center	Accounts and Explanation	Account Code	Amount	
			Debit	Credit
I	Accumulated Depreciation - Office Equipment	1-07-05-021	123,262.50	
	Accumulated Depreciation - Communication Equipment	1-07-05-071	16,283.86	
	Accumulated Depreciation - Furniture and Fixtures	1-07-07-011	232,750.00	
	Accumulated Depreciation - Other Property, Plant and Equipment	1-07-99-991	13,299.05	
	Government Equity	3-01-01-010	27,640.60	
	Office Equipment	1-07-05-020		129,750.00
	Communication Equipment	1-07-05-100		24,487.01
	Furniture and Fixtures	1-07-07-010		245,000.00
	Other Property, Plant and Equipment	1-07-99-990		13,999.00
II	Accumulated Depreciation - Communication Equipment	1-07-05-071	775.42	
	Depreciation - Machinery and Equipments (Jan-Apr. 2022)	5-05-01-050		775.42
	To recognize semi-expendable properties from capital outlay base COA recommendation AOM No. 2022-(2021)-016 letter table 3 - Semi-expendable properties were still recorded as PPE .			
	TOTAL . . . . .		414,011.43	414,011.43

Prepared by:

**Marcel R. Francisco**  
Accounting Clerk

**EVANGELINE B. CRUZ, CPA**  
City Accountant



## L G U

NO.

100-22-05-425 GJ

Date:

5/24/2022

( ) **Collection**

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

Prepared by:

*Cal*  
Maricel R. Francisco  
Accounting Clerk

*[Signature]*  
EVANGELINE P. CRUZ, CPA  
City Accountant

JOURNAL ENTRY VOUCHER  
City Government of Navotas  
L G U

NO. 100-22-04-314 GJ  
Date: 4/29/2022

( ) Collection

( ) Cash Disbursement

( / ) Other

ACCOUNTING ENTRIES							
Responsibility Center	Accounts and Explanation				Account Code	Amount	
						Debit	Credit
	Amortization - Intangible Assets				5-05-02-010	935,750.00	
	Prior Period Adjustment				3-01-01-020	8,607,625.00	
	Accumulated Amortization - Computer Software				1-09-01-021		9,543,375.00
	To recogized Amortization of Intangible Assets as per COA AOM No. 2022-(2021)-019:						
	Audit of Intangible Assets.						
	Computerization of NCH 100-14-09-2511 (Integrated Open-Source Sol. Inc)						
	Date	Amount	Deprecition As of 12/31/21	Deprecition for Jan - Apr. 2022	Total		
	2/6/2018	1,740,000.00	1,363,000.00	116,000.00	1,479,000.00		
	Computerization (B2B)						
	Date	Amount	Deprecition As of 12/31/21	Deprecition for Jan - Apr. 2022	Total		
	2/28/2018	7,446,250.00	5,708,791.67	496,416.67	6,205,208.33		
	Software Development for the Community Data Collection Information System (REVL Sol. Inc)						
	Date	Amount	Deprecition As of 12/31/21	Deprecition for Jan - Apr. 2022	Total		
	6/8/2020	4,850,000.00	1,535,833.33	323,333.33	1,859,166.67		
	Total	14,036,250.00	8,607,625.00	935,750.00	9,543,375.00		

Prepared by:  
  
Maricel R. Francisco  
Accounting Clerk

  
EVANGELINE P. CRUZ, CPA  
City Accountant



NO.	100-22-04-327GJ
Date:	4/30/2022

( ) **Collection**

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

Prepared by:

*M*

Maribel R. Francisco  
Accounting Clerk

EVANGELINE P. CRUZ, CPA  
*EPC*  
City Accountant

### JOURNAL ENTRY VOUCHER

**City Government of Navotas**

**LGU**

## Annex 23

NO. 100-22-03-012

Date: 3/31/2022

( ) **Collection**

**( ) Check Disbursement**

( ) **Cash Disbursement**

(1) Other

## ACCOUNTING ENTRIES

[illegible]

Prepared by:

**AIZA F. DE GUZMAN**  
*Accounting Clerk*

**Certified by:**

**EVANGELINE P. CRUZ, CPA**  
City Accountant



**City Government of Navotas**

L G U

NO. 100-22-02-015

Date: 2/28/2022 3/31

( ) *Collection*

( ) *Check Disbursement*

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

[illegible]

**Prepared by:**

**Certified by:**

**AIZA RODE GUZMAN**  
**Accounting Clerk**

**EVANGELINE P. CRUZ, CPA**  
City Accountant





**AIZA F. DE GUZMAN**  
*Accounting Clerk*

**City Government of Navotas**

L G U

NO. 100-22-03-224

**Date:** 3/31/2022

( ) **Check Disbursement**

( ) **Cash Disbursement**

( / ) Other

## ACCOUNTING ENTRIES

**Prepared by:**

**Certified by:**

**AIZA F. DE GUZMAN**  
Accounting Clerk

**EVANGELINE P. CRUZ, CPA**  
City Accountant



**LGU**

**Date:** 3/31/2022

**( ) Check Disbursement**

( ) **Cash Disbursement**

( / ) Other

[illegible]

**Certified by:**

**AIZA F. DE GUZMAN**  
**Accounting Clerk**

**EVANGELINE P. CRUZ, CPA**  
City Accountant



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS

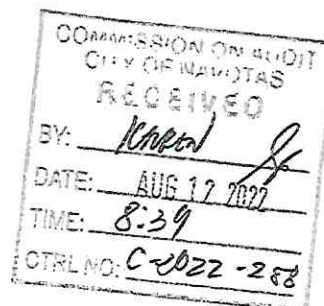


# GENERAL SERVICES OFFICE

9 August 2022

Mr. PERCIVAL I. AROS  
City Auditor  
Navotas

Dear Sir:




The undersigned respectfully submits the Report on the Physical Count of Inventories of the City Government of Navotas as of 30 June 2022 as a result of our actual inspection and inventory of supplies as well as reconciliation on the variances of office records. Also herewith attached are the schedule and photo documentation of said activities.


For your perusal and reference, Sir.

Thank you.

Very truly yours,

  
JAYNE B. RILLON  
General Services Officer

Noted by:

  
CHRISTIA S. PADOLINA, MD, FPOGS  
City Administrator /  
Chairman, Navotas Inventory Committee





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

15 AUGUST 2022

Ms. EVANGELINE P. CRUZ  
City Accountant

Dear Ms. Cruz,

The undersigned respectfully furnishes your good office with the Report on the Physical Count of Inventories as of 30 June 2022 for your reference:

Thank you.

Truly yours,

JAYNE B. RILLON  
General Services Officer

*Jan* 8/15/22  
10:15



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**  
**MEMORANDUM ORDER**

NO. 2022-18

DATE: 8 July 2022  
TO: ALL CONCERNED DEPARTMENTS/OFFICES/UNITS  
RE: PHYSICAL COUNT OF INVENTORIES

---

This is to inform your good office that we will conduct a physical inventory of your supplies based on the attached schedule.

Your cooperation will be greatly appreciated.

Thank you.

  
JAYNE L. RILLON  
General Services Officer



DEPARTMENT	RECEIVED BY:
City Business Permit & Licensing Office (CBPLO)	<i>[Signature]</i> 7/9/22 2:00pm
City Agriculture's Office (CAO)	<i>[Signature]</i> 7/8/22 2:45pm
City Livelihood Office (CLIVO)	<i>[Signature]</i> 7/8/22 2:45pm
Public Information Office (PIO)	<i>[Signature]</i> 7/8/22 2:45pm
Information and Communication Technology (ICTO)	<i>[Signature]</i> 7/8/22 2:45pm
City Planning & Development Office (CPDO)	<i>[Signature]</i> 7/8/22 2:45pm
City Treasurer's Office (CTO)	<i>[Signature]</i> 7/8/22 2:45pm
City Assessor's Office (CAO)	<i>[Signature]</i> 7/8/22 2:45pm
City Local Building Official's Office (CLBOO)	<i>[Signature]</i> 7/8/22 2:45pm
City Budget Office (CBO)	<i>[Signature]</i> 7/8/22 2:45pm
Person with Disability Affairs Office (PDAO)	<i>[Signature]</i> 7/8/22 2:45pm
Navotas Anti-Drug Abuse Council Office (NADAC)	<i>[Signature]</i> 7/8/22 2:45pm
Local Disaster Risk Reduction & Management Office (LDRMO)	<i>[Signature]</i> 7/8/22 2:45pm
City Mayor's Office (CMO)	<i>[Signature]</i> 7/8/22 2:45pm
Internal Audit Office (IAO)	<i>[Signature]</i> 7/8/22 2:45pm
City Environment & Natural Resources Office (CENRO)	<i>[Signature]</i> 7/8/22 2:45pm
City Traffic & Parking Management Office (CTPMO)	<i>[Signature]</i> 7/8/22 2:45pm
Task Force Discipline Office (TFD)	<i>[Signature]</i> 7/8/22 2:45pm
Franchising Permit & Processing Unit (FPPU)	<i>[Signature]</i> 7/8/22 2:45pm
Office of the Senior Citizens Affairs (OSCA)	<i>[Signature]</i> 7/8/22 2:45pm
NAVOHIMLAYAN	<i>[Signature]</i> 7/8/22 2:45pm
Navotas Polytechnic College (NPC)	<i>[Signature]</i> 7/8/22 2:45pm
City Social Welfare & Development Office (CSWDO)	<i>[Signature]</i> 7/8/22 2:45pm
CSWD-NCCPC	<i>[Signature]</i> 7/8/22 2:45pm
CSWD-GAD	<i>[Signature]</i> 7/8/22 2:45pm
City Social Welfare & Development Office (Bahay Pagasa)	<i>[Signature]</i> 7/8/22 2:45pm
Navotas Manpower Training Center Office (NMTCO)	<i>[Signature]</i> 7/8/22 2:45pm
Navotas City Hospital	<i>[Signature]</i> 7/8/22 2:45pm
City Health Office (CHO)	<i>[Signature]</i> 7/8/22 2:45pm

SCHEDULE OF PHYSICAL INVENTORY OF SUPPLIES AND MATERIALS	
1ST SEMESTER, FY 2022	
DEPARTMENT / OFFICE	JULY 11, 2022
CITY BUSSINESS PERMITS AND LICENSING OFFICE	9:00am
CITY AGRICULTURE OFFICE	10:30am
NAVOTAS HANAPBUHAY CENTER	1:30pm
PUBLIC INFORMATION OFFICE	3:00pm
	JULY 12, 2022
INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE	9:00am
CITY PLANNING AND DEVELOPMENT OFFICE	10:30am
CITY ASSESSOR'S OFFICE	1:30pm
CITY TREASURER OFFICE	3:00pm
	JULY 13, 2022
CITY LOCAL BUILDING OFFICIAL OFFICE	9:00am
CITY BUDGET OFFICE	10:30am
PERSON WITH DISABILITY AFFAIRS OFFICE	1:30pm
	JULY 14, 2022
NAVOTAS ANTI-DRUG ABUSE COUNCIL OFFICE	9:00am
CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE	10:30am
OFFICE OF THE CITY MAYOR	1:30pm
INTERNAL AUDIT UNIT	3:00pm
	JULY 15, 2022
CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE	9:00am
CITY TRAFFIC AND PARKING MANAGEMENT OFFICE	10:00am
TASK FORCE DISCIPLINE	1:30pm
FRANCHISING PERMIT AND PROCESSING UNIT	3:00pm
	JULY 18, 2022
OFFICE OF THE SENIOR CITIZENS AFFAIRS	9:00am
NAVOHIMLAYAN	10:30am
NAVOTAS POLYTECHNIC COLLEGE	1:00pm
	JULY 19, 2022
CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE	9:00am
CSWDO-NCCPC	10:00am
CSWDO-GAD	1:30pm
BAHAY PAG-ASA	3:00pm
CITY GENERAL SERVICES OFFICE	JULY 21, 2022
NAVOTAS INSTITUTE	JULY 22, 2022
NAVOTAS CITY HOSPITAL	JULY 25, 2022
CITY HEALTH OFFICE	JULY 26, 2022

July 16 / August 4

August 10, 2022

August 1, 2022

August 4, 2022

August 5 to 2022



CITY BUSSINESS PERMITS AND LICENSING OFFICE (BPLO) - July 11, 2022



CITY AGRICULTURE OFFICE - July 11, 2022



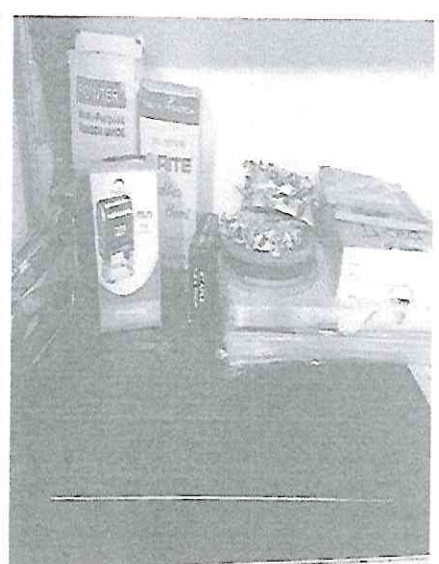
NAVOTAS HANAPBUHAY CENTER - July 11, 2022



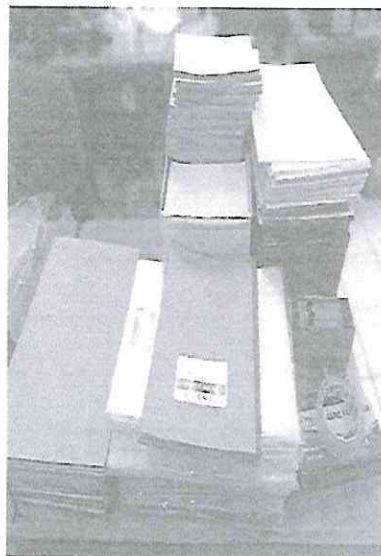




INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE - JULY 12, 2022



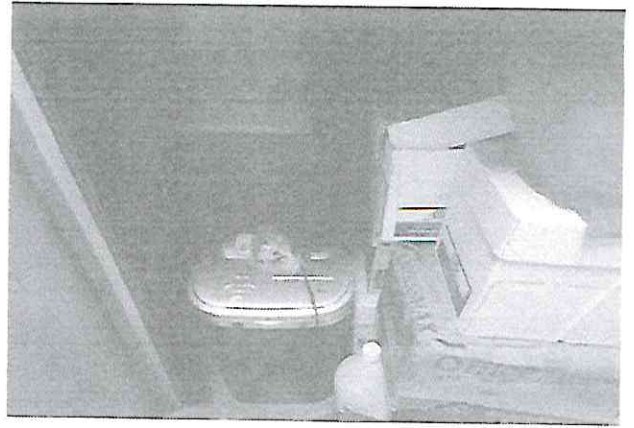
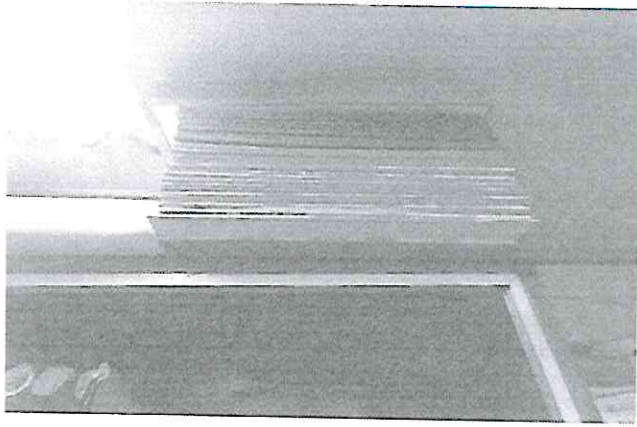
CITY PLANNING AND DEVELOPMENT OFFICE-JULY 12, 2022



CITY ASSESSOR'S OFFICE - JULY 12, 2022







CITY TREASURER OFFICE - JULY 12, 2022





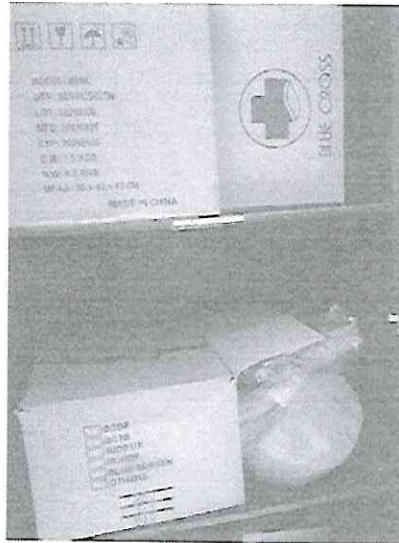


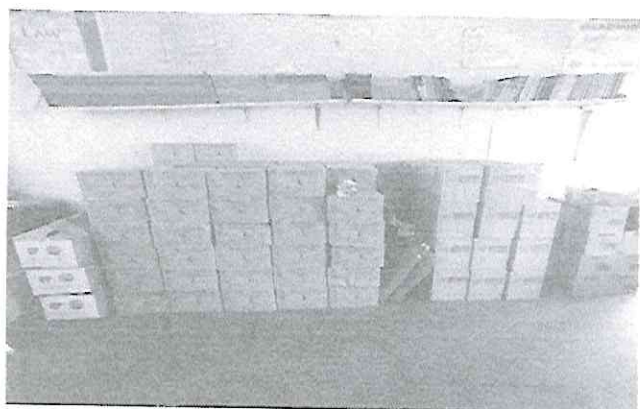
CITY BUDGET OFFICE - JULY 13, 2022





NAVOTAS ANTI-DRUG ABUSE COUNCIL OFFICE - JULY 14, 2022





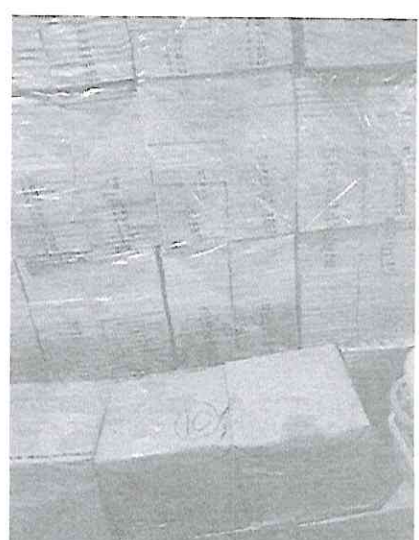




INTERNAL AUDIT UNIT - JULY 14, 2022



CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE - JULY 15, 2022

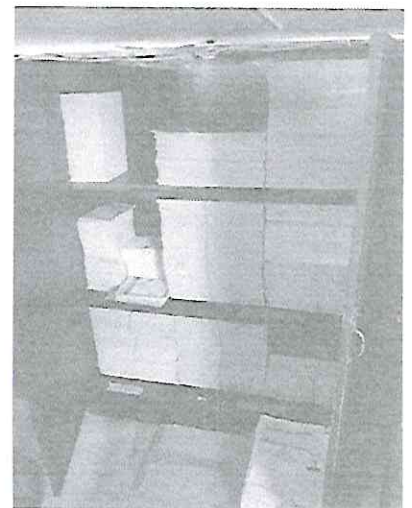
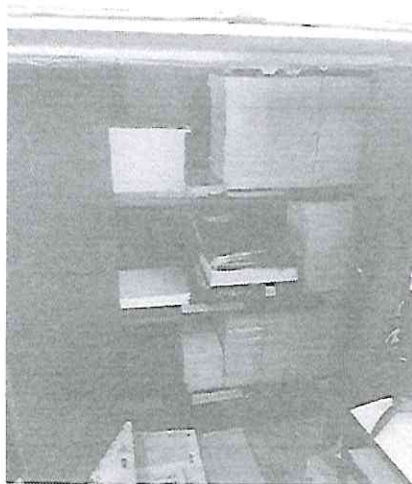
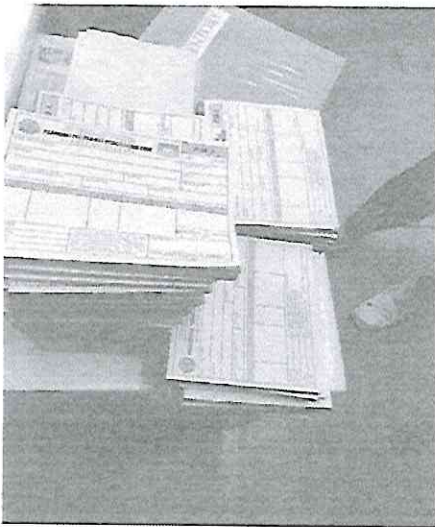




CITY TRAFFIC AND PARKING MANAGEMENT OFFICE - JULY 15, 2022

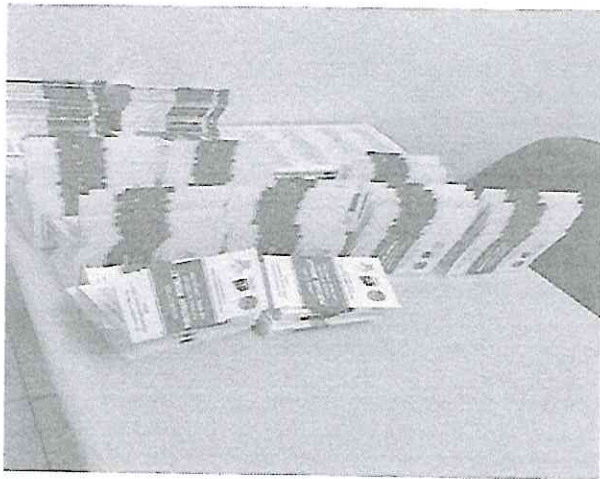


FRANCHISING PERMIT AND PROCESSING UNIT - JULY 15, 2022

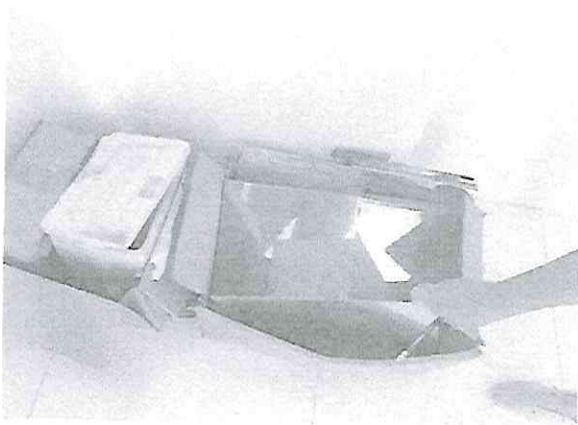
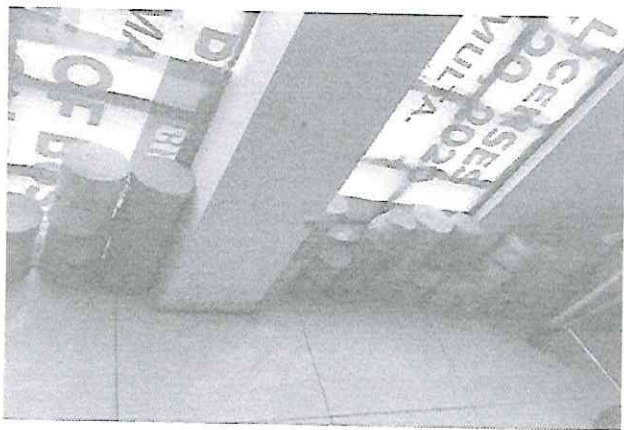




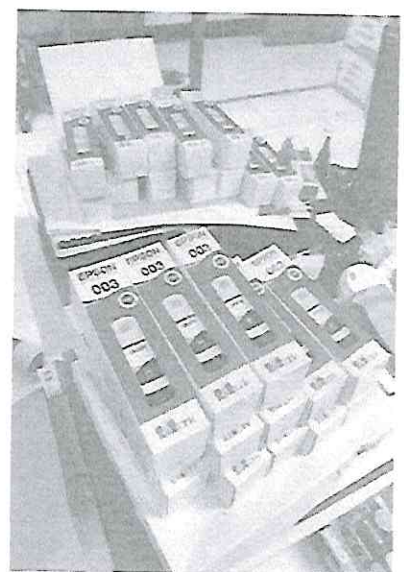
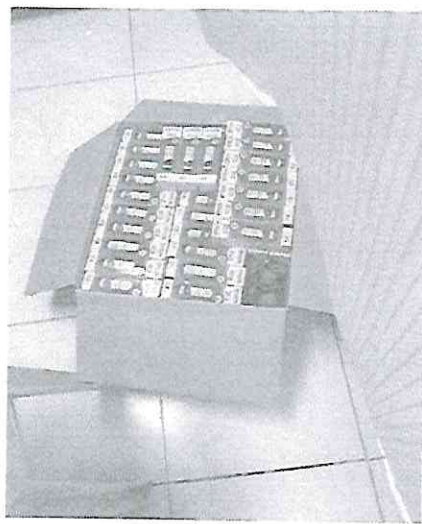
OFFICE OF THE SENIOR CITIZENS AFFAIRS - JULY 18, 2022



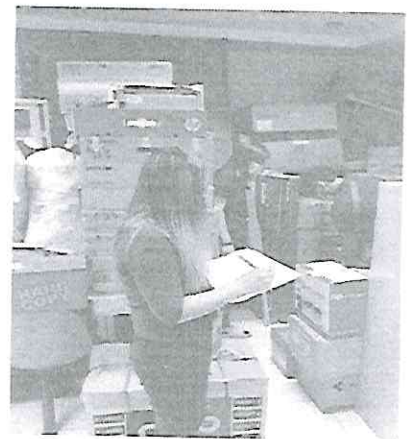
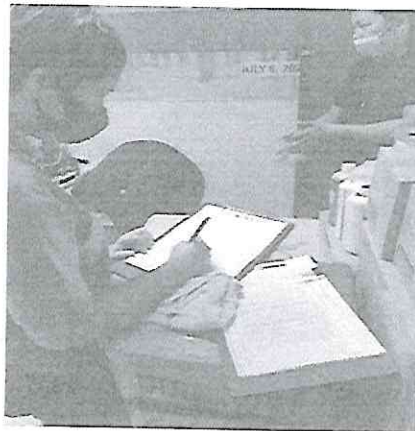
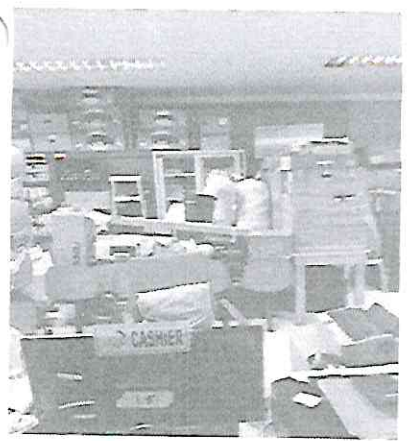
NAVOHIMLAYAN - JULY 18, 2022





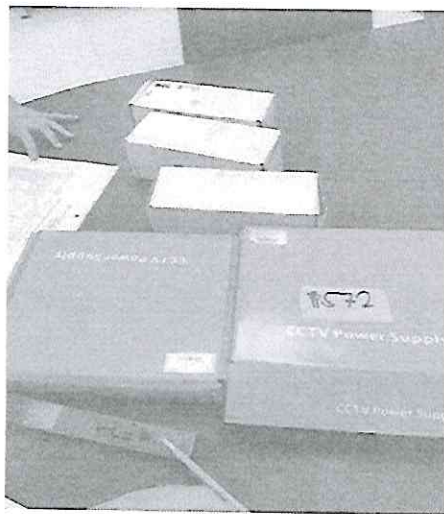
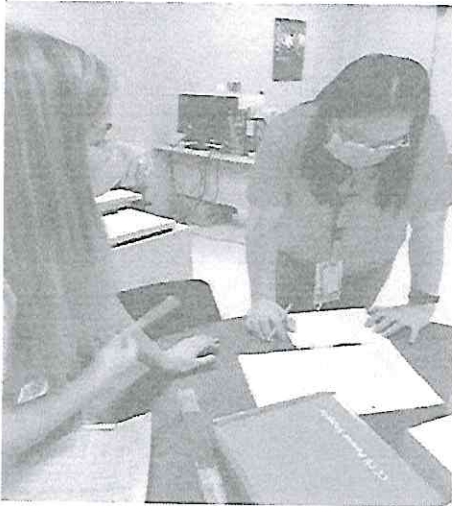




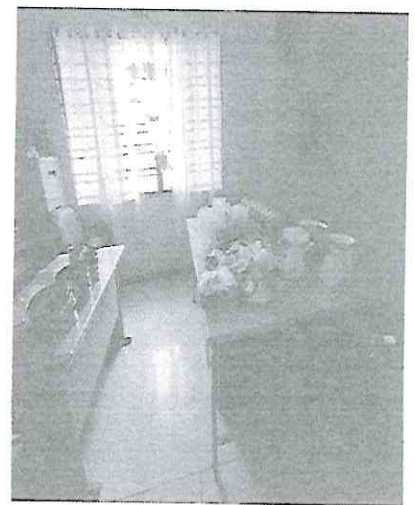
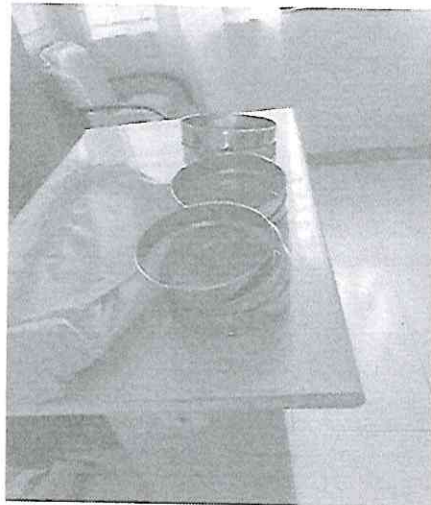




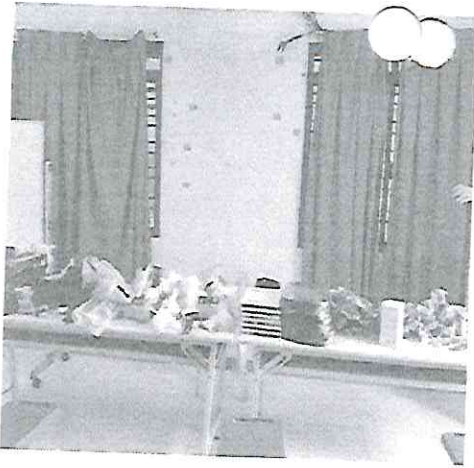
MAIN



ANNEX 1

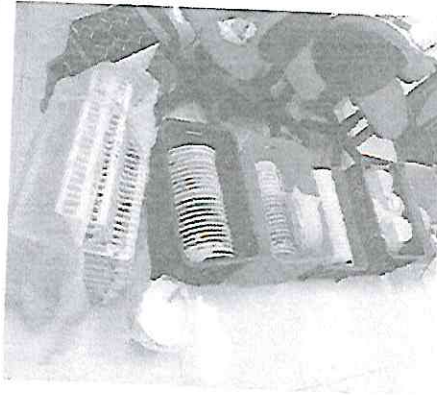






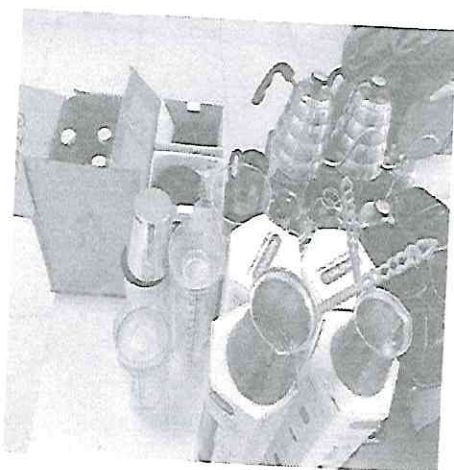
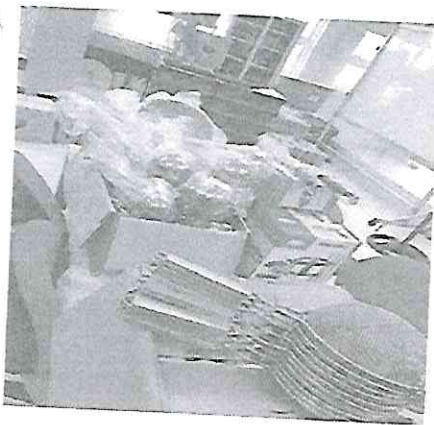


ANNEX 2

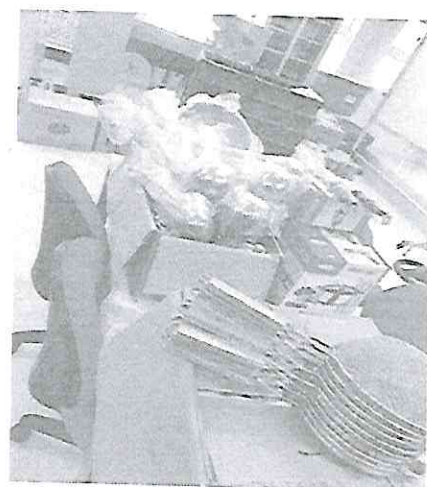
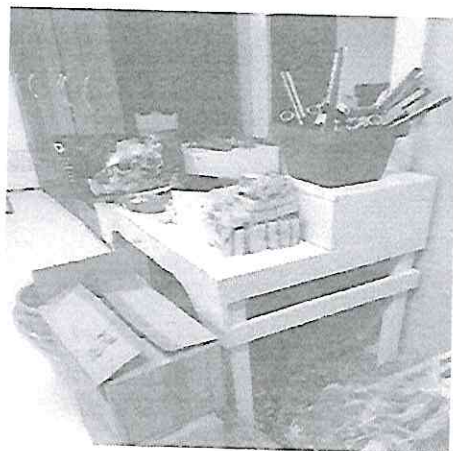
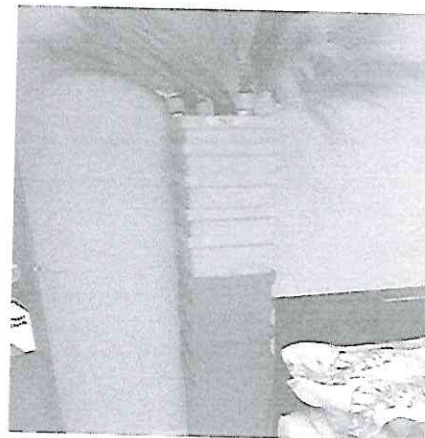




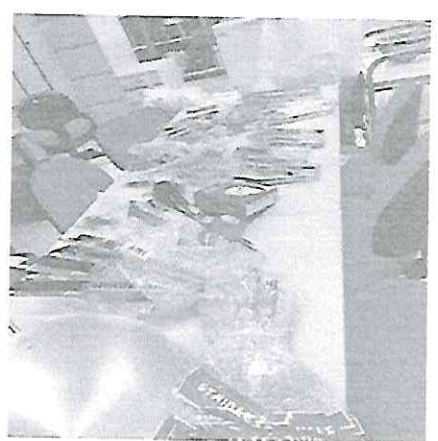
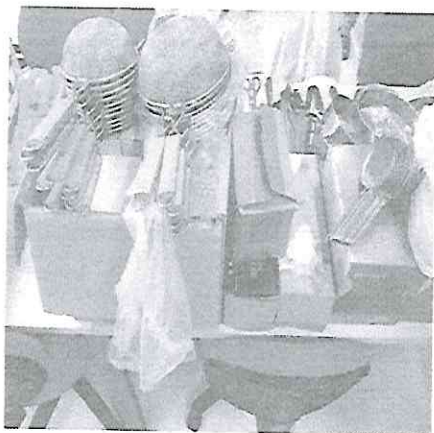
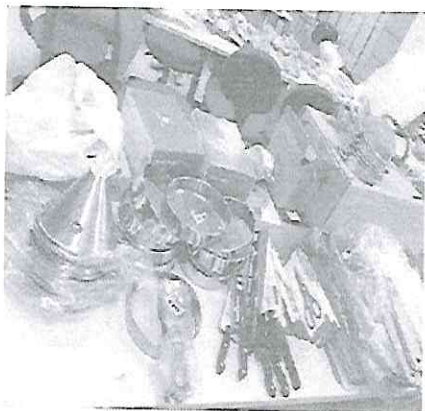








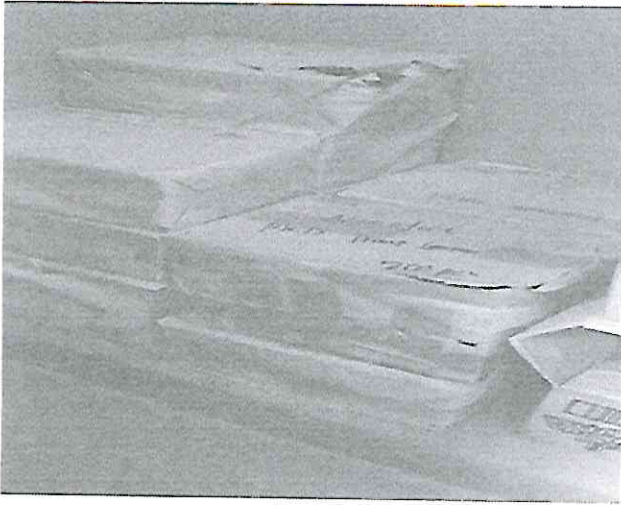




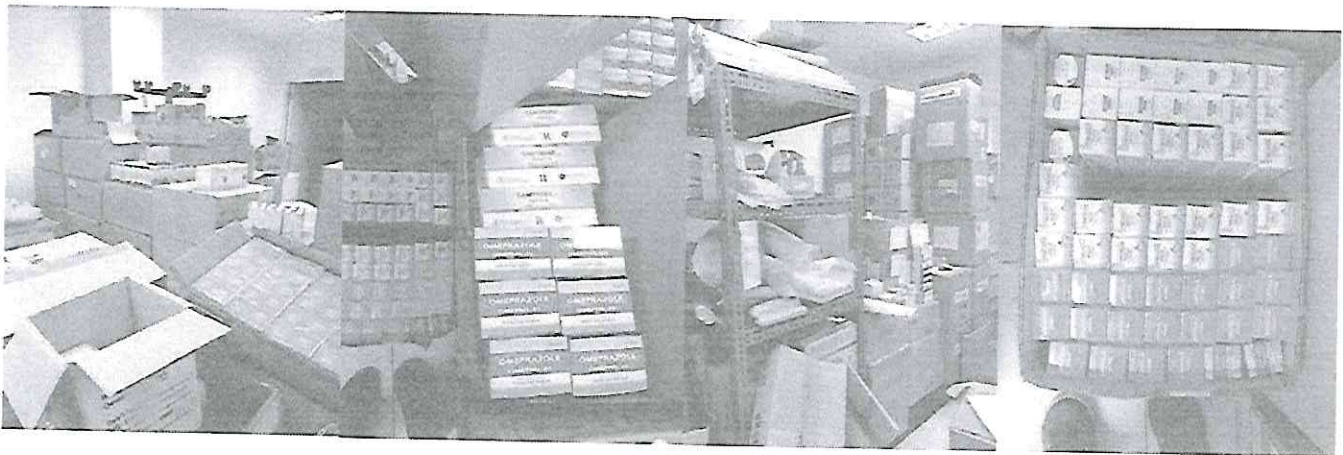




PERSON WITH DISABILITY AFFAIRS OFFICE - JULY 13, 2022



CITY HEALTH OFFICE - AUGUST 5/8, 2022







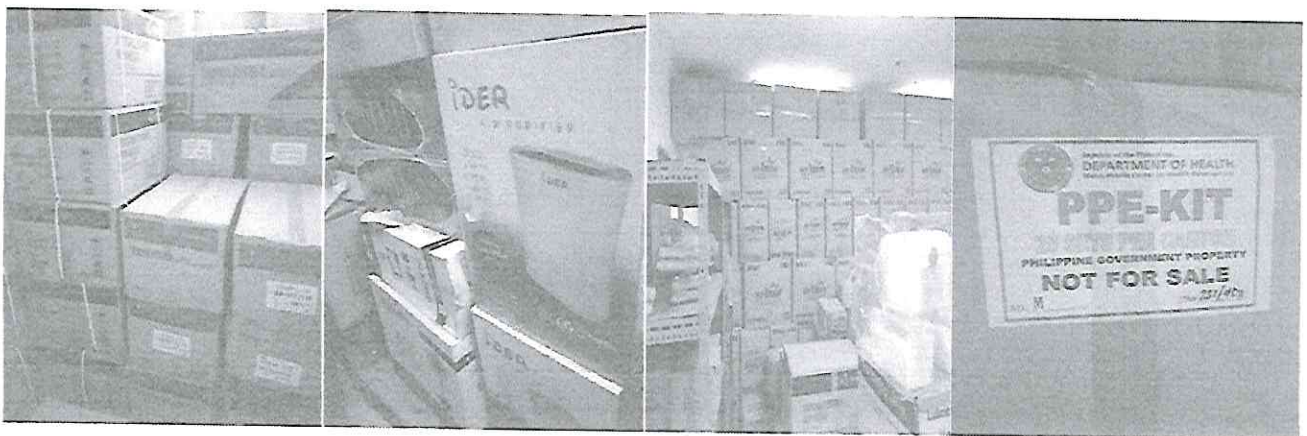




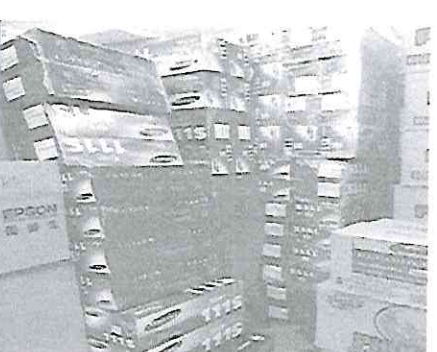
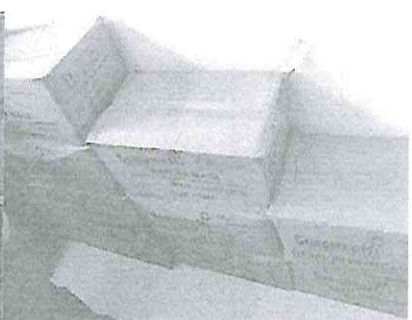
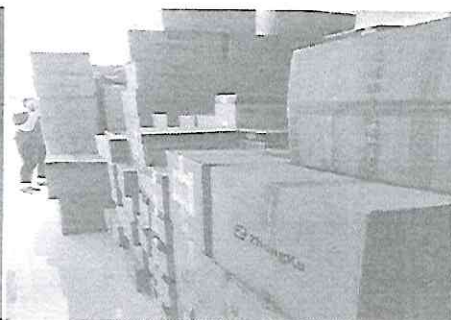
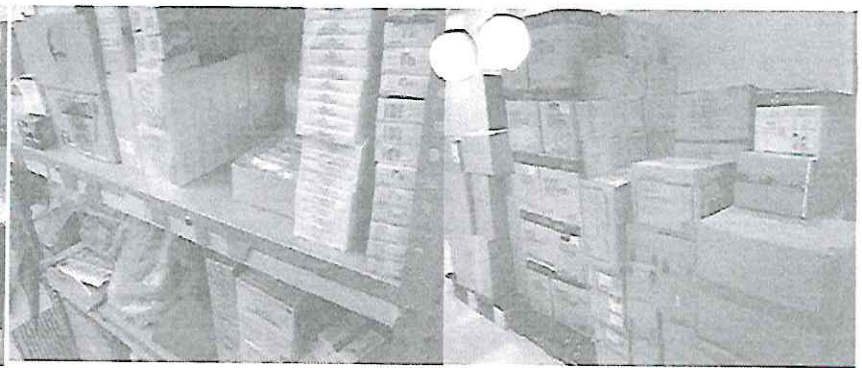
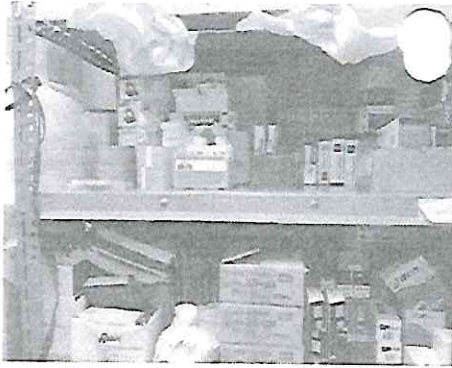
NAVOTAS CITY HOSPITAL – AUGUST 8, 2022



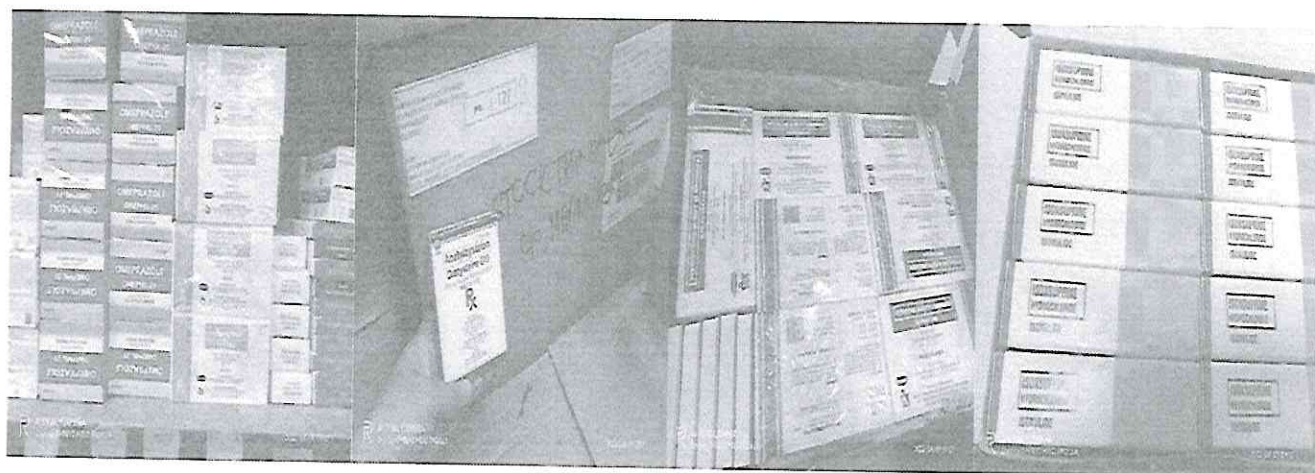




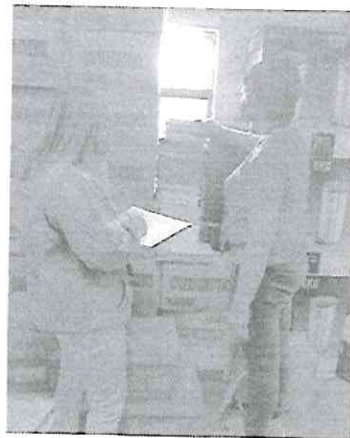






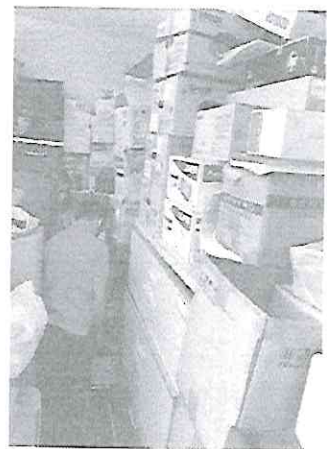
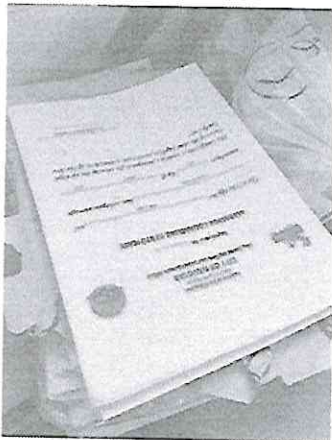
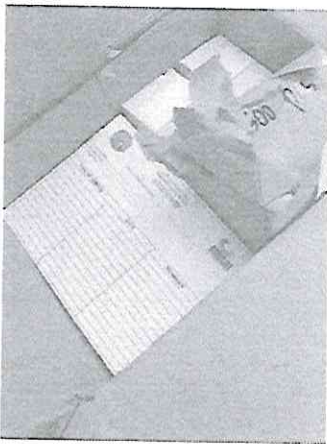


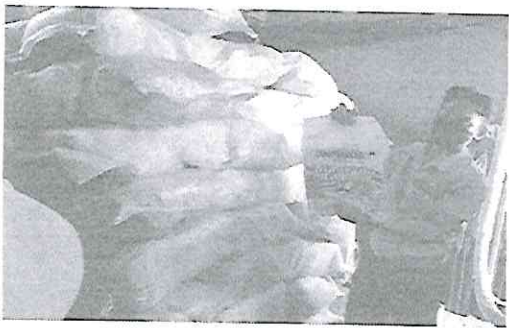
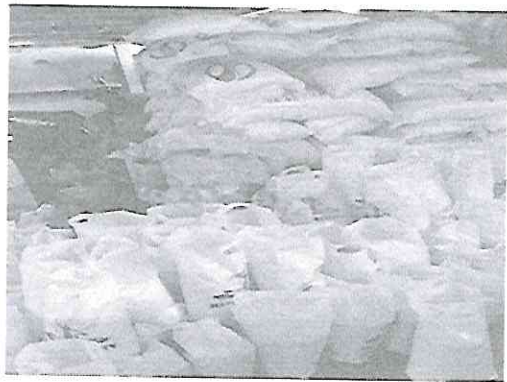
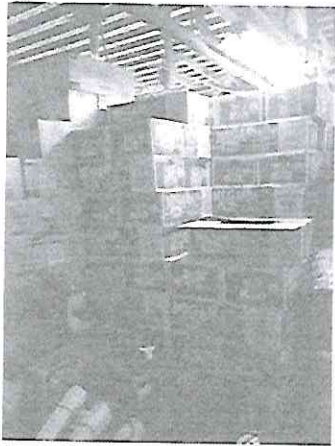
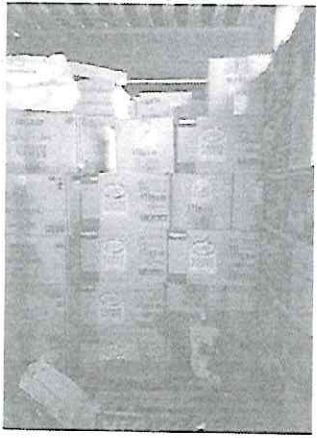
CITY GENERAL SERVICES OFFICE - JULY 21/ AUGUST 10, 2022





CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE- AUGUST 10, 2022









Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



## GENERAL SERVICES OFFICE

### MEMORANDUM ORDER

NO. 2022-15

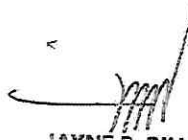
DATE: 16 June 2022  
TO: ALL CONCERNED DEPARTMENTS/OFFICES/UNITS  
RE: RECONCILIATION ON THE REPORT OF PHYSICAL COUNT OF INVENTORIES

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Our office would like to invite you and/or your Supply Officers to a meeting concerning the abovementioned subject on 1 July 2022 (10:00 AM) at the 4<sup>th</sup> floor, Pangisdaan Hall, Navotas City Hall.

Your presence and cooperation are highly enjoined.

Thank you.

  
JAYNE B. RILLON  
General Services Officer

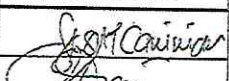
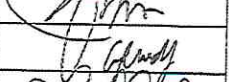
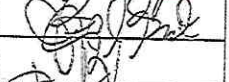
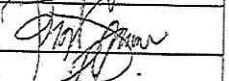


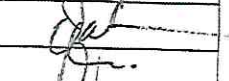
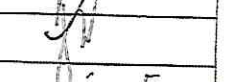
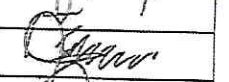

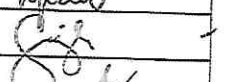





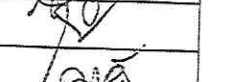

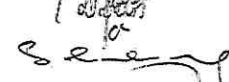











DEPARTMENT		RECEIVED BY:	
1	City Business Permit & Licensing Office (CBPLO)	BEA	06-17-2022 / 10:44 AM
2	City Planning & Development Office (CPDO)	Mid	06-17-2022
3	City Human Resource Management Office (CHROMO)	May	6-17-22 11:00
4	Cultural & Tourism Office (CTourO)	6-17-22 JHOM	
5	Department of the Interior & Local Government (DILG)	- June 6/17/2022	10:49 AM
6	Navotas Anti-Drug Abuse Council Office (NADAC)		
7	Public Information Office (PIO)	dave	6/17/22 10:40 am
8	(ICIO) INFORMATION & COMMUNICATION TECHNOLOGY	Adrian	6/17/22 10:30 am
9	City Livelihood Office (CLIVO)	Yam	6/17 10:55 am
10	Public Employment Services Office (PESO)		
11	City Assessor's Office (CASO)	BRYA	6/17/2022 10:59
12	City Engineering Office (CEO)	Edwin	6/17/2022 11:02 am
13	City Local Building Official's Office (CLBOO)	Anice	6/17/2022 10:58 am
14	City Local Civil Registrar Office (CLCRO)	Dia	6/17/22 10:58 am
15	City Treasurer's Office (CTO)	Yam	6/17/22 10:58 am
16	City Accounting Office (CACO)	Yam	6/17/22 10:58 am
17	City Budget Office (CBO)	JUNA	6/17/22 11:05 am
18	Commission On Audit (COA)	JUN 17 2022	11:09 AM COMA - 182
19	SP Secretariat Office (SPSec)	Shereen	06-17-22 1:50 pm
20	Vice Mayor's Office (VMO)	Rita	June 17, 22 11 AM
21	Bids & Awards Committee (BAC)	KATE	6/17/2022 11:50 am
22	Brgy. Affairs & Community Relations Office (BACRO)		6/17/22 11:50 am
23	Internal Audit Office (IAO)	Chia	6/17/2022 11:11 am
24	Legal Office (LEGAL)	ECCECA	June 17, 2022
25	City Administration Office		
26	City Mayor's Office (CMO)	JUN 17 2022 11:10	Temp
27	Command & Action Center Office (CCTV)	Shereen	11:11 6/17/22
28	Local Disaster Risk Reduction & Management Office (LDRMO)	Shereen	11:11 6/17/22
29	PDAO	Shereen	6/17/2022 2:08 pm
30	City Environment & Natural Resources Office (CENRO)	NORVILLE	6/17/2022 11:21 AM
31	Task Force Discipline Office (TFD)	CHARL	6-17-2022 11:44 AM
32	City Traffic & Parking Management Office (CTPMO)	KAT	6-17-22 / 11:21 AM
33	Navotas Post Office (NPostO)		
34	Public Attorney's Office (PAO)		
35	City Social Welfare & Development Office (CSWDO)	Shereen	6-17-2022
36	City Social Welfare & Development Office (Bahay Pagasa)	Shereen	6-17-2022 2:15 pm
37	Franchising Permit & Processing Unit (FPPU)	Shereen	06-17-2022
38	Commission on Election (COMELEC)		
39	OSCA	Shereen	6-17-2022
40	City Library Office (CLibO)	Shereen	6-17-2022 11:30 AM
41	City Agriculture's Office (CAgO)	Shereen	6-17
42	Navotas Fire Station (FIRE)		
43	Navotas Police Station (POLICE)		
44	City Health Office (CHO)	Shereen	6-20-22
45	Health Center per Brgy.		
46	Local School Board (LSB)		
47	Housing Administrative (HA)		
48	Navotas City Cemetery		
49	Navotas Manpower Training Center Office (NMICO)		
50	Navotas Polytechnic College (NPC)	Shereen	6/17/22 11:30 AM
51	Navotas City Hospital	Shereen	6/17/22 11:30 AM




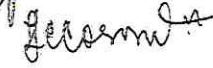

















52. Local ARTA

TIN 06/17/22



# ATTENDANCE JULY 1, 2022

OFFICE	NAME	SIGNATURE
BAC OFFICE	KATRIN MAE CAUINIAN	
NCU	TERESA R. OSETE	
OLG - Navotas	Cherry Mae Fernandez	
Local ARIA	Cristine Joy Beldad	
Navotas Institute	Priscilla M. Lanza	
CENRO ROY DE JALIX	ROY D.C. JAVIER	
TPD	LORRAINE B. BERNARDO	
TPD	MARKUDDO B. BERNARDO	
ICTO	Kaiser John Alorzo	
CPMD	Carleen E. Popuiz	
MPAC	CHRISTIE L. PANGLOS	
NACE	MARRVIN FLACU	
DURUM	ANTHONY LUIS	
INTERNAL AUDIT UNIT	CHELA M. PADILLA	
ASSESSORS OFFICE	JOSELYN DLESTY	
CPDU	Jeanelle Paloma	
PPU	Wilfreda M. Escala	
BPLD	JANIELYN ASULA	
KESSOR	JOHN MICHAEL PAVU	
ASSESSOR	BRYAN ALONSO	
BUDGET	ALYNIA MARIE IGNACIO	
OSCA	Nikki Jane Cruz	
PDAD	Dimple Acunacion	
NPL	Val	
KEELY	maria kelly	
NOL	YAN MACAM	
BACRO	ASHLEY ZALATE	
CH	GENEVA NITA	
CAO	DANIEL MARI ALMARE	
LBU	PACHEKI DE	
BFA	DRIAN JAY TORRES	
L R R	Michael Sy	
ACCOUNTING	ARZA F. DE GUSMAN	
CAgo	Cherry Lanza	
CAgo	OLARIEMIANE DEACONUT	

OFFICE	NAME	SIGNATURE
Narohimlagan	Jessa Debara	
ICTO	Gredy Dela Paz	
NEH	TRACENO ROBLES	
NCH	LIEZL JEREMY CORONEL	
pw	Magulka Sangu	
CHHO	MR. CONCEPCION IBAYAN	
Acctg	Evangelina P. Cruz	
Legal	Jessica Nuestro	
Qum	Jay Daura	
Sp. Sec	Ferdie Nakasabut	
DVM	Catalina Padilla	
CPDO	LAWRENCE SANTOS	
CAO	Denzel Cruz	
CAO	Roniel Francisco	
CSO	Suzana N. Gonzales	
QWDO	Jeffy A. Galang	
CSWDO	Ronald G. Berman	
CSO	Winston Trancie	
CSO	PAUL CHRISTIAN C. SANCED	
CSO	Christyl Apple M. Jaime	
CSO	Jayne Banayad	



**INVENTORY COMMITTEE  
KATITIKAN NG PAGPUPULONG**

PETSA AT ORAS : July 1, 2022 (10.00 ng umaga)

UKOL SA : Reconciliation on the report of physical count of Inventories

MGA DUMALO : Jayne B. Rillon  
SECRETARIAT INVENTORY COMITEE

Apple Jaime  
STAFF, GSO

Winston M. Trangia  
STAFF, GSO

EVANGELINE P. CRUZ, CPA  
City Accountant

Supply Officer  
All department's

MGA TINALAKAY :

PANGALAN	TALAKAYAN
Jayne B. Rillon	<ul style="list-style-type: none"><li>- Yung tinutukoy natin dito, nagkaroon na tayo ng meeting nito via zoom, consumables items na hindi agad na utilized at meron natitira sa inyong mga opisina after nung isang event or after ng trainings. Napag usapan natin before na yung office supplies sa GSO na po ito so wala pong problema don pero pinili namin i invite lahat ng offices kasi gusto namin hindi pa kayo required na may i submit na ssmi, ris, rpci in the future just in case baka meron po kayong ipapa deliver na consumables item alam niyo na po kung papaano ba dapat ni re report yung utilization nito para hindi tayo nag kakaroon ng variances, Good Morning po Tita Eva.</li><li>- Bakit ba natin ito ginigawa ulit for 2 consecutive years meron po tayong aom</li></ul>

	<p>(Audit Observation Memorandum) from COA regarding nga dito sa variance o hindi magkatugma ang balance ng ating inventory sa gso at sa accounting office, bakit ba nangyayari ito ? Because aminado po tayo na hindi lahat ng opisina ay nag sa submit kahit ilang ulit na po kaming nag re remaind sa bawat opisina thru a memorandum thru call thru message sa ating GC na mag submit po tayo monthly ng ating ssmi at ris kailangan po kasi bago kami mag bawas sa aming stock card at inventory ng any item meron po kaming basis.</p> <p>- Lahat naman po yata dito karamihan ay supply officer ? kayo po yung importante na andito ngayon dahil kayo po yung gumagawa ng , mamaya mag kakaroon po tayo ng remainders kung papaano ba yung step by step process kung paano ba yun gawin. Pero bago po yun ipakita ko muna kung gaano kalaki yung variants po na nakita ng COA sa aming reports as of December 31 2021, sa drugs and medicine for distribution as per records ng GSO P954,283.90 yung total amount of supplies na nasa inyong mga opisina supposedly so yun po yung ni report niyo sa amin na onhand ninyo pero naka record po sa accounting office na meron pa po kayong P49,905,099.33 so napaka laki po ng hindi na de declare kung paano niyo po na utilized na distribute or na consumed yung mga items na ito, paano ba nag kakaroon ng ganitong variants? Nag usap kami kanina ni Ms. Aiza siya po ang nag me maintain ng stock cards sa accounting office at si Apple naman nag ma maintain ng stock cards sa GSO kung paano siya nang yayari sempre nag simula tayo sa 2021 na meron ng malaking variance pero kahit nag call na po kami ng attention ng mga opisina na mag submit ng proof of distribution, proof of utilization or certification man lang na wala na sa opisina nila ito, hindi parin</p>
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<p>Evangelina P. Cruz</p> <p>Jayne Banayad</p>	<p>nakakapag bigay. Ang naisipan naming gawin identify na po namin base doon sa inyong I sa submit na RPCI sa june at ang deadline nito July 8, ini expect po naming lahat ng opisina ay mag sa submit na ng RPCI. Lahat tayo sa ay familiar naman, ang RPCI ay sina submit po iyan quarterly first Friday of exceeding quarter naka reflect sa RPCI kung anong onhand ninyong items kung lahat po kayo ay nakapag submit na niyan mag co conduct po kami ng actual inventory sa bawat opisina para I verify kung yun lang talaga yung items at quantity na nasa opisina po ninyo.</p> <ul style="list-style-type: none"><li>- Once na ma verified po iyan ng GSO ang gagawin po ng GSO Staff at ni Accounting office I co compare nila sa existing stock cards, kung ano yung hindi niyo na reflect na nagamit na pala pero naka reflect samin na nadeliver sa inyong mga opisina para ang gagawin niyo kung mag a agree si accountant for example itong drugs and medicines sa laki po nian imposibleng isang buwan lang ay ma consumed niyo yan hihingin lang po namin sa inyo ay any proof of distribution na certified ng inyong department head kung sino sino yung naka received po nian kung saang event ginawa kung meron po kayong acknowledgement receipt hindi man po RIS para lang po meron kaming basehan na may bawas na po sa aming stock cards. Okay napo kaya yun tita hindi siya in a form of SSMI and RIS?</li><li>- Diba ni received yan ng mga doktora or somebody or inventory custodian sa health center paano din nila na disposed un kasi sa halaga na iyan napaka material difference kasi so dapat meron din silang supporting documents as proof of evidence.</li><li>- Kahit hindi na po in a form of SSMI nad RIS?</li></ul>
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<p>Evangeline P. Cruz</p> <p>Jayne B. Rillon</p>	<p>Inventory kung hindi man isang tao lang kasi karamihan po talaga yung PPE'S po natin bukod na usapin dito yun. Yung PPE'S minsan ang accountable ay yung contractual employee pag umalis siya hindi na po natin mahahabol mas maganda talaga ang isang opisina meron talagang isang designated supply officer na siya yung nakakaalam kung ano ano yung equipment na nandoon sa loob ng opisina kabisado niya, kasi kami isang tao lang din ang nag hahawak nian napakahirap din para sa kanya na ma identify lahat ng yon sa dami po ng delivery po natin bawat supply officer ay nakikiusap kami na seryosohin po natin yung task na ito. Kailangan po tama accurate yung sina submit samin na report, mamaya uulitin natin yung step by step process kung paano ba yung pa de declaring mga na received niyong items at kung paano ito na consumed.</p> <ul style="list-style-type: none"><li>- Pwede ka kaya mg memo kay mayor na yung mga designated supply officer and inventory dun sa PPE ay dapat siguro ay permanent position para maging accountable silakung ano man yung.....</li><li>- Isa isahin ko po yung iba pang items, yung ibang items naman jan mas mataas naman yung declared sa akin kesa sa accounting ang problema naman jan ang possible reason hindi pa siya bayad kasi ang GSO nasasama po naming siya sa stock card once delivered ang accounting office po sinasama siya sa stock card nila once paid ibig sabihin pag mataas and naka declare sa GSO kesa sa accounting baka hindi niyo pa siya nababayaran.</li><li>-</li><li>- Sa other supplies and materials mas mababa din yung sa accounting office supplies almost same naman konting konti lang yung difference accountable</li></ul>
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	<p>forms 3million samin 6 million don and so on.</p> <ul style="list-style-type: none"> <li>- Ano pa yung may malaking difference other supplies and materials inventory 359,000 ang gagawin po natin yung next natin gagawin to remind you on process flow kung paano siya dapat gagawin. Next po isa isahin natin yung mga concern's at kung papaano natin siya I a address magbibigay kami ng isang example dito sa accountable form ang naka declare na quantity sa CTPMO sa kanila meron 102 na hindi na declare na utilized na pala maliit lang sia pero pag nag once na kasama po iyan dadami at dadami yung ating diference doon sa dini declare na cost of available supplies sa atin dapat talaga lahat ma reflect natin pag dumating na para mabawas natin dun sa ating supplies also may mga time po na mag kaiba yung mga cost pero same item pag ibahin niyo ng row kasi magkaiba yung presyo kunyari po sinama niyo doon sa OBR nung unang deliver at 50 pesos yung seccond delivery 60 pesos ang ginawa niyo pinag sama yung unang quantity nung dalawa hindi na agad kami mag tutugma ni accounting pag binawas namin sa total nung 50 pesos yung consumed ibig sabihin 10 pesos kung ilan yung deliver don na consumed kunyari may sampu doon sa 60 pesos may 600 ddifference na agad kami ni aiza. Dapat same item mag kaiba ng presyo pag ibahin niyo ng monitoring kung paano siya na consumed ganun din po sa mga polo shirts very important po yung ating mga receiving copies pati po iyan ay hinahanap.</li> <li>- Reminder ito po yung aming monitoring ginawa po naming dati pang kalahatan na memo reminding offices to submit, sabi ko ngayon every month na kaming mag le letter once na hindi po kayo mag submit</li> </ul>
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	<p>on the due date mag re remind kaming mag re remind sa specific office na hindi nag submit ng kanilang report bukod don sa magkaroon tayo ng re-appointment kung sino dapat supply officer sa bawat opisina eto po every month narin po. Mag kaibang mag kaiba talaga yung report namin kasi kung wala kayong I sa submit walang kaming basehan ng ibabawas.</p> <ul style="list-style-type: none"><li>- Una nating gagawin pag meron tayong approved p.o ipapa deliver po natin to, tapos i submit po agad natin yung mga signed na delivery receipt at sales invoice ipada sa amin para magawan agad ng AIR tapos i signed din agad yung AIR prepared by GSO at ibalik agad samin then i rerecord po namin iyan sa stock card ng all newly delivered items. Hindi ko p o alam tita (Eva) kung ok lang i add sana para mas monitored ng bawat opisina kung turuan mag maintain ng stock card or hindi baka mas magulo sila. Samin kasi mas madali naming makita, diba meron kaming shine sa inyong Google link ng mga inventory naming ng supplies kung makikita niyo yung office supplies ng GSO si Bem yung naga me maintain bago po kayo mag PR pwede niyong I review kung meron naba kaming existing para hindi na kayo mag PR. Every time na may ilabas babawasan yan sa specific na stock card don niyo kasi makikita na kahit same item pero different amount kung papaano naming mino monitor yung labas pasok nung specific item kung gusto niyo gayahin iyon pwede kayo mag punta kay Bem or Apple para mas madali po sa inyo na malaman agad kasi meron talaga ditong mga opisina na wala talagang stock room or malayo yung stock room kahit malayo yung stockroom niyo andito kayo sa cityhall alam niyo agad kung meron kayo sa stock room niyo.</li></ul>
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<p>Evangelina P. Cruz</p> <p>Jayne B. Rillon</p>	<ul style="list-style-type: none"> <li>- Kung nasa inyo items gumawa po kayo ng RIS eto po yung proof na na received na po na utilized na yung inyong supplies.</li> <li>- I record niyo naman lahat ng RIS na inissue for the whole month I re reflect niyo iyan sa SSMI niyo.</li> <li>- Pag na submit niyo yan sa amin ibig sabihin mas madali sa inyo malaman kung ano nalang yung available niyong RPCI, kasi yung RPCI for example yung December 31 2021 ibabawas niyo lang doon yung consumed items January to March ganun lang naman siya kung meron pong newly delivered items for the year idadagdag niyo lang din sa RPCI,</li> <li>- Mag co conduct narin po ang GSO ng actual inventory every july and January based doon sa sinubmit niyong RPCI as of June and December para talagang updated tayo at ma ko call out yung attention hindi siya tumatagal ng isang taon bago pa pagawan ng report sa inyo every semester nag re reconcile po tayo ng record.</li> <li>- Yung SSMI and RPCI meron ba kyong format? Suggestion ko lang after this meeting tapos sa susunod na parang may practice tapos co comply nila para malaman kung naiintindihan nila yung dini discuss natin, para pag may mali o meron silang question na I cocorrect every now and then pag meron kayong question call niyo lang attention meron naman siyang staff para smooth lang yung ating inventory.</li> <li>- Once na mag submit kayo ng RPCI as of July 8 I inventory po yan ni apple on july 11 to 15 pag tama ang inyong dineclare mag co compare na po si apple at aiza kung alin yung hindi niyo an declare na consumed na ibibigay samin mismo sa inyo yung listahan na yon at kailangan niyo kaming bigyan ng SSMI with RIS and</li> </ul>
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	<p>letter saying bakit hindi iyon declared nung buwan na dapat na declared siya.</p> <ul style="list-style-type: none"> <li>- (question from staff hindi narinig sa mic)</li> <li>- Yun talaga yung possibility na consumed na talaga lahat yan.</li> <li>- Kung wala talaga kayong supplies pero may naka reflect sa amin ibibigay naming sa inyo yung listahan na yon na supposedly na reflect pa sa inyo kung wala ka talaga bibigyan niyo kami ng SSMI and RIS or acknowledgment receipt kung hindi kayo nakapag pa pirma doon sa tao na pinag bigyan niyo para lang my basis kami na talagang wala na kayong supply kasi lumalabas sa amin marami pa bawat opisina kaya nga pinatawag na namin kayong lahat kasi last nating meeting lahat kayo nag sasabi wala na kayong supplies sa offices ninyo pero based doon sa aming records meron pa, gawan na po natin ng paraan gawan na natin ng documentary may mga supporting documents na kayong ibibigay sa amin para mabawas na natin ito. Pero buwan buwan talaga naming kayong kukulitin hanggat hindi tayo nag tutugma kukulitin naming kayo na mag submit</li> <li>- Kami nag me maintain din kami ng master list para yan ang aming basis ng mga delivered naming na items bukod sa stock card namin.</li> <li>- Yung mga double recording kasi mga same item pero different cost.</li> <li>- Kayo din po advise naming I monitor per p.o para mas madali kasi ganun din naman mag record sa accounting office</li> <li>- Kapag may sinubmit po kayo sa amin na SSMI binabawas naming sa stock card naming per item pag wala kayong sinubmit na ssmi andon lang siya nasa stock card lang namin siya.</li> <li>- Ang purpose talaga nito ay mag karoon tayo ng open communication hindi na para mag sisihan tayo kung bakit umabot</li> </ul>
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<p>Aiza</p> <p>Jayne B. Rillon</p>	<p>sa ganyan pero sana puro solutions yung pagtutulungan natin. Sana mas magsimula tayo ng maayos na record kasi hindi talaga naming yan kayang tanggalin sa record sa opisina niyo hanggat hindi kayo nag sa submit ng basis.</p> <ul style="list-style-type: none"> <li>- Eto po yung mga nakikitang....bilang taga hawak ng supplies ledger card sa accounting sa NHC kasi yung SSMI ng Hospital naka labo tayo diba Sir Keeno nasabi ko na nung nakaraan na dapat per p.o per supplies kasi nalilito ako hindi ko siya alam kung saan ko siya tatanggalin.</li> <li>- Sa voucher may mga pina process ng voucher dito?</li> <li>- Si mommy G kasi yung nag process ng voucher tinatanong niya ako, may instances na deliver na siya January 2021 na entryhan namin siya January 2022 walang naka attach na SSMI worth 1M pag nag process po kayo ng voucher palagyan nap o ng SSMI hanggat maari nagagamit nap o yung item na yon para pag dating sakin ng voucher hindi na ako nangungulit na ito po ba nagamit na? yun po kasi ang ginagawa namin, ginagawa ng GSO ginagawa ng accounting para matanggal kasi pag hindi kayo nag pasa ng SSMI hindi namin sila matatanggal lalaki ng lalake po iyan.</li> <li>- Once deliver sa inyo kailangan naka reflect na, magkaiba kami ng accounting sila once paid samin once delivered irerecord na. sabay tayo ng GSO para mas maganda naman na naka declare satin kesa mas malaki yung naka declare sa kanila tapos hindi pa pala siya nagagamit.</li> <li>- Mas maganda yun sa voucher niyo I attach nio na yung pinaka recent SSMI para hindi na niya i match kung saan ibabawas sa dami ng supplies sa dami ng magkakahiwalay mahirap din for the accounting office na ng huhula sila saan p.o kaya ito.</li> </ul>
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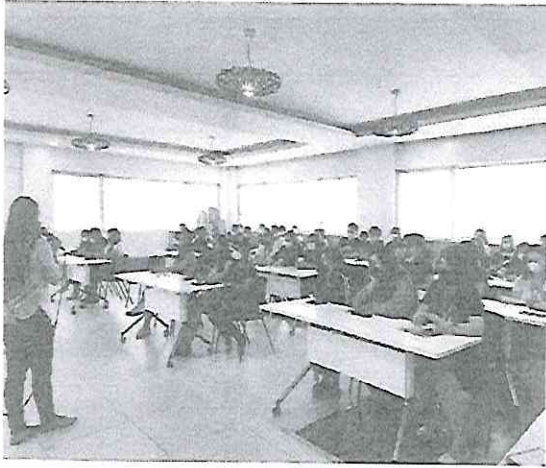


<p>Aiza</p> <p>Jayne B. Rillon</p> <p>Evangeline P. Cruz</p> <p>Keeno</p> <p>Jayne B. Rillon</p>	<ul style="list-style-type: none"> <li>- Sa voucher po kasi ang advise ng COA lahat dadaan sa inventory kung voucher niyo po ay may naka attach na SSMi inventory parin po yung pag dating sakin yung voucher ako na po yung mag adjust doon. Kung hindi naman po siya nagamit wag agad lagyan ng SSMI kapag nagamit lang po.</li> <li>- Mag papatawag talaga kami ng meeting hanggat hindi tayo na re reconcile yung records nakakahiya sa COA kino call yung attention natin pero hindi natin magawa yung dapat gawin paki tulungan po kami. Last reminder po july 8 ang deadline ng RPCI isabay niyo na po ang SSMI.</li> <li>- Kung kinakailangan mag set ng one on one meeting para sa hindi makapag bigay ng proof gagawin po naming.</li> <li>- SSMI kasi dapat sa inyo I sa submit (GSO).</li> <li>- Ano commitment niyo na mag sa submit kayo? (supply officer)pag hindi kayo nag pag submit anong gagagawin namin?hinihingi lang namin yung cooperation niyo tulungan niyo kami lalo na si Ms.Jayne nakakahiya din sa COA, regalo iyo na sakin yan kasi malapit na ako mag retired, kaya sana bago ako mag retired maayos niyo nayan. Salamat sa mga dumalo sa pag pupulong na ito sana maiayos na natin ito. Thank you so much.</li> <li>- Aminado po kami sa hospital na le late kami ng pagpapasa ng SSMI at the same time yung SSMI na pinapasa naming naka logbook pero every month naman sinisugurado ko na naman na may ipapasa kami. Humihingi po ako ng pasensya kasi na lelate talaga yung pagpapasa naming.</li> <li>- Paano ko po uumpisahan na naka per p.o?</li> <li>- Yung kaninang ni re request namin kung possible ay per p.o ay hindi naman siya required pero ang sabi ko nga kung magkaiba ng presyo iyon yung dapat talaga ihiwalay , gawin nalang kahit hindi</li> </ul>
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	<p>niyo ihiwalay basta make sure na pareho ng presyo sa p.o, kung meron kayong isang item na diniliver thru different p.o tas mag kaibang amount tapos dinicalre niyo sa isang cost lang magkakaroon talaga ng variants .</p> <ul style="list-style-type: none"> <li>- As much as possible po I consolidate niyo na po yung kailangan talaga for the whole year kung sa budget ay allowed na isang beses lang siya i procured. Reminder po pala ang pinaka maganda ninyong gawin yung mga opisina na marami talagang supplies like CHO, DRRMO and DSWDO I o ordering agreement niyo po. Ang ginagawa sa ordering agreement kung magkano yung total budget niyo for the other supplies yun yung total na ilalagay niyo sa PR the naka enumerate lang lahat ng possible items na i o order niyo plus katumbas na amount pero walang quantity ng item then pag kaialangan niyo ng item na yun mag sulat po kayo ng letter for delivery sa office namin at sa supplier kasi for example N.I hindi naman for the whole year meron kayong training meron lang buwan for example alam niyo na next month meron kayong bubuksan na course pwede kayo mag sulat sa supplier na ipapadeliver niyo na itong specific item for your training next month.</li> <li>- Pag na deliver na iyon mas madali siya sa inyo na tumbasan siya agad ng SSMI at RIS kasi isang buwan palang consumed na siya compared sa ipadeliver niyo lahat naka PR at P.O sa inyo na kailangan niyo for the whole year tapos every month niyo siya minomonitor kung ilan nalang yung natira, diba mas maganda yung oorderin niyo lang yung kailangan niyo. Wala na kayong RPCI kasi consumed na siya.</li> <li>- Ang ginagawa kasi ng N.I once delivered wala na consumed na agad yun ng trainer, minsan yung training 3 or 6 months lang</li> </ul>
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<p data-bbox="375 344 583 376">Evangeline P. Cruz</p> <p data-bbox="396 693 561 725">Jayne B. Rillon</p>	<p data-bbox="881 279 1299 352">hindi naman natin pwede sabihin na consumed na agad yun.</p> <ul data-bbox="837 357 1365 1177" style="list-style-type: none"><li data-bbox="837 357 1365 688">- Kasi ang DRRMO madalas po sa kanila kinukuha yung pondo pero hindi po sila yung gumagamit at hindi sa kanila dinideliiver, kung kanino yung pondo doon siya na rerecord ng accounting kaya kahit hindi kayo ang end user kayo parin dapat yung nangungulit na dapat I declare I no note lang ng opisinang gumamit pero kayo parin ang mag sa submit.</li><li data-bbox="837 693 1365 951">- Siguro pag nag report kayo, kunyari galing LDRRMO FUND sabihn niyo nalang siya yung end user na gumamit pero ang recording under parin ng LDRRMO. Gawan ng separate SSMI ang CHO na ang pondo nay an ay galling sa pondo ng LDRRMO hindi sa CHO.</li><li data-bbox="837 956 1365 1177">- Reminder din sa staff na nag papa received ng AIR kung kanino ng galling yung pondo doon nio i declare yung inventory of supplies I no note niyo nalang lagyan niyo ng remarks na binigay nila yun kung kaninong opisina.</li></ul>
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Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



## GENERAL SERVICES OFFICE

8 June 2022

Ms. EVANGELINE P. CRUZ  
City Accountant

Dear Ms. Cruz,

The undersigned respectfully furnishes your good office with the Summary of Supplies and Materials Issued of various offices for the months of January to March 2022 and their Report on the Physical Count of Inventories as of 31 March 2022 for your reference.

Thank you.

Truly yours,

JAYNE B. RILLON  
General Services Officer

*for file - 7:20*

Republic of the Philippines

Metropolitan Manila

CITY OF NAVOTAS

GENERAL SERVICES OFFICE

Address: GSO Building, Navotas City Hall Compound, M. Naval St., Brgy. Sipac-Almacen, Navotas City, 1485

Telephone Nos.: 8283-8197 / 8281-1111 local 502

E-mail: [gso@navotas.gov.ph](mailto:gso@navotas.gov.ph)



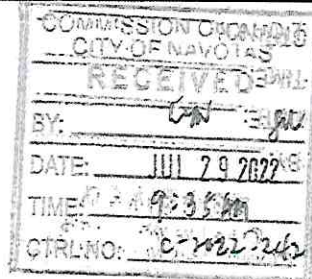
29 July 2022

Ms. EVANGELINE P. CRUZ

City Accountant

Dear Ms. Cruz,

The undersigned respectfully furnishes your good office with the Summary of Supplies and Materials Issued (SSMI) of the following offices for the months of April to June 2022 with corresponding Requisition and Issuance Slips (RIS) for your reference:



OFFICE	APRIL	MAY	JUNE
CITY GENERAL SERVICES OFFICE	✓	✓	✓
NAVOTAS CITY HOSPITAL	✓	✓	Pending
CITY HEALTH OFFICE	✓	✓	✓
CITY AGRICULTURE OFFICE	✓	✓	✓
CITY TREASURER OFFICE	✓	✓	✓
CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE	✓	✓	✓
NAVOTAS ANTI-DRUG ABUSE COUNCIL OFFICE	✓	✓	✓
OFFICE OF THE SENIOR CITIZENS AFFAIRS	✓	✓	✓
PERSON WITH DISABILITY AFFAIRS OFFICE	✓	✓	✓
INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE	✓	✓	✓
FRANCHISING PERMIT AND PROCESSING UNIT	✓	✓	✓
CITY TRAFFIC AND PARKING MANAGEMENT OFFICE	✓	✓	✓
CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE	✓	✓	✓
CITY BUDGET OFFICE	✓	✓	✓
CITY BUSSINESS PERMITS AND LICENSING OFFICE	✓	✓	✓
CITY ASSESSOR'S OFFICE	✓	✓	✓
NAVOTAS INSTITUTE	✓	✓	✓
NAVOTAS POLYTECHNIC COLLEGE	✓	✓	✓
NAVOTAS HANAPBUHAY CENTER	N/A	✓	✓

Thank you.

Truly yours,

JAYNE B. RILLON

General Services Officer

Cc: COA



Republic of the Philippines

Metropolitan Manila

CITY OF NAVOTAS

GENERAL SERVICES OFFICE

Address: GSO Building, Navotas City Hall Compound, M. Naval St., Brgy. Sipac-Almacen, Navotas City, 1485

Telephone Nos.: 8282-8497 / 8281-1111 local 502

E-mail: [gsos@navotas.gov.ph](mailto:gsos@navotas.gov.ph)



28 July 2022

Ms. EVANGELINE P. CRUZ

City Accountant

ACCOUNTING DEPARTMENT

JUL 28 2022  
RECEIVED

Dear Ms. Cruz,

The undersigned respectfully furnishes your good office with the Summary of Supplies and Materials Issued (SSMI) of the following offices for the months of April to June 2022 with corresponding Requisition and Issuance Slips (RIS) for your reference:

OFFICE	APRIL	MAY	JUNE
CITY GENERAL SERVICES OFFICE	✓	✓	✓
NAVOTAS CITY HOSPITAL	✓	✓	✓
CITY HEALTH OFFICE	✓	✓	Pending
CITY AGRICULTURE OFFICE	✓	✓	✓
CITY TREASURER OFFICE	✓	✓	✓
CITY DISASTER RISK REDUCTION MANAGEMENT OFFICE	✓	✓	✓
NAVOTAS ANTI-DRUG ABUSE COUNCIL OFFICE	✓	✓	✓
OFFICE OF THE SENIOR CITIZENS AFFAIRS	✓	✓	✓
PERSON WITH DISABILITY AFFAIRS OFFICE	✓	✓	✓
INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE	✓	✓	✓
FRANCHISING PERMIT AND PROCESSING UNIT	✓	✓	✓
CITY TRAFFIC AND PARKING MANAGEMENT OFFICE	✓	✓	✓
CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE	✓	✓	✓
CITY BUDGET OFFICE	✓	✓	✓
CITY BUSSINESS PERMITS AND LICENSING OFFICE	✓	✓	✓
CITY ASSESSOR'S OFFICE	✓	✓	✓
NAVOTAS INSTITUTE	✓	✓	✓
NAVOTAS POLYTECHNIC COLLEGE	✓	✓	✓
NAVOTAS HANAPBUHAY CENTER	✓	✓	✓
	N/A	✓	✓

Thank you.

Truly yours,

JAYNE B. RILLON

General Services Officer

Cc: COA



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

15 August 2022

Ms. EVANGELINE P. CRUZ  
City Accountant

Dear Ms. Cruz,

The undersigned respectfully furnishes your good office with the Summary of Supplies and Materials Issued of the following offices for the month of July 2022 for your reference:

Thank you.

Truly yours,

  
JAYNE B. RILLON  
General Services Officer

*9.1.2022 c/s 12.15*





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



GENERAL SERVICES OFFICE

21 July 2021

Hon. TOBIAS REYNALD M. TIANGCO  
City Mayor

Thru: Atty. ELAINE T. MASUKAT  
City Administrator

Re: AUDIT OBSERVATION MEMORANDUM ORDER NO. 2021-012-INV (2020)

Dear Sir:

The undersigned respectfully submits the response of this office on the following findings of the Commission on Audit as stated in their Audit Observation Memorandum (AOM):

***Existence and accuracy of the reported balance of the Inventories account***

This office has religiously reminded heads and supply officers of departments/offices/units on the submission of the Monthly Summary of Supplies and Materials Issued in order to update the records of this office of existing inventories (supplies and materials) which remain unconsumed on the said period. A memorandum order was also issued by this office to require submission of the Report of Physical Inventories every quarter as recommended in the AOM. Reconciliation with the City Accounting Office is already being made to ensure accuracy of reported balances.

***Unchanged balances of Inventories for Year 2019 and 2020***

Upon checking of our reports, the following total amount of inventories per account were noted as follows:

ACCOUNT	2020	2021
INVENTORY HELD FOR CONSUMPTION		
OFFICE SUPPLIES	1,504,865.4	2,147,424
MEDICAL, DENTAL AND LABORATORY SUPPLIES	27,457,711.24	20,658,713

sent him e-mail

OTHER SUPPLIES AND MATERIALS	1,931,057.86	6,783,644
- JANITORIAL SUPPLIES		
- COMPUTER SUPPLIES		
ACCOUNTABLE FORMS	426,768.11	
OTHER SUPPLIES	422,929.84	
NON-ACCOUNTABLE FORMS		1,486,271
FOOD SUPPLIES AND MATERIALS INVENTORY		76,398.50

The same was endorsed the City Accounting Office for reconciliation of our records.

Thank you.

Very truly yours,

  
**JAYNE B. RILLON**  
Acting CGSO





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



## GENERAL SERVICES OFFICE

### MEMORANDUM ORDER

NO. 2021-33

DATE: 20 July 2021  
TO: ALL CONCERNED DEPARTMENTS/OFFICE/UNITS  
RE: SUBMISSION OF LIST OF INVENTORIES

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In compliance to the recommendations stated in the Audit Observation Memorandum Order No. 2021-012-INV (2020) of the Commission of Audit dated 1 July 2021, the undersigned respectfully requests the religious submission of the List of Inventories (supplies and materials) which remain unconsumed /unused by your good office every end of each quarter of the year.

Kindly see attached format of report your reference. Deadline of submission for said document shall be as follows:

1 <sup>st</sup> Quarter	-	1 <sup>st</sup> Friday of April
2 <sup>nd</sup> Quarter	-	1 <sup>st</sup> Friday of July
3 <sup>rd</sup> Quarter	-	1 <sup>st</sup> Friday of October
4 <sup>th</sup> Quarter	-	1 <sup>st</sup> Friday of January

Your cooperation is highly enjoined.

  
**JAYNE B. RILLON**  
Acting CGSO

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(Name of accountable officer)	(Official Designation)	(Agency Office)
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(Agency Office)

(Date)

[illegible]





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



## GENERAL SERVICES OFFICE

### MEMORANDUM ORDER

NO. 2021-22

DATE: 11 June 2021  
TO: ALL CONCERNED DEPARTMENTS/OFFICES/UNITS  
RE: SUBMISSION OF MONTHLY REPORT OF SUPPLIES AND MATERIALS ISSUED (SSMI)

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Upon checking of our records, you have not submitted the abovementioned document for the month of May which was due last week. In line with this, the undersigned respectfully reminds your good office to prepare said report every end of the month and submit to this office not later than every first Friday of the following month. This is in compliance with COA –Audit Observation Memorandum 16-005 dated April 26, 2016 and Section 447 of the Government Accounting Manual Volume II.

Your cooperation is hereby enjoined.

  
JAYNE B. RILLON  
Acting CGSO





4. of the same kind as the one mentioned in the previous paragraph.

25

2

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000000

Births of all kinds of animals shall be reported monthly and revaluation and increment report shall be made quarterly. Only the net value or difference between short and over should be taken into account in the revaluation of animals.

General Form No. 41 (A), Property Inventory, will be used for making reports of animals such as cows, horses, and carabaos born at the farm during the month and for revaluation of growing animals. Separate sheets will be used for those born during the period and for those whose values have been increased by reason of growth. The difference between the value shown in the previous report and the actual value in the new report of matured animals will be the "Increment Value" of other animals such as hogs and pigs, goats and fowl.

The officers or employees in charge of the poultry and livestock project shall keep and maintain a separate record book showing: date; kind and quantity of products raised or collected; kind and quantity of products disposed of; and nature of disposition.

#### **5. PREPARATION OF MONTHLY REPORT OF SUPPLIES AND MATERIALS ISSUED**

At the end of each month, the Property/Supply Officer or his representative prepares the Monthly Report of Supplies and Materials Issued (MRSMI) (Appendix 30), which serves as a monthly abstract of supplies and materials issued as evidenced by the Requisition and Issue Vouchers. It is prepared in two (2) copies: the original, with the original RIV, is submitted to the Chief Accountant as a basis for recording the issues in the General Journal thru the Journal Voucher. The duplicate, with the duplicate RIV, is retained by the Property/Supply Officer.

The accounting of issuance is not complete without the proper reconciliation of property and accounting



records. However, before the property records can be reconciled with the accounting records, the Property/Supply office shall see to it that the existing property records reconciled with the actual inventory count.

The Warehouseman/storekeeper may at any time conduct a test-count of his stock to determine whether it tallies with the balance per bin cards. Any deficiency(ies) should be noted for further investigation and if necessary, coordinate with the Stock/Property Clerk to settle the difference(s).

At the end of each quarter, or as the need arises the Warehouseman shall coordinate with the Stock/Property Clerk to reconcile the entries per bin card with the stock/property card. These records should always be reconciled to get assurance that the property records are in order.

In the local government unit, LGU Form No.07 "Appendix H", Report of Utilization shall be accomplished by the end-user as supplies are issued by the general services officer, approved by local chief executive concerned, for every request and deliveries and its subsequent utilization of supplies.

**APPLICABLE LAWS, RULES AND REGULATIONS**

□ **SEC. 447, GAAM VOL. II**

**SEC. 447. MONTHLY REPORT OF SUPPLIES AND MATERIALS ISSUED (MRSMI).**- The MRSMI (Appendix 30) serves as a monthly abstract of supplies and materials issued as evidenced

by the Requisition and Issue Vouchèrs. It is prepared in two copies: the original, with the original RIV, is submitted to the Chief Accountant as basis for recording the issues in the General Journal thru the Journal Voucher. The duplicate, with the duplicate RIV, is retained by the Property Officer.

After proper disposition of the unserviceable properties, the original copy of the report shall be submitted to the Chief Accountant who shall prepare the journal voucher to drop the properties from the accounts. The second copy shall be retained by the Auditor for his file and the third copy, returned to the Property Officer to support the dropping of the properties from his ledger cards.

**SEC. 90, COA CIR. 92-386**

**SEC. 90. REPORT OF UTILIZATION.**- Immediately after the supplies or property procured through emergency purchase had been consumed but not later than three (3) days upon the expiration of the fifteen (15) days prescribed in these regulations, the head of the requisitioning department or office shall submit a Report of Utilization (LGU Form No. 07) addressed to the local chief executive thru the general services officer, municipal or barangay treasurer, as the case may be, containing, among others, the following:

- a. Date when the supplies or property were delivered and fully utilized; and
- b. exact location or address where supplies or property were delivered.

The report must be supported by RIVs "signed for" by the authorized representatives of intended beneficiary groups.

The auditor concerned shall immediately be furnished with a copy of said report for his guidance in audit.

The Report of Utilization for purchases of supplies under the Second Paragraph of Section 88 shall be prepared by the official or employee who made the emergency purchase duly noted by his immediate superior and the department head concerned containing, in addition to the above-enumerated information, the date, time, place and particulars of the emergency.



OFFICE	SIGNATURE
1. City Environment and Natural Resources Office	6/14/21 7:57
2. Task Force Disiplina	6/14/2021 10:05 AM
3. City Traffic and Parking Management Office	6/14/21 11:21 AM
4. Business Permits and Licensing Office	BEA 6/14/21 11:25 AM
5. City Human Resources and Development Office	6/14/21
6. City Planning Office	OLSEN 6/14/21
7. City Agriculture Office	6-14-21
8. Navotas Hanapbuhay Center	Kim Ramos 6-14-21
9. City Engineering Office	6/14/2021
10. City Local Building Official	6/14/2021
11. Office of Coun. Arvie Vicencio	6/14/21
12. Office of Coun. De Guzman	6/14/21
13. Office of Coun. EJ Arriola	Ana Pasion 6/14/21
14. Office of Coun. Julia Monroy	6/14/21
15. Office of Coun. Tito Sanchez	6/14/21
16. Office of Coun. Migi Naval	Arnel 6/14/21
17. Office of Coun. Neil Cruz	6-14-21
18. City Accounting Office	6/14/21
19. City Budget Office	6/14/21 11:20
20. Commission on Audit	6/14/21 11:50 AM
21. City Mayor's Office / City Administrator's Office	JUN 14 2021 10:50
22. Bids and Awards Committee	KATUN 06/14/2021 10:50 AM
23. Local Disaster and Risk Reduction Management Office	6/14/21 10:50
24. Office of Senior Citizens Assoc.	6/14/21
25. Navotas Vocational, Training and Assessment Institute	6/14/21 2:00 PM
26. City Health Office	6-14-21
27. City Hospital	6-14-21
28. City Social Welfare and Development Office	6-14-2021 11:20 AM

C-2021-284



Republic of the Philippines  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

**MEMORANDUM ORDER**

**NO. 2020-09**

DATE: 11 November 2020  
TO: ALL CONCERNED DEPARTMENTS/OFFICES/UNITS  
RE: SUBMISSION OF SUMMARY OF SUPPLIES AND MATERIALS ISSUED (SSMI)

---

In compliance with COA – Audit Observation Memorandum 16-005 dated April 26, 2016, you are hereby reminded to submit the abovementioned report every first week of the month.

Your usual cooperation is hereby enjoined.

Thank you.

  
JAYNE B. RILLON  
Acting CGSO



**MONTHLY SUBMISSION OF SSMI**

NO.	OFFICE	RECEIVED:
<b>GROUND FLOOR</b>		
1	CITY ENVIRONMENT AND NATURAL REOSURCES OFFICE	11-18-20 9:26 AM
2	TASK FORCE DISIPLINA	11-18-20 9:26 AM
3	CITY TRAFFIC & PARKING MANAGEMENT OFFICE	11-18-20 9:26 AM
<b>1ST FLOOR</b>		
	DILG NAVOTAS	11-18-20 8:08 AM
4	CITY BUSINESS PERMIT & LICENSING OFFICE	11-18-20 8:20 AM
5	PUBLIC EMPLOYMENT SERVICES OFFICE	11-18-20 8:20 AM
6	CITY AGRICULTURE OFFICE	11-18-20 8:20 AM
7	MANAGEMENT INFORMATION SYSTEMS	11-18-20 8:20 AM
8	NAVOTAS ANTI-DRUG ABUSE COUNCIL	11-18-20 8:20 AM
9	CITY PLANNING DEVELOPMENT OFFICE	11-18-20 8:20 AM
10	CITY TOURISM OFFICE	11-18-20 8:20 AM
11	PUBLIC INFORMATION OFFICE	11-18-20 8:20 AM
12	CITY HUMAN RESOURCE DEVELOPMENT OFFICE	11-18-20 8:20 AM
<b>2ND FLOOR</b>		
13	CITY TREASURER'S OFFICE	11-18-20
14	CITY CIVIL REGISTRAR OFFICE	11-18-20
15	CITY ASSESSOR'S OFFICE	11-18-20
16	LOCAL BUILDING OFFICIAL OFFICE	11-18-20
17	CITY ENGINEERING OFFICE	11-18-20
18	NAVOTAS HANAPBUHAY CENTER	11-18-20
<b>3RD FLOOR</b>		
19	SP SECRETARIAT	11-18-20
20	Councilors:	11-18-20
21	COUN. EMMEL JOY ARRIOLA	11-18-20
22	COUN. DON DESOLARAN	11-18-20
23	COUN. RICKY GINO-GINO	11-18-20
24	COUN. TITO A. SANCHEZ	11-18-20
25	COUN. JOHNS E. CANETE	11-18-20
26	COUN. JULIA S. JUANSON	11-18-20
27	COUN. ALVIN JUAN JUANSON	11-18-20
28	COUN. ARNEL SIGA SAN	11-18-20
29	COUN. VICTOR	11-18-20
30	COUN. JACK SANTOS	11-18-20
31	COUN. MIGI NAJICO	11-18-20
32	MAYOR ROLANDO MENDOZA - COA	11-18-20
33	VICE MAYOR'S OFFICE	11-18-20
34	CITY ACCOUNTING OFFICE	11-18-20
35	CITY BUDGET OFFICE	11-18-20
36		11-18-20
<b>4TH FLOOR</b>		
37	MAYOR'S OFFICE	11-18-20
38	CITY ADMINISTRATOR'S OFFICE	11-18-20
39	BIDS AND AWARDS COMMITTEE	11-18-20
40	INTERNAL AUDIT OFFICE	11-18-20
41	BARANGAY AFFAIRS AND COMMUNITY RELATIONS OFFICE	11-18-20
42	LOCAL DISASTER & RISK REDUCTION MANAGEMENT	11-18-20
43	ACTION AND COMMAND CENTER	11-18-20
44	CITY LEGAL OFFICE	11-18-20
<b>OTHERS</b>		
45	OFFICE OF SENIOR CITIZEN ASSOCIATION	11-18-20
46	CITY LIBRARY OFFICE	11-18-20
47	NAVOTAS MANPOWER TRAINING CENTER	11-18-20
48	FRANCHISING PERMIT AND PROCESSING UNIT	11-18-20
49	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE	11-18-20
50	NAVOTAS CITY HOSPITAL	11-18-20
51	NAVOTAS POLYTECHNIC COLLEGE	11-18-20
52	CITY HEALTH OFFICE	11-18-20



Republic of the Philippines  
CITY GOVERNMENT of NAVOTAS  
OFFICE OF THE CITY ACCOUNTANT  
1052 Mariano Naval Street, Navotas City 1485



May 20, 2019

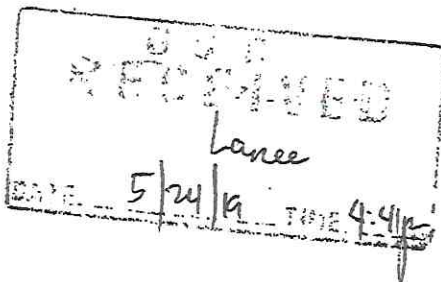
To: **ALL DEPARTMENT HEADS**

Re: **SUMMARY OF SUPPLIES AND MATERIALS ISSUED (SSMI)**

This has reference to the previous letters received by your office from the undersigned regarding the Summary of Supplies and Materials Issued (SSMI), please refer to the attached SSMI form (Annex 35), to be prepared by the Supply Officer of each Office/Department and to be submitted to the Accounting Department on a weekly basis. This has been one of the findings in the Commission on Audit (COA) Audit Observation Memorandum (COA-AOM).

In view of the above, we are reiterating that the above mentioned be submitted as stated.

For your appropriate action, please.



EVANGELINE P. CRUZ, CPA  
City Accountant



REPUBLIC OF THE PHILIPPINES  
NAVOTAS CITY GOVERNMENT  
CITY GENERAL SERVICES OFFICE  
NAVOTAS CITY

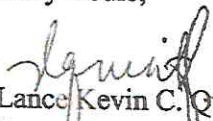
TO : ALL CITY OFFICES  
SUBJECT : MONTHLY SUBMISSION OF SUMMARY OF SUPPLIES  
AND MATERIALS ISSUED  
DATE : 03 OCTOBER 2019

---


We would like to remind all offices to submit monthly Summary of Supplies and Materials Issued every first week of the month. This procedure is in compliance with COA – AOM No. 16-005 (2015) dated April 26, 2016.

For your strict compliance.

Truly Yours,

  
Lance Kevin C. Quinto  
Designated Administrative Officer

Noted by:

  
Engr. Cesar S. Flores  
City General Services Officer





# SUMMARY OF SUPPLIES AND MATERIALS ISSUED (SSMI)

## INSTRUCTIONS

- A. This form shall be prepared by designated personnel in the Supply and Property Unit (SPU) on a weekly basis.
- B. The SPU personnel shall fill up all the blank spaces and columns as follows:
  1. *LGU* - name of the province/city/municipality.
  2. *Date* - period covered by the report.
  3. *No.* - the form shall be numbered in the following manner:

00

-

00

-

00

-

000

serial no. (one series per month)

month

year

Fund
  4. *Item No.* - the stock number of supplies and materials issued for the day.
  5. *Description* - brief description of the item (i.e. ballpen)
  6. *Unit* - the unit of measurement of the stock issued corresponding to the quantity (i.e. rolls, piece)
  7. *Requisition and Issue Slip (RIS) No./Quantity Issued* - place on top of each columns the RIS No. Below the RIS No., post the quantity issued corresponding to the stock no.
  8. *Total Quantity Issued* - total quantity issued per RIS (add columns 1- 11)
- C. This SSMI shall be prepared in three copies to be distributed as follows:

Original

- Accounting Division

Duplicate

- COA thru the Accounting Division

Triplicate

- File
- D. The SPU personnel shall sign in the "Prepared by" portion of the SSMI.
- E. The Division Chief of the SPU shall sign in "Certified by" portion of the SSMI.
- F. Upon receipt of this report, the designated accounting personnel shall fill up the following columns as follows:
  1. *Unit Cost* - post in this column the unit cost of every supplies and materials issued by the agency computed using the moving average method.
  2. *Total Cost* - the product of the Quantity Issued and the Unit Cost per stock shall be entered in the Amount column. This column shall be totaled for preparation of the Journal Entry Voucher (JEV).
  3. *Posted by/date* - after costing, sign in the space provided.
- G. The designated accounting personnel shall check/post RIS to the individual supplies ledger cards.
- H. A summary of the amount of requisitioned stock shall be prepared as basis in preparing the JEV by the Accounting Division.

RECEIVED  
DATE: 10/21/19  
TIME: 9:50 AM



REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
CITY OF NAVOTAS

10-21-19  
10:00 AM



OFFICE OF THE CITY MAYOR

MEMORANDUM ORDER  
No. TMT 2019-418

DATE : 17 OCTOBER 2019  
TO : ALL DEPARTMENTS/OFFICES/UNITS  
SUBJECT : TURNOVER OF UNUSED OFFICE SUPPLIES



Admin OFFICE  
Jen 9:27 am  
10-21-19

PRO OFFICE  
Raquel Gut  
10-21-19 10:30 AM

In line with the continuous enhancement of inventory and supplies management of the City Government, all departments/offices/units are hereby directed to turnover to the City General Services Office (CGSO), all unused office supplies stored in your respective offices by Wednesday, 22 October 2019.

Finally, you are hereby instructed to give a copy, upon turnover, of your (1) Updated Report on the Physical Count of Inventories including your Balance per Card; and (2) Summary of Supplies and Materials Issued, that were submitted pursuant to Memorandum Order No. TMT 2019-036 dated 08 July 2019.

For strict compliance.



TOBIAS TOSY M. TIANGCO  
City Mayor

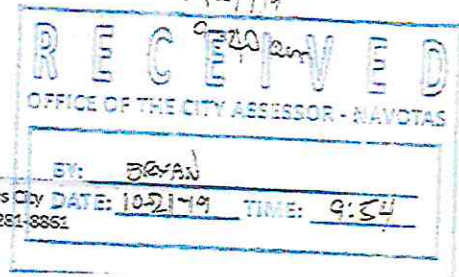


YMT-TMT-2019-418 ALL OFFICES

NAOTAC/CAD

10/21/19 9:44 am  
10/21/19 9:44 am

10/21/19 9:20 am



Navotas City Hall, M. Naval Street, Sipao-Almacen, 1485 Navotas City  
Telephone Nos. 8-282-6192, 8-281-4174 local 400, 401; Fax No. 8-281-8851  
office.mayor@navotas.gov.ph

NAOTAC



REPUBLIC OF THE PHILIPPINES  
NAVOTAS CITY GOVERNMENT  
CITY GENERAL SERVICES OFFICE  
NAVOTAS CITY

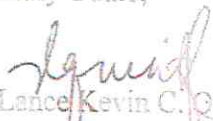
TO : ALL CITY OFFICES  
SUBJECT : MONTHLY SUBMISSION OF SUMMARY OF SUPPLIES  
AND MATERIALS ISSUED  
DATE : 03 OCTOBER 2019

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We would like to remind all offices to submit monthly Summary of Supplies and Materials Issued every first week of the month. This procedure is in compliance with COA – AOM No. 16-005 (2015) dated April 26, 2016.

For your strict compliance.

Truly Yours,

  
Lance Kevin C. Quinto  
Designated Administrative Officer

Noted by:

  
Engr. Cesar S. Flores  
City General Services Officer



Republic of the Philippines  
CITY GOVERNMENT of NAVOTAS  
OFFICE OF THE CITY ACCOUNTANT  
1052 Mariano Naval Street, Navotas City 1485



May 20, 2019

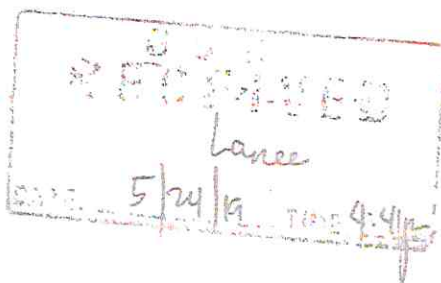
To: ALL DEPARTMENT HEADS

Re: SUMMARY OF SUPPLIES AND MATERIALS ISSUED (SSMI)

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In view of the above, we are reiterating that the above mentioned be submitted as stated.

For your appropriate action, please.



EVANGELINE P. CRUZ, CPA  
City Accountant

OFFICE OF THE CITY ACCOUNTANT  
1052 Mariano Naval Street, Sipac, Navotas City 1485  
Telefax (02) 281 4080



197

For the Period

10

[illegible]

# SUMMARY OF SUPPLIES AND MATERIALS ISSUED (SSMI)

## INSTRUCTIONS

- A. This form shall be prepared by designated personnel in the Supply and Property Unit (SPU) on a weekly basis.
  - B. The SPU personnel shall fill up all the blank spaces and columns as follows:
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    2. *Date* - period covered by the report.
    3. *No.* - the form shall be numbered in the following manner:

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000

serial no. (one series per month)

month

year

Fund
  4. *Item No.* - the stock number of supplies and materials issued for the day.
  5. *Description* - brief description of the item (i.e. ballpen)
  6. *Unit* - the unit of measurement of the stock issued corresponding to the quantity (i.e. rolls, piece)
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*Triplicate* - File
- D. The SPU personnel shall sign in the "Prepared by" portion of the SSMI.
- E. The Division Chief of the SPU shall sign in "Certified by" portion of the SSMI.
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  2. *Total Cost* - the product of the Quantity Issued and the Unit Cost per stock shall be entered in the Amount column. This column shall be totaled for preparation of the Journal Entry Voucher (JEV).
  3. *Posted by/date* - after costing, sign in the space provided.
- G. The designated accounting personnel shall check/post RIS to the individual supplies ledger cards.
- H. A summary of the amount of requisitioned stock shall be prepared as basis in preparing the JEV by the Accounting Division.



"Annex A"

1

April 5, 2022

**THE MANAGER**  
**LANDBANK OF THE PHILIPPINES**  
 Navotas Branch  
 M. Naval St., Sipac Almacén, Navotas City

Debit: Cash in Bank-Local Currency  
 Savings Account No-001591-0891-92

Credit: NAVOTAS GENERAL FUND  
 Account No-001592-1000-41

Madam:


This is to respectfully authorize to Debit/Credit the amount of **ONE MILLION EIGHT THOUSAND THREE HUNDRED EIGHTY PESOS AND 02/100 (PHP 1, 008, 380.02)** transfer of funds to reimburse the amount paid by GF for the Land Expropriation per SCA Case No. SCA-14-015-MN.

\*\*Amount deposited per Court Order  
 Interest earned as of December 31, 2021

php 1, 000, 000.00  
 8, 380.02

Php 1, 008, 380.02

4/6/22  
**ELAINE T. MASUKAT**  
 City Administrator  
 Depositor's Signature

  
**LINO C. BERNAL, JR.**  
 Acting City Treasurer  
 Depositor's Signature

T6 1RMT 21APR2022 19:23:32 1591-0891-92 CITY GOVT OF  
 E660 DNTRA P1,008,380.02 1

T6 1RMT 21APR2022 19:23:32 1592-1000-41 NAVOTAS-GF  
 E660 CMTRA P1,008,380.02 A

A

CIB - LCQA

Republic of the Philippines  
CITY GOVERNMENT OF NAVOTAS  
M. Naval St., Navotas City

## DISBURSEMENT VOUCHER

Number

100- 240925- 114

Mode of Payment

☒ CHECK☐

CASH

☐ OTHERS

MAR 25 2022

Payee

GENERAL FUND PROPER

TIN / Employee No.

Obligation Request No.

Address

Quezon City

Responsibility Center

Office / Unit / Project

Code

## EXPLANATION

## AMOUNT

Transfer of Fund from Cash in Bank-Local Currency, Savings Account No. 1591-0891-92 to General Fund Current Account No. 1592-1000-41

1,008,380.02

re. to reimbursed the amount paid by general fund for the land expropriation per SCA Case No. SCA-14-015-MN

Amount deposited per Court Order

1,000,000.00

Interest earned as of dec 31, 2021

8,380.02

1,008,380.02

> Check of Deposite  
= Court Order  
= City Reso # 2021-125  
= P. City 4. P. Reso  
- paid voucher

TOTAL

1,008,380.02

[A] Certified

☐ Allotment obligated for the purpose as indicated above☒ Supporting documents complete

[B] Certified

Funds Available

EVANGELINE P. CRUZ  
City Accountant

LINO C. BERNAL, JR.  
Acting City Treasurer

[C] Approved Payment

TOBIAS REYNALD M. TIANGCO  
City Mayor

[D] Received Payment

Check No.

Bank Name

Date

Signature Over Printed Name

OR: Other Documents

JEV No.

Date



Annex B

1

April 5, 2022

**THE MANAGER**  
LANDBANK OF THE PHILIPPINES  
Navotas Branch  
M. Naval St., Sipac Almacen, Navotas City

Debit: Cash in Bank-Local Currency  
Savings Account No-001591-0894-19

Credit: NAVOTAS GENERAL FUND  
Account No-001592-1000-41

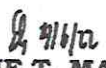
Madam:


This is to respectfully authorize to Debit/Credit the amount of **FIFTY THOUSAND THREE HUNDRED NINETY FIVE PESOS AND 47/100 (PHP 50, 395.47)** transfer of funds to reimbursed the amount paid by GF for the Land Expropriation per SCA Case No. SCA-14-016-MN.

7

**Amount deposited per Court Order	php	50,000.00
Interest earned as of December 31, 2021		395.47


Php 50,395.47

  
**ELAINE T. MASUKAT**  
City Administrator  
Depositor's Signature

  
**LINO C. BERNAL, JR.**  
Acting City Treasurer  
Depositor's Signature

T6 1RNT 21APR2022 19:19:45 1591-0894-19 CITY :  
E660 CMTRA P5

T6 1RNT 21APR2022 19:19:45 1502-1000-41 NAVOTAS GF  
E660 CMTRA P50,395.47 1



CIB - LCRA

Republic of the Philippines  
CITY GOVERNMENT OF NAVOTAS  
M. Naval St., Navotas City

## DISBURSEMENT VOUCHER

Number

100- 220125- 1112

Mode of  
Payment☒ CHECK☐

CASH

☐ OTHERS

MAR 25 2022

Payee

GENERAL FUND PROPER

TIN / Employee No.

Obligation Request No.

Address

Quezon City

Responsibility Center

Office / Unit / Project

Code

## EXPLANATION

## AMOUNT

Transfer of Fund from Cash in Bank-Local Currency, Savings Account No  
1591-0894-19 to General Fund Current Account No. 1592-1000-41

50,395.47

re to reimbursed the amount paid by general fund for the land expropriation per SCA Case  
No. SCA-14-016-MN

Amount deposited per Court Order

50,000.00

Interest earned as of dec 31, 2021

395.47

50,395.47

Schedule of Deposits

Court Order

Disbursement Voucher No. 2017-23

Priority of Disbursement

TOTAL

50,395.47

[A] Certified

☒ Allotment obligated for the purpose as indicated above☒ Supporting documents complete

[B] Certified

Funds Available

EVANGELINE P. CRUZ

City Accountant

LINO C. BERNAL, JR.

Acting City Treasurer

[C] Approved Payment

TOBIAS REYNALD M. TIANGCO

City Mayor

[D] Received Payment

Check No.

Bank Name

Date

Signature (Over Printed Name)

OR Other Documents

JEV No.

Date



Annex C

1

April 5, 2022

**THE MANAGER**  
LANDBANK OF THE PHILIPPINES  
Navotas Branch  
M. Naval St., Sipac Almacen, Navotas City

Debit: Cash in Bank-Local Currency  
Savings Account No-001591-0942-93

Credit: NAVOTAS GENERAL FUND  
Account No-001592-1000-41

Madam:

This is to respectfully authorize to Debit/Credit the amount of **FIVE MILLION SEVEN HUNDRED SEVENTY THREE THOUSAND EIGHT HUNDRED EIGHTEEN PESOS AND 50/100 (PHP 5, 773, 818.50)** transfer of funds to reimbursed the amount paid by GF for the Land Expropriation per SCA Case No. N18-SCA-001.

\*\*Amount deposited per Court Order  
Interest earned as of December 31, 2021

php 5, 761, 464.00  
12, 354.50

Php 5, 773, 818.50

*Elaine T. Masukat*  
**ELAINE T. MASUKAT**  
City Administrator  
Depositor's Signature

*Lino C. Bernal, Jr.*  
**LINO C. BERNAL, JR.**  
Acting City Treasurer  
Depositor's Signature

Y8 18MT 21APR2022 10:25:03 1591-0942-93 CITY GOVT OF  
E660 DNTRA


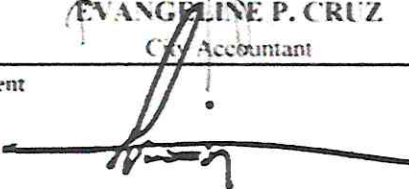
PH 5,773,818.50

T6 18MT 21APR2022 10:25:03 1592-1000-41 NAVOTAS-CY

E660 DNTRA

PH 5,773,818.50

CAG - LCCA

Republic of the Philippines <b>CITY GOVERNMENT OF NAVOTAS</b> M. Naval St., Navotas City													
<b>DISBURSEMENT VOUCHER</b>			Number 10- 200000- 1113										
Mode of Payment <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> OTHERS	MAR 25 2022												
Payee	GENERAL FUND PROPER		TIN / Employee No.	Obligation Request No.									
Address	Quezon City		Responsibility Center										
			Office / Unit / Project	Code									
EXPLANATION			AMOUNT										
Transfer of Fund from Cash in Bank-Local Currency, Savings Account No. 1591-0942-93 to General Fund Current Account No. 1592-1000-41  re to reimbursed the amount paid by general fund for the land expropriation per SCA Case No. N10-SCA-001  Amount deposited per Court Order      5,761,464.00 Interest earned as of dec 31, 2021      12,354.50 5,773,818.50  <i>Handed by deposit</i> <i>Court order</i> <i>City Acc = 2018-21</i> <i>7 p. copy of - Buech</i>			5,773,818.50										
TOTAL			5,773,818.50										
[A] Certified <input checked="" type="checkbox"/> Allotment obligated for the purpose as indicated above <input checked="" type="checkbox"/> Supporting documents complete			[B] Certified  Funds Available  <b>LINO C. BERNAL, JR.</b> Acting City Treasurer										
[C] Approved Payment   <b>TOBIAS REYNALD M. TIANGCO</b> 23/23/22 Mayor			[D] Received Payment <table border="1"> <tr> <td>Check No.</td> <td>Bank Name</td> <td>Date</td> </tr> <tr> <td colspan="3">Signature Over Printed Name</td> </tr> <tr> <td>OR / Other Documents</td> <td>JEV No.</td> <td>Date</td> </tr> </table>		Check No.	Bank Name	Date	Signature Over Printed Name			OR / Other Documents	JEV No.	Date
Check No.	Bank Name	Date											
Signature Over Printed Name													
OR / Other Documents	JEV No.	Date											



Republic of the Philippines  
CITY GOVERNMENT OF NAVOTAS  
M. Naval St. Navotas City

DISBURSEMENT VOUCHER

Number

10-22047-208

Mode of  
Payment

☒ CHECK

☐

CASH

☐ OTHERS

APR 07 2022

Payee

TRUST FUND

TIN: Employee No.

Obligation Request No.

Address

Quezon City

Responsibility Center

Office: Unit: Project

Code

EXPLANATION

AMOUNT

Transfer of Fund from Cash in Bank-Local Currency, Savings Account No. 1591-0943-31 to General Fund Current Account No. 1592-1004-40

60,008.39

re to reimbursed the amount paid by general fund for the land expropriation per SCA Case No. N17-SCA-001

Amount deposited per Court Order

59,400.00

Interest earned as of dec 31, 2021

518.39

60,008.39

TOTAL

60,008.39

[A] Certified

- ☐ Allotment obligated for the purpose as indicated above  
☐ Supporting documents complete

[B] Certified

Funds Available

EVANGELINE P. CRUZ  
City Accountant

LINO C. BERNAL, JR.  
Acting City Treasurer

[C] Approved Payment

TOBIAS REYNALD M. TIANGCO  
City Mayor

[D] Received Payment

Check No.

Bank Name

Date

Signature Over Disbursed Amount

OR Other Documents

JFY No.

Date





**SUBSIDIARY LEDGER**  
**CITY GOVERNMENT OF NAVOTAS**  
*LGU*

Fund	<u>GENERAL FUND</u>
------	---------------------

Nature of Account	<u>Cash in Bank - Local Currency, Savings Account</u>
-------------------	---

Office / Address SA No. 1591-0894-19 SCA 14-016-MN 394 sqm MV 1,000,760.00

Contact Person / Number Sps. Oscar M. Andal and Ester V. Andal, (Tanza Health Center)  
Initial Deposit: 50,000.00

Account Code

GL

SL

**1-01-02-020-1**

[illegible]

Fund	<u>GENERAL FUND</u>
------	---------------------

Account Code

GL

SL

1-01-02-020-2

[illegible]



**SUBSIDIARY LEDGER**  
**CITY GOVERNMENT OF NAVOTAS**  
*LGU*

Fund	<b><u>GENERAL FUND</u></b>
------	----------------------------

Nature of Account	<b>Cash in Bank - Local Currency, Savings Account</b>
-------------------	---

Office / Address SA No. 1591-0943-31 NO-17-SCA-001 227sqm Initial Deposit: 59,490

Contact Person / Number Liberato . Santiago (New site of Fire Station)

Account Code

GL

SL

**1-01-02-020-3**

[illegible]

## JOURNAL ENTRY VOUCHER

ANNEX J

Navotas City

L G U

No. 100-2203- 218-

Date: March 31, 2022

( ) Collection

(X) Check Disbursement

( ) Cash Disbursement

( ) Other

Responsibility Center	Accounts and Explanation	Account Code	PR	Amount	
				Debit	Credit
	Due from GOCCs	1-03-03-020		646,739.50	
	Due From NGAs	1-03-03-010			646,739.50
	To recognize reclassification of account				
	from Due From NGAs to Due from GOCCs				
	for the setting up of receivables to PhilHealth				
	for Cy 2020 and CY 2021 as per COA -				
	AOM 2022 (2021)-008				
				646,739.50	646,739.50
Prepared by:		Approved By:			
MA. ROWENA L. TAMAYO		EVANGELINE P. CRUZ, CPA			
Management and Audit Analyst IV		City Accountant			



J-2

6-a-

(12)

JOURNAL ENTRY VOUCHER CITY GOVERNMENT OF NAVOTAS Navotas City Hospital		JEV No.: 100-2203- <sup>048</sup> GJ	
		Date: March 31, 2022	
Particulars	Account Code	Debit	Credit
Due from NGAs (DSWD)	1-03-03-010	114,000.00	
Government Equity	3-01-01-010		114,000.00
<i>To recognize the receivable for the medical assistance from DSWD</i>			
		114,000.00	114,000.00

Prepared by:  
  
 DENZEL A. CRUZ, CPA  
 Accountant III

Certified Correct :  
  
 EVANGELINA P. CRUZ, CPA  
 City Accountant

1-A

JOURNAL ENTRY VOUCHER CITY GOVERNMENT OF NAVOTAS Navotas City Hospital		JEV No.: 100-2203- <sup>004</sup> GJ <sub>c</sub>	
		Date: March 31, 2022	
Particulars	Account Code	Debit	Credit
Due from GOCCs (PhilHealth Charges)	1-03-03-020	37,386,118.00	
Government Equity	3-01-01-010	103,324.00	
Due from NGAs (PhilHealth Charges)	1-03-03-010		37,489,442.00
<i>To reclassify and adjust the receivable from PhilHealth-Charges</i>			
<i>per AOM-2022-(2021)-008</i>			
PhilHealth Report, 12/31/21			
In-Process Claims	24,409,399.00		
Returned to Hospital Claims	12,976,719.00		
Total Receivables as of 12/31/21	37,386,118.00		
Balance per books, 12/31/21	37,489,442.00		
Balance per PhilHealth Report, 12/31/21	37,386,118.00		
Adjustment	103,324.00		
		37,489,442.00	37,489,442.00

Prepared by:  
  
 DENZEL A. CRUZ, CPA  
 Accountant III

Certified Correct :  
  
 EVANGELINA P. CRUZ, CPA  
 City Accountant



Republic of the Philippines  
CITY OF NAVOTAS

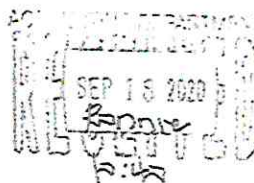


NAVOTAAS HANAPBUHAY CENTER

FINANCING & LOAN APPLICATION ASSISTANCE UNIT

September 18, 2020

ATTY. JOEL JOSELITO D. PARONG  
City Legal Officer  
Navotas City



Dear Atty. Parong:

In response to the Audit Observation Memorandum of the Commission on Audit dated July 16, 2020 (see attached), this office has reconciled records with the City Accounting Office with regard the list of loan awardees under the Tulong Puhunan Program of our office with pending balances amounting to a total of Two Million Three Hundred Forty Six Thousand Six Hundred Ninety Two Pesos and 63/100 (P 2,346,692.63).

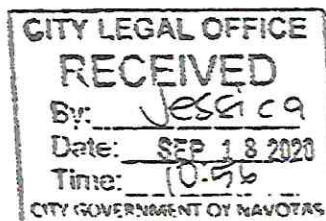
Said list includes names of awardees who have failed to respond to our demand for payment in spite receiving Notice of Delinquencies. In line thereto, may we seek your advice on how this matter may further be resolved in order to ensure the compliance of our borrowers.

I look forward to receiving your advice.

Thank you very much!

Very truly yours,

  
JAYNE B. RILLON  
Program Director



cc: City Accounting Office



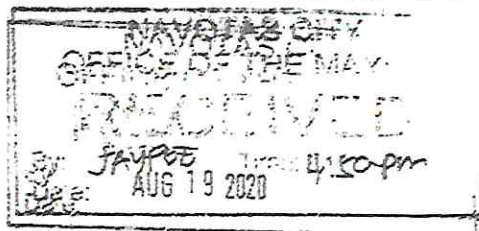


Republic of the Philippines  
CITY GOVERNMENT of NAVOTAS  
OFFICE OF THE CITY ACCOUNTANT  
1052 Mariano Naval Street, Navotas City 1485



August 19, 2020

Ms. JANE B. RILLON  
Administrative Officer IV  
This City



00000000

Dear Ms. Rillon,

Respectfully forwarded herewith is the List of Tulong Puhunan Awardees (Loans Receivable – Hanapbuhay Loan) as of February 29, 2020

For your information and appropriate action.

Very truly yours,

EVANGELINE P. CRUZ, CPA  
City Accountant

cc: file

Republic of the Philippines  
City Government of NAVOTAS  
Office of the City Accountant

As of February 29, 2020  
GENERAL FUND

1-03-01-990

LOAN RECEIVABLES

DATE	VOUCHER NO.	DEBTORS	PARTICULARS	AMOUNT
06/21/13	1791	Edgardo Sumile	Navotaas Hanapbuhay Loan	2,940.00
06/21/13	1792	Merlita Guerrero	Navotaas Hanapbuhay Loan	1,700.00
06/21/13	1794	Monina Morales	Navotaas Hanapbuhay Loan	3,250.00
07/03/13	1920	Bernadette Moises	Navotaas Hanapbuhay Loan	450.00
07/24/13	2209	Sofia Aranzaso	Navotaas Hanapbuhay Loan	2,600.00
08/02/13	2311	Jocelyn Delantar	Navotaas Hanapbuhay Loan	4,700.00
08/02/13	2312	Gilbert Bartolome	Navotaas Hanapbuhay Loan	4,150.00
08/02/13	2313	Trinidad Garcia	Navotaas Hanapbuhay Loan	2,400.00
08/12/13	2422	Ma. Luisa Hizon	Navotaas Hanapbuhay Loan	1,580.00
08/12/13	2425	Nick Mariano	Navotaas Hanapbuhay Loan	17,250.00
08/12/13	2428	Anita De Leon	Navotaas Hanapbuhay Loan	3,500.00
08/14/13	2447	Elizabeth Sarmiento	Navotaas Hanapbuhay Loan	2,750.00
08/14/13	2448	Gina Nievera	Navotaas Hanapbuhay Loan	80.00
09/02/13	2569	Elizabeth Cataros	Navotaas Hanapbuhay Loan	4,300.00
09/02/13	2572	Cherry Rose Agustin	Navotaas Hanapbuhay Loan	6,950.00
09/02/13	2576	Marilou Mangubat	Navotaas Hanapbuhay Loan	3,700.00
09/02/13	2578	Shella Cupcupin	Navotaas Hanapbuhay Loan	8,000.00
09/13/13	2713	Alexander Reyes	Navotaas Hanapbuhay Loan	3,950.00
09/13/13	2715	Teresita Pascual	Navotaas Hanapbuhay Loan	4,300.00
09/13/13	2716	Mila Pagunsan	Navotaas Hanapbuhay Loan	210.00
09/25/13	2866	Flordeliza Herrera	Navotaas Hanapbuhay Loan	300.00
09/25/13	2877	Lothes Sagarin	Navotaas Hanapbuhay Loan	400.00
09/25/13	2879	Cecilia Baetiong	Navotaas Hanapbuhay Loan	7,050.00
09/25/13	2880	Analy Raful	Navotaas Hanapbuhay Loan	2,150.00
09/25/13	2882	Fernando Marasigan	Navotaas Hanapbuhay Loan	100.00
09/25/13	2883	Judith Antib	Navotaas Hanapbuhay Loan	5,600.00
09/25/13	2884	Ricardo Butron	Navotaas Hanapbuhay Loan	6,900.00
09/27/13	2893	Ruby Jimenez	Navotaas Hanapbuhay Loan	(600.00)
09/27/13	2894	Juanita Aquino	Navotaas Hanapbuhay Loan	6,440.00
09/27/13	2911	Mary Ann Morales	Navotaas Hanapbuhay Loan	7,800.00
09/27/13	2912	Jonathan Cenarillos	Navotaas Hanapbuhay Loan	1,115.00
10/07/13	3037	Bernardita Villanueva	Navotaas Hanapbuhay Loan	400.00
10/07/13	3039	Angelita Peralta	Navotaas Hanapbuhay Loan	1,950.00
11/08/13	3165	Crisaldo Rodriguez	Navotaas Hanapbuhay Loan	1,950.00
11/08/13	3167	Mary Grace Digma	Navotaas Hanapbuhay Loan	4,600.00
12/02/13	3424	Estrella S. Dela Cruz	Navotaas Hanapbuhay Loan	3,990.00
12/11/13	3542	Ramona Canete	Navotaas Hanapbuhay Loan	4,300.00
12/13/13	3662	Evelyn Angeles	Navotaas Hanapbuhay Loan	740.00
12/18/13	3681	Josefino Gatchalian	Navotaas Hanapbuhay Loan	14,300.00
12/27/13	3849	Rolando Dela Torre	Navotaas Hanapbuhay Loan	(2,350.00)
01/27/14	52	Maria Cristina Duardo	Navotaas Hanapbuhay Loan	2,250.00
01/27/14	54	Sofia Bolor	Navotaas Hanapbuhay Loan	7,600.00
01/27/14	55	Norma Santillan	Navotaas Hanapbuhay Loan	6,400.00
01/27/14	58	Teresita Mangali	Navotaas Hanapbuhay Loan	560.00
01/29/14	124	Cherry May San Diego	Navotaas Hanapbuhay Loan	3,200.00
02/03/14	189	Jennifer Mangilinan	Navotaas Hanapbuhay Loan	1,110.00
02/03/14	190	Loida Lucas	Navotaas Hanapbuhay Loan	730.00
02/26/14	457	Michelle Lacson	Navotaas Hanapbuhay Loan	3,650.00



03/03/14	508	Rizza Ricafrente	Navotaas Hanapbuhay Loan	5,300.00
03/03/14	511	Manicar Santos	Navotaas Hanapbuhay Loan	1,050.00
03/26/14	730	Rodante San Pedro	Navotaas Hanapbuhay Loan	1,450.00
03/26/14	731	Mery Remion	Navotaas Hanapbuhay Loan	1,200.00
03/26/14	732	Lourdes Andres	Navotaas Hanapbuhay Loan	5,900.00
03/26/14	737	Anastacio Oblianda	Navotaas Hanapbuhay Loan	4,930.00
04/10/14	832	Imelda Lumagbas	Navotaas Hanapbuhay Loan	450.00
04/10/14	836	Leonor Celen	Navotaas Hanapbuhay Loan	(1,100.00)
04/28/14	970	Lolita Dela Cruz	Navotaas Hanapbuhay Loan	3,250.00
05/13/14	1085	Teodoro Lizan, Jr.	Navotaas Hanapbuhay Loan	9,900.00
05/13/14	1088	Irene Escote	Navotaas Hanapbuhay Loan	210.00
05/28/14	1219	Noel Adamas	Navotaas Hanapbuhay Loan	11,500.00
06/10/14	1356	Rufino Alegarbes	Navotaas Hanapbuhay Loan	1,540.00
06/24/14	1482	Ma. Victoria Facundo	Navotaas Hanapbuhay Loan	(1,550.00)
07/10/14	1608	Bernadette Ramos	Navotaas Hanapbuhay Loan	5,520.00
07/23/14	1734	Kristine San Juan	Navotaas Hanapbuhay Loan	4,050.00
08/06/14	1856	Juana Maagda	Navotaas Hanapbuhay Loan	3,000.00
08/06/14	1857	Lourdes Eltagon	Navotaas Hanapbuhay Loan	560.00
08/13/14	1940	Lalinia Alcaide	Navotaas Hanapbuhay Loan	7,550.00
08/13/14	1954	Melanie Idos	Navotaas Hanapbuhay Loan	(350.00)
08/19/14	2006	Mona Pascual	Navotaas Hanapbuhay Loan	13,200.00
08/26/14	2035	Nenita Destrajo	Navotaas Hanapbuhay Loan	2,550.00
09/18/14	2240	Lydwina Sicad	Navotaas Hanapbuhay Loan	3,000.00
09/18/14	2241	Vivian Lacson	Navotaas Hanapbuhay Loan	7,840.00
09/18/14	2253	Eliza Manalo	Navotaas Hanapbuhay Loan	1,040.00
10/03/14	2350	Edwin Espiritu	Navotaas Hanapbuhay Loan	2,600.00
10/14/14	2427	Celestina Javier	Navotaas Hanapbuhay Loan	1,400.00
11/25/14	2782	Jennylyn Tocayon	Navotaas Hanapbuhay Loan	1,600.00
11/25/14	2784	Larry Mendoza	Navotaas Hanapbuhay Loan	7,700.00
12/08/14	2803	Juvy Velasco	Navotaas Hanapbuhay Loan	500.00
12/08/14	2804	Teresa San Juan	Navotaas Hanapbuhay Loan	1,740.00
12/23/14	3214	Leopoldo Vicente	Navotaas Hanapbuhay Loan	170.00
02/05/15	183	Maribel Castillo	Navotaas Hanapbuhay Loan	7,770.00
02/11/15	260	Roxanne Evangelista	Navotaas Hanapbuhay Loan	5,440.00
03/20/15	662	Crisanta Sarcon	Navotaas Hanapbuhay Loan	1,620.00
04/23/15	945	Edilyn Chan	Navotaas Hanapbuhay Loan	1,950.00
08/12/15	1997	Enrico Cortez	Navotaas Hanapbuhay Loan	(400.00)
08/12/15	1999	Louie Garcia	Navotaas Hanapbuhay Loan	83,650.00
11/24/15	2839	Aries Joy Bunda	Navotaas Hanapbuhay Loan	200.00
11/24/15	2840	Elvira Rizon	Navotaas Hanapbuhay Loan	2,450.00
11/26/15	2856	Rosalina Sican	Navotaas Hanapbuhay Loan	(200.00)
12/07/15	2985	Roselyn Presilda	Navotaas Hanapbuhay Loan	9,650.00
02/12/16	296	Alexander Cunningham	Navotaas Hanapbuhay Loan	22,600.00
02/12/16	297	Jennifer Radin	Navotaas Hanapbuhay Loan	3,320.00
03/09/16	650	Wendy Panotes	Navotaas Hanapbuhay Loan	480.00
03/16/16	765	Ronnaivi Blancaflor	Navotaas Hanapbuhay Loan	6,000.00
03/31/16	GJ-170B	Ronnie dela Cruz	Navotaas Hanapbuhay Loan	500.00
04/28/16	1090	Reina Garcia	Navotaas Hanapbuhay Loan	1,000.00
07/22/16	1855	Anthony Prudente	Navotaas Hanapbuhay Loan	(300.00)
07/22/16	1858	Princess Omopia	Navotaas Hanapbuhay Loan	1,630.00
07/22/16	1860	Roche Mae Matias	Navotaas Hanapbuhay Loan	(360.00)
09/23/16	2461	Victor Zarate	Navotaas Hanapbuhay Loan	(17,940.00)
10/07/16	2559	Emelinda Baltazar	Navotaas Hanapbuhay Loan	10,875.00
11/04/16	2811	Cristina Constantino	Navotaas Hanapbuhay Loan	5,200.00
11/23/16	2988	Andy David	Navotaas Hanapbuhay Loan	11,750.00
12/21/16	3324	Joice Edison Manapat	Navotaas Hanapbuhay Loan	24,300.00
04/04/17	757	Maria Fe Tayme	Navotaas Hanapbuhay Loan	2,450.00
04/04/17	758	Jeremias dela Cruz	Navotaas Hanapbuhay Loan	105.60



05/24/17	1209	Jocelyn Desphy	Navotaas Hanapbuhay Loan	8,800.00
07/17/17		Ricardo Geronimo	Navotaas Hanapbuhay Loan	(1,000.00)
08/15/17	1929	Nenita Samonte	Navotaas Hanapbuhay Loan	3,750.00
09/06/17	2076	Renato Pascual, Jr.	Navotaas Hanapbuhay Loan	1,800.00
10/05/17	2286	Mayette Ricafort	Navotaas Hanapbuhay Loan	1,730.00
10/05/17	2287	Jennifer De Leon	Navotaas Hanapbuhay Loan	(105.60)
10/05/17	2288	Teresita Manacay	Navotaas Hanapbuhay Loan	600.00
10/24/17	2480	Judilyn Arevalo	Navotaas Hanapbuhay Loan	790.00
11/28/17	2721	Mar V. Rogano	Navotaas Hanapbuhay Loan	20,125.00
12/22/17	3143	Isaac James Bermejo	Navotaas Hanapbuhay Loan	15,500.00
02/05/18	157	Rhodora C. Quintong	Navotaas Hanapbuhay Loan	2,925.00
02/05/18	158	Margarita M. Lacson	Navotaas Hanapbuhay Loan	20.00
02/05/18	159	Ernesto M. Reyes	Navotaas Hanapbuhay Loan	3,600.00
02/26/18	440	Nancy Relano	Navotaas Hanapbuhay Loan	2,225.00
03/14/18	638	Mae Lopez	Navotaas Hanapbuhay Loan	125.00
04/03/18	804	Redentor Martin	Navotaas Hanapbuhay Loan	7,750.00
06/20/18	1487	Joseph Santos	Navotaas Hanapbuhay Loan	36,050.00
06/27/18	1517	Alma T. Santos	Navotaas Hanapbuhay Loan	8,900.00
07/17/18	1745	Noemi Cerdeña	Navotaas Hanapbuhay Loan	2,900.00
08/10/18	1993	Romila Boquilon	Navotaas Hanapbuhay Loan	3,890.00
08/10/18	1996	Ermamie Sablad	Navotaas Hanapbuhay Loan	6,600.00
08/10/18	1999	Mary Grace Lalucis	Navotaas Hanapbuhay Loan	(2,950.00)
08/10/18	2006	Gloria Santos	Navotaas Hanapbuhay Loan	90.00
08/15/18	2049	Rosalyn Tapang	Navotaas Hanapbuhay Loan	(93.57)
08/15/18	2050	Leah Bulaong	Navotaas Hanapbuhay Loan	2,170.00
08/17/18	2059	Hermia Gigante	Navotaas Hanapbuhay Loan	160.00
08/17/18	2060	Farahlyn Pilapil	Navotaas Hanapbuhay Loan	3,300.00
08/17/18	2061	Angelita Nelson	Navotaas Hanapbuhay Loan	5,630.00
08/17/18	2062	Edward Lazaro	Navotaas Hanapbuhay Loan	(100.00)
08/17/18	2065	Melanie Tomaquin	Navotaas Hanapbuhay Loan	840.00
08/17/18	2067	Wilma Nace	Navotaas Hanapbuhay Loan	70.00
08/17/18	2069	Joana Dela Cruz	Navotaas Hanapbuhay Loan	530.00
08/17/18	2074	Gertudes Mandia	Navotaas Hanapbuhay Loan	2,600.00
08/20/18	2094	Leilani Bitabara	Navotaas Hanapbuhay Loan	(78.72)
08/22/18	2124	Luzviminda Montayre	Navotaas Hanapbuhay Loan	(100.00)
08/22/18	2125	Ma. Victoria Fame	Navotaas Hanapbuhay Loan	1,850.00
08/22/18	2126	Perita Vargas	Navotaas Hanapbuhay Loan	2,520.00
08/22/18	2131	Emily Gutierrez	Navotaas Hanapbuhay Loan	5,930.00
08/22/18	2133	Sherylyn Dueñas	Navotaas Hanapbuhay Loan	1,650.00
08/22/18	2134	Maricel Montayre	Navotaas Hanapbuhay Loan	1,650.00
08/23/18	2145	Veronica Mathews	Navotaas Hanapbuhay Loan	7,950.00
09/03/18	2234	Eva Vargas	Navotaas Hanapbuhay Loan	2,450.00
09/03/18	2235	Ma. Jingle Sibala	Navotaas Hanapbuhay Loan	1,000.00
09/03/18	2236	Delilah Escarlen	Navotaas Hanapbuhay Loan	2,800.00
09/03/18	2237	Arlene dela Peña	Navotaas Hanapbuhay Loan	4,450.00
09/03/18	2239	Leticia Lazaro	Navotaas Hanapbuhay Loan	600.00
09/03/18	2241	Marivic Sison	Navotaas Hanapbuhay Loan	3,690.00
09/03/18	2243	Mary Ann Dimaala	Navotaas Hanapbuhay Loan	3,200.00
09/03/18	2244	Jessica Bagnaes	Navotaas Hanapbuhay Loan	2,650.00
09/03/18	2247	Juliet Pamatian	Navotaas Hanapbuhay Loan	2,440.00
09/03/18	2248	Ma. Luisa Agpoon	Navotaas Hanapbuhay Loan	20.00
09/03/18	2249	Mary Jane Escat	Navotaas Hanapbuhay Loan	2,500.00
09/03/18	2250	Rosemarie Iray	Navotaas Hanapbuhay Loan	2,250.00
09/03/18	2254	Marietta Bucatcat	Navotaas Hanapbuhay Loan	1,420.00
09/10/18	2337	Mary Jane Ponpon	Navotaas Hanapbuhay Loan	4,800.00
09/11/18	2365	Mary Anne Yap	Navotaas Hanapbuhay Loan	22,260.00
09/11/18	2367	Rogelio dela Cruz	Navotaas Hanapbuhay Loan	9,670.00
09/11/18	2374	Ma. Victoria Asegurado	Navotaas Hanapbuhay Loan	1,600.00



09/20/18	2497	Susana Refuerzo	Navotaas Hanapbuhay Loan	350.00
09/20/18	2498	Imelda Laquindanum	Navotaas Hanapbuhay Loan	(200.00)
09/20/18	2499	Marjorie Cruz	Navotaas Hanapbuhay Loan	1,150.00
09/20/18	2500	Angelina Lising	Navotaas Hanapbuhay Loan	390.00
09/20/18	2501	Ma. Cristina Delfin	Navotaas Hanapbuhay Loan	1,210.00
09/20/18	2502	Myra Arabejo	Navotaas Hanapbuhay Loan	(50.00)
09/20/18	2503	Juvy Burgos	Navotaas Hanapbuhay Loan	190.00
09/20/18	2504	Julieta Jaravata	Navotaas Hanapbuhay Loan	390.00
09/20/18	2505	Ma. Datchy Bernabe	Navotaas Hanapbuhay Loan	2,130.00
09/20/18	2506	Erlinda dela Cruz	Navotaas Hanapbuhay Loan	3,070.00
09/20/18	2507	Sherry Calamutcha	Navotaas Hanapbuhay Loan	(66.13)
09/20/18	2508	Ruby Cubos	Navotaas Hanapbuhay Loan	40.00
09/20/18	2509	Melanie Racca	Navotaas Hanapbuhay Loan	9,500.00
09/24/18	2537	Marietta Centeno	Navotaas Hanapbuhay Loan	570.00
09/24/18	2538	Heidie Bautista	Navotaas Hanapbuhay Loan	(150.00)
09/24/18	2543	Gina Aldemita	Navotaas Hanapbuhay Loan	160.00
09/27/18	2570	Jenifer Oranio	Navotaas Hanapbuhay Loan	4,450.00
09/27/18	2571	Sarina Zaspas	Navotaas Hanapbuhay Loan	300.00
09/27/18	2573	Imelda Hino-hino	Navotaas Hanapbuhay Loan	2,770.00
09/27/18	2579	Venancia Diaz	Navotaas Hanapbuhay Loan	610.00
09/28/18	2589	Andrelyn dela Cruz	Navotaas Hanapbuhay Loan	14,250.00
09/28/18	2590	Zenaida Burgos	Navotaas Hanapbuhay Loan	250.00
09/28/18	2591	Maritess Genez	Navotaas Hanapbuhay Loan	3,450.00
09/28/18	2593	Julieta Faustino	Navotaas Hanapbuhay Loan	750.00
09/28/18	2595	Luz Madera	Navotaas Hanapbuhay Loan	780.00
09/28/18	2596	Estelita Jabonete	Navotaas Hanapbuhay Loan	830.00
09/28/18	2597	Edelyn Batadlan	Navotaas Hanapbuhay Loan	3,050.00
09/28/18	2598	Ariene Yriga	Navotaas Hanapbuhay Loan	3,650.00
09/28/18	2599	Corazon Garcia	Navotaas Hanapbuhay Loan	520.00
09/28/18	2601	Cristina Farina	Navotaas Hanapbuhay Loan	390.00
09/28/18	2602	Ruth Cruz	Navotaas Hanapbuhay Loan	140.00
09/28/18	2604	Loma Zinampan	Navotaas Hanapbuhay Loan	160.00
09/28/18	2605	Cynthia Gamboa	Navotaas Hanapbuhay Loan	400.00
09/28/18	2606	Maricar Almario	Navotaas Hanapbuhay Loan	1,630.00
09/28/18	2607	Shirly Saagundo	Navotaas Hanapbuhay Loan	3,850.00
09/28/18	2608	Rubelyn Bernardo	Navotaas Hanapbuhay Loan	1,860.00
10/02/18	2658	Jayziery Ann Villanueva	Navotaas Hanapbuhay Loan	13,900.00
10/08/18	2758	Mary Neil Grace Bordo	Navotaas Hanapbuhay Loan	3,950.00
10/08/18	2760	Rosanna Fuentes	Navotaas Hanapbuhay Loan	1,170.00
10/08/18	2763	Analie Esperanza	Navotaas Hanapbuhay Loan	2,600.00
10/08/18	2764	Lance Kevin Quitco	Navotaas Hanapbuhay Loan	(200.00)
10/08/18	2765	Jennilyn Bernales	Navotaas Hanapbuhay Loan	(900.00)
10/08/18	2766	Rebecca Dela Rosa	Navotaas Hanapbuhay Loan	260.00
10/08/18	2770	Bernardo Asigurado	Navotaas Hanapbuhay Loan	8,650.00
10/08/18	2772	Angelica Carpio	Navotaas Hanapbuhay Loan	2,900.00
10/09/18	2796	Mercedita Anada	Navotaas Hanapbuhay Loan	1,200.00
10/09/18	2798	Gloria Gonzales	Navotaas Hanapbuhay Loan	2,940.00
10/16/18	2874	Rosario Talaba	Navotaas Hanapbuhay Loan	100.00
10/16/18	2877	Jazelle Tubat	Navotaas Hanapbuhay Loan	3,700.00
10/19/18	2935	Carolina Lapuz	Navotaas Hanapbuhay Loan	4,300.00
10/19/18	2936	Luisa Mangalindan	Navotaas Hanapbuhay Loan	650.00
10/19/18	2937	Mary Grace Jugarap	Navotaas Hanapbuhay Loan	540.00
10/19/18	2938	Analy Almendras	Navotaas Hanapbuhay Loan	23,325.00
10/19/18	2939	Erlinda Bartina	Navotaas Hanapbuhay Loan	7,300.00
11/06/18	3063	Rowena Quinto	Navotaas Hanapbuhay Loan	300.00
11/06/18	3065	Ma. Luisa Miguel	Navotaas Hanapbuhay Loan	4,150.00
11/06/18	3068	Romina Quitco	Navotaas Hanapbuhay Loan	4,200.00
11/06/18	3069	Frances Ann dela Cruz	Navotaas Hanapbuhay Loan	3,250.00



11/13/18	3171	Emelita Jiongco	Navotaas Hanapbuhay Loan	29,500.00
11/21/18	3282	Redentor Mana	Navotaas Hanapbuhay Loan	590.00
11/21/18	3287	Vier Taganahan	Navotaas Hanapbuhay Loan	3,070.00
11/21/18	3288	Vivinia Miradora	Navotaas Hanapbuhay Loan	2,400.00
11/21/18	3291	Rizalina Bagtas	Navotaas Hanapbuhay Loan	1,400.00
11/21/18	3293	Fe Dimapilis	Navotaas Hanapbuhay Loan	1,150.00
11/21/18	3299	Crescelda dela Cruz	Navotaas Hanapbuhay Loan	2,800.00
11/21/18	3300	Mary Ann Perry	Navotaas Hanapbuhay Loan	2,000.00
11/21/18	3302	Irene Destriza	Navotaas Hanapbuhay Loan	850.00
11/21/18	3303	Chona Villos	Navotaas Hanapbuhay Loan	600.00
11/27/18	3373	Gelynn Crisostomo	Navotaas Hanapbuhay Loan	4,900.00
11/27/18	3375	June Concepcion	Navotaas Hanapbuhay Loan	34,400.00
11/27/18	3378	Charmel Moreno	Navotaas Hanapbuhay Loan	4,800.00
11/27/18	3379	David Bula	Navotaas Hanapbuhay Loan	2,900.00
11/27/18	3381	Marilyn Buitizon	Navotaas Hanapbuhay Loan	2,550.00
11/29/18	3446	Marisa Manocan	Navotaas Hanapbuhay Loan	(600.00)
12/3/18	3457	Gladys V. Larawan	Navotaas Hanapbuhay Loan	2,300.00
12/3/18	3458	Mary Ann G. Pasion	Navotaas Hanapbuhay Loan	(2,000.00)
12/6/18	3489	Nelda Ofalsa	Navotaas Hanapbuhay Loan	2,650.00
12/14/18	3576	Rosalina T. Boller	Navotaas Hanapbuhay Loan	760.00
12/18/18	3600	Odessa P. Ariar	Navotaas Hanapbuhay Loan	1,750.00
12/18/18	3601	Mary Grace C. Almario	Navotaas Hanapbuhay Loan	2,400.00
12/18/18	3605	Caroline C. Manzana	Navotaas Hanapbuhay Loan	5,900.00
12/21/18	3664	Amparo M. Santos	Navotaas Hanapbuhay Loan	3,660.00
12/21/18	3666	Lysel B. Sarol	Navotaas Hanapbuhay Loan	3,610.00
12/21/18	3667	Lanivee R. Marcelino	Navotaas Hanapbuhay Loan	4,650.00
12/28/18	3725	Maria Theresz A. Gotuato	Navotaas Hanapbuhay Loan	8,100.00
12/28/18	3728	Helen C. Bastol	Navotaas Hanapbuhay Loan	(20.00)
12/28/18	3729	Merlita S. Sevilla	Navotaas Hanapbuhay Loan	6,300.00
01/03/19	0023	Crisanto M. Ciudadano	Navotaas Hanapbuhay Loan	5,100.00
01/03/19	0024	Mary Grace Tuazon	Navotaas Hanapbuhay Loan	1,300.00
01/15/19	0074	Jecelyn P. Gatus	Navotaas Hanapbuhay Loan	3,800.00
01/15/19	0075	Sherie May V. Bautista	Navotaas Hanapbuhay Loan	610.00
01/15/19	0088	Fernando G. Leal	Navotaas Hanapbuhay Loan	21,240.00
01/21/19	0127	Chiqui C. Ayala	Navotaas Hanapbuhay Loan	730.00
01/25/19	0256	Rebecca C. Dela cruz	Navotaas Hanapbuhay Loan	700.00
02/08/19	0466	Azucena S. Sioson	Navotaas Hanapbuhay Loan	1,600.00
02/19/19	0658	Gerry A. Sabian	Navotaas Hanapbuhay Loan	67,025.10
02/19/19	0662	Rosalina D. Zayas	Navotaas Hanapbuhay Loan	230.00
02/19/19	0663	Julietta V. Lato	Navotaas Hanapbuhay Loan	1,230.00
02/27/19	0725	Christine E. Sebastian	Navotaas Hanapbuhay Loan	8,650.00
02/27/19	0726	Ma. Carla C. Vicente	Navotaas Hanapbuhay Loan	260.00
02/28/19	0738	Rose Ann A. Villaruel	Navotaas Hanapbuhay Loan	4,300.00
02/28/19	0739	Shierley M. Entera	Navotaas Hanapbuhay Loan	3,000.00
02/28/19	0743	Rose Marie R. Samson	Navotaas Hanapbuhay Loan	3,950.00
02/28/19	0746	Ramos G. Reyes	Navotaas Hanapbuhay Loan	12,280.00
03/01/19	0791	Luzviminda J. Montayre	Navotaas Hanapbuhay Loan	1,220.00
03/01/19	0793	Marites N. Admana	Navotaas Hanapbuhay Loan	700.00
03/01/19	0795	Lorna C. Bonus	Navotaas Hanapbuhay Loan	4,950.00
03/11/19	0858	Anafie DJ Rivera	Navotaas Hanapbuhay Loan	(100.00)
03/11/19	0860	Jose Asedillo D.R. Dumapit	Navotaas Hanapbuhay Loan	88,890.30
03/11/19	0862	Gladlyn P. Garcia	Navotaas Hanapbuhay Loan	4,550.00
03/11/19	0884	Romir Dacara	Navotaas Hanapbuhay Loan	84,081.60
03/11/19	0885	Richard P. Veluz	Navotaas Hanapbuhay Loan	80,999.10
03/11/19	0894	Mariza A. Torres	Navotaas Hanapbuhay Loan	7,600.00
03/12/19	0904	Maricel R. Cacnio	Navotaas Hanapbuhay Loan	3,060.00
03/26/19	1104	Nilo B. Duarte	Navotaas Hanapbuhay Loan	62,596.00
03/26/19	1105	Ricardo P. Cruz	Navotaas Hanapbuhay Loan	82,232.10



03/26/19	1106	Marianita S. Matubaran	Navotaas Hanapbuhay Loan	420.00
03/26/19	1107	Marissa C. Perante	Navotaas Hanapbuhay Loan	850.00
03/29/19	1156	Nida M. Oñida	Navotaas Hanapbuhay Loan	650.00
03/11/19	0859	Rowena Castillo	Navotaas Hanapbuhay Loan	8,900.00
04/01/19	1200	Visitacion C. Alcantara	Navotaas Hanapbuhay Loan	2,550.00
04/15/19	1346	Rosita T. Rabe	Navotaas Hanapbuhay Loan	
04/16/19	1360	Beatriz E. Fernandez	Navotaas Hanapbuhay Loan	480.00
04/16/19	1361	Rochelle C. Miguel	Navotaas Hanapbuhay Loan	850.00
04/17/19	1390	Evelyn Paragsa	Navotaas Hanapbuhay Loan	640.00
04/17/19	1391	Efren D. Dela cruz	Navotaas Hanapbuhay Loan	8,600.00
04/17/19	1393	Beberly P. Cruz	Navotaas Hanapbuhay Loan	1,360.00
04/17/19	1394	Hazel Anne D. Velasco	Navotaas Hanapbuhay Loan	6,160.00
04/17/19	1395	Joyce I. Arribado	Navotaas Hanapbuhay Loan	3,850.00
04/17/19	1404	Anna Marie O. Brillo	Navotaas Hanapbuhay Loan	3,080.00
04/25/19	1439	Maria Angelita D. Piofino	Navotaas Hanapbuhay Loan	700.00
04/26/19	1444	Lito A. Bello	Navotaas Hanapbuhay Loan	1,590.00
05/08/19	1583	Mary Grace M. Lalucis	Navotaas Hanapbuhay Loan	3,600.00
05/08/19	1584	Alberto D.P. Lopez, Jr.	Navotaas Hanapbuhay Loan	-
05/08/19	1585	Bernard P. Idagdag	Navotaas Hanapbuhay Loan	1,000.00
05/09/19	1604	Marita S. Garcia	Navotaas Hanapbuhay Loan	-
05/09/19	1605	Hysmin M. Oledan	Navotaas Hanapbuhay Loan	350.00
05/15/19	1664	Amy V. Aragon	Navotaas Hanapbuhay Loan	4,000.00
05/20/19	1683	Erlinda F. Garces	Navotaas Hanapbuhay Loan	250.00
05/20/19	1687	Estelita R. Beregola	Navotaas Hanapbuhay Loan	2,750.00
05/20/19	1688	Wilma M. Isidro	Navotaas Hanapbuhay Loan	1,000.00
05/22/19	1720	Elizabeth C. Manjares	Navotaas Hanapbuhay Loan	400.00
05/22/19	1721	Sarina I. Zaspá	Navotaas Hanapbuhay Loan	-
05/30/19	1809	Anie G. Gahum	Navotaas Hanapbuhay Loan	3,750.00
05/30/19	1810	Lolita N. Medalle	Navotaas Hanapbuhay Loan	2,900.00
05/31/19	1837	Marilyn C. Mena	Navotaas Hanapbuhay Loan	4,150.00
05/31/19	1838	Julie C. Albetia	Navotaas Hanapbuhay Loan	1,550.00
05/31/19	1839	Lina S. Castro	Navotaas Hanapbuhay Loan	(50.00)
05/31/19	1840	Julie Ann O. Romero	Navotaas Hanapbuhay Loan	(750.00)
06/10/19	1917	Rexie V. Zarate	Navotaas Hanapbuhay Loan	-
06/10/19	1918	Lucila B. Lachica	Navotaas Hanapbuhay Loan	250.00
06/10/19	1919	Josephine R. Cadacio	Navotaas Hanapbuhay Loan	2,700.00
06/10/19	1920	Evelyn J. Monteciaro	Navotaas Hanapbuhay Loan	4,000.00
06/10/19	1921	Amy Joy A. Agao	Navotaas Hanapbuhay Loan	1,900.00
06/10/19	1924	Joana A. Dabalos	Navotaas Hanapbuhay Loan	4,300.00
06/10/19	1927	Oliver P. Aboyo Sr.	Navotaas Hanapbuhay Loan	25,350.00
06/13/19	2000	Eroica Masagca	Navotaas Hanapbuhay Loan	8,000.00
06/26/19	2105	Amante F. Cubos	Navotaas Hanapbuhay Loan	64,828.00
06/26/19	2162	Marichu O. Cruz	Navotaas Hanapbuhay Loan	1,220.00
07/25/19	2438	Victoria C. Cu	Navotaas Hanapbuhay Loan	1,620.00
08/02/19	2518	Corazon J. Araman	Navotaas Hanapbuhay Loan	-
08/02/19	2519	Thelma A. Lacaden	Navotaas Hanapbuhay Loan	-
08/02/19	2520	Merlita A. Santiago	Navotaas Hanapbuhay Loan	-
08/02/19	2521	Christina O. Layog	Navotaas Hanapbuhay Loan	3,200.00
08/02/19	2522	Analiza G. Dela Cruz	Navotaas Hanapbuhay Loan	-
08/02/19	2523	Henry T. Escarez	Navotaas Hanapbuhay Loan	-
08/02/19	2524	Nicolas F. Delos Santos	Navotaas Hanapbuhay Loan	11,780.00
08/02/19	2525	Virginia V. Liberato	Navotaas Hanapbuhay Loan	-
08/02/19	2526	Revina V. De Guzman	Navotaas Hanapbuhay Loan	7,200.00
08/08/19	2561	Jennifer V. De Leon	Navotaas Hanapbuhay Loan	10,000.00
08/15/19	2635	Marmalisa H. Domasian	Navotaas Hanapbuhay Loan	5,800.00
08/15/19	2636	Gigi M. Impang	Navotaas Hanapbuhay Loan	-
08/19/19	2729	Leami A. Dela cruz	Navotaas Hanapbuhay Loan	-
08/19/19	2730	Artemio L. Mendoza	Navotaas Hanapbuhay Loan	10,793.60



08/19/19	2731	Carlito S. San pedro	Navotaas Hanapbuhay Loan	(50.00)
08/19/19	2732	Diana T. Dela Cruz	Navotaas Hanapbuhay Loan	-
08/19/19	2734	Ma. Salome Rodil	Navotaas Hanapbuhay Loan	1,750.00
08/19/19	2735	Rodelia C. Sablan	Navotaas Hanapbuhay Loan	10,410.00
08/20/19	2741	Ma. Victoria G. Roldan	Navotaas Hanapbuhay Loan	24,600.00
09/06/19	2884	Ferdinand R. Villamayor	Navotaas Hanapbuhay Loan	8,800.00
09/13/19	2970	Juliana C. Fernandez	Navotaas Hanapbuhay Loan	1,600.00
09/18/19	3085	Ferdinand T. Gultiano	Navotaas Hanapbuhay Loan	16,000.00
09/18/19	3086	Carina I Miaco	Navotaas Hanapbuhay Loan	-
09/18/19	3087	Teresita R. Salvador	Navotaas Hanapbuhay Loan	9,000.00
09/18/19	3088	Rowena B. Roque	Navotaas Hanapbuhay Loan	-
09/18/19	3090	Dianne B. Cruz	Navotaas Hanapbuhay Loan	1,600.00
09/18/19	3091	Sharon S. Garciano	Navotaas Hanapbuhay Loan	-
09/18/19	3092	Leonida B. Peñafior	Navotaas Hanapbuhay Loan	-
09/18/19	3093	Alex P. Provide	Navotaas Hanapbuhay Loan	-
09/18/19	3094	Maria Redelia E. Quintero	Navotaas Hanapbuhay Loan	800.00
09/18/19	3095	Teresa S. Descutido	Navotaas Hanapbuhay Loan	-
09/18/19	3096	Erlinda V. Vasquez	Navotaas Hanapbuhay Loan	-
09/18/19	3097	Edjay T. Gallardo	Navotaas Hanapbuhay Loan	14,625.00
09/18/19	3122	Jennifer G. Maglono	Navotaas Hanapbuhay Loan	-
10/16/19	3289	Ma. Celia S. Giron	Navotaas Hanapbuhay Loan	1,000.00
10/16/19	3290	Abigail R. Espina	Navotaas Hanapbuhay Loan	1,800.00
10/16/19	3291	Romelito S. Lucio	Navotaas Hanapbuhay Loan	4,000.00
10/16/19	3292	Ma. Elizabeth G. Valenzuela	Navotaas Hanapbuhay Loan	2,000.00
10/16/19	3293	Ma. Raquel I. Oliveros	Navotaas Hanapbuhay Loan	9,000.00
10/16/19	3294	Marie Grace C. Romero	Navotaas Hanapbuhay Loan	8,700.00
10/16/19	3296	Ma. Winnie P. Tamayo	Navotaas Hanapbuhay Loan	1,900.00
10/16/19	3297	Gerry B. Cruz	Navotaas Hanapbuhay Loan	3,400.00
10/25/19	3428	Rosita T. Rabe	Navotaas Hanapbuhay Loan	250.00
10/30/19	3476	Margarita M. Lacson	Navotaas Hanapbuhay Loan	300.00
12/13/19	3910	Teresa A. De Jesus	Navotaas Hanapbuhay Loan	14,000.00
12/13/19	3918	Erciel Riza P. Cruz	Navotaas Hanapbuhay Loan	6,200.00
12/17/19	3933	Norma D. Cruz	Navotaas Hanapbuhay Loan	4,100.00
12/18/19	3952	Mara Angela F. Malunes	Navotaas Hanapbuhay Loan	3,000.00
12/18/19	3966	Jenny S. Bedes	Navotaas Hanapbuhay Loan	9,600.00
12/19/19	3997	Cristina C. Calma	Navotaas Hanapbuhay Loan	3,500.00
12/27/19	4299	Jenneth Too	Navotaas Hanapbuhay Loan	2,900.00
01/27/20	0302	Reginald A. Camacho	Navotaas Hanapbuhay Loan	8,400.00
01/27/20	0303	Glenda D. Sison	Navotaas Hanapbuhay Loan	8,500.00
01/27/20	0304	Lilia B. Irinco	Navotaas Hanapbuhay Loan	4,350.00
01/27/20	0305	Irish M. Yabut	Navotaas Hanapbuhay Loan	4,400.00
01/27/20	0306	Herlyn G. Pequit	Navotaas Hanapbuhay Loan	4,600.00
01/27/20	0307	Lydia F. Magalso	Navotaas Hanapbuhay Loan	8,600.00
01/27/20	0308	Lester N. Dela cruz	Navotaas Hanapbuhay Loan	8,900.00
01/27/20	0309	Memelle G. Navarrosa	Navotaas Hanapbuhay Loan	17,000.00
01/27/20	0310	Josephine I. Habitan	Navotaas Hanapbuhay Loan	8,700.00
01/27/20	0311	Alma I. Capistrano	Navotaas Hanapbuhay Loan	4,250.00
01/27/20	0312	Rosaly B. Sevilla	Navotaas Hanapbuhay Loan	58,109.63
01/27/20	0313	Carina S. Tasarra	Navotaas Hanapbuhay Loan	9,800.00
01/27/20	0314	Rosemarie Juannes C. Ranario	Navotaas Hanapbuhay Loan	8,700.00
01/27/20	0315	Ester P. Branzuela	Navotaas Hanapbuhay Loan	8,700.00
01/27/20	0316	Erlinda F. Garcas	Navotaas Hanapbuhay Loan	5,000.00
01/27/20	0317	Emily R. Opiana	Navotaas Hanapbuhay Loan	11,700.00
02/06/20	0526	Mary Ann C. Quimbeo	Navotaas Hanapbuhay Loan	49,750.00
02/06/20	0530	Marisa K. Manocan	Navotaas Hanapbuhay Loan	44,100.00
02/07/20	0569	Cherrylyn S. De guzman	Navotaas Hanapbuhay Loan	23,750.00
02/12/20	0655	Nestor F. Ferma	Navotaas Hanapbuhay Loan	5,000.00
02/12/20	0656	Bernabe Q. Mendeja	Navotaas Hanapbuhay Loan	59,835.62



02/12/20	0659	Tessie Q. Doble	Navotas Hanapbuhay Loan	14,250.00
02/20/20	0781	Felipe M. Prudenciado	Navotas Hanapbuhay Loan	10,000.00
02/20/20	0782	Rowena N. Quinto	Navotas Hanapbuhay Loan	25,000.00
02/28/20	0858	Rosita Rabe	Navotas Hanapbuhay Loan	10,000.00
			Total	2,346,692.63



REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
CITY OF NAVOTAS



CITY LEGAL OFFICE

13 November 2020

MS. JAYNE B. RILLON  
Program Director  
Navotas Hanapbuhay Center

Re : List of loan awardees under the Tulong Puhunan Program with pending balances amounting to a total of P2,346,692.63.

Ma'am:

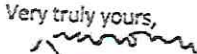
This refers to your letter dated 18 September 2020, seeking our advice on how to resolve the matter of the failure of your borrowers to respond to your demand for payment in spite of receiving Notices of Delinquencies.

We understand that in response to Audit Observation Memorandum dated 16 July 2020, your office have reconciled the records with the City Accounting Office with regard to the list of loan awardees under the Tulong Puhunan Program with pending balances, which totaled P2,346,692.63 above-mentioned.

Given that your office had already sent demand letters for payment/notice of delinquencies, which had been received and ignored by the borrowers, may we advice you to file a civil action for collection of sum of money in court. Please furnish us a copy of the list of loan awardees, their respective balances and the letters/notices with proof of receipt by the borrowers, for our review; and we shall assist you in the filing of the proper case.

Thank you.

Very truly yours,

  
JOEL JOSELITO D. PARONG  
City Legal Officer

Cc: City Accounting Office





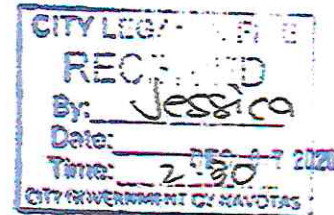
Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**NAVOTAS HANAPBUHAY CENTER**

07 December 2020

Atty. JOEL JOSELITO D. PARONG  
City Legal Officer



Dear Sir:

First of all, the undersigned would like to extend her gratitude for your earnest intent to assist our office in taking appropriate action toward our loan awardees who failed to pay their due payments in spite of receiving Notice of Delinquencies.

As you have requested in your letter dated 13 November 2020 in response to our request for legal advice, attached are the following documents for your review:

- List of Loan Awardees reflecting their balances and due date
- Copy of Letters/Notices with proof of receipt of borrowers

Again, thank you very much.

Very truly yours,

  
JAYNE B. RILLON  
Acting CGSO

## 1ST NOTICE

DEBTORS	AMOUNT (CAO)	BALANCE AS OF AS OF NOVEMBER 6 (NHC)	DUE DATE	SAVINGS EARNED	NEW BALANCE	DATE RECEIVED	NUMBER OF NOTICE RECEIVED
1 JOCELYN DESPHY	8,600.00	8,400.00	10/23/2017	840.00	7,560.00	7-23-19	1
2 NENITA SAMONTE	3,750.00	3,750.00	01/19/2018	250.00	3,500.00	7-19-19	1
3 ISAAC JAMES BERMEO	15,500.00	12,800.00	10/18/2018	8,900.00	3,900.00	7-19-19	1
4 RHODORA QUINTONG	2,925.00	3,050.00	07/05/2018	390.00	2,660.00	6-11-19	1
5 ERNESTO M. REYES	3,600.00	4,000.00	07/09/2018	-	4,000.00	6-13-19	1
6 JOSEPH SANTOS	36,050.00	35,450.00	04/08/2019	2,550.00	32,900.00	5-22-19	1
7 NOEMI CERDEÑA	2,900.00	2,900.00	12/14/2018	1,100.00	1,800.00	5-22-19	1
8 FARRAHLYN PILAPIL	3,300.00	3,300.00	01/18/2019	580.00	2,720.00	9-6-19	1
9 MA. VICTORIA FAME	1,850.00	1,550.00	01/23/2019	350.00	1,200.00	6-11-19	1
10 EMILY GUTIERREZ	5,930.00	5,780.00	01/23/2019	720.00	5,060.00	9-27-19	1
11 VERONICA MATHEWS	7,950.00	7,950.00	01/23/2019	400.00	7,550.00	5-22-19	1
12 MA. JINGLE SIBALA	1,000.00	1,000.00	02/01/2019	650.00	350.00	7-23-19	1
13 DELIAH ESCARLAN	2,800.00	2,800.00	02/01/2019	800.00	2,000.00	7-15-19	1
14 MARY ANN DIMAALA	3,200.00	3,150.00	02/01/2019	370.00	2,780.00	6-25-19	1
15 JESSICA BAGNAES	2,650.00	2,650.00	02/01/2019	400.00	2,250.00	10-1-19	1
16 JULIET PAMATIAN	2,440.00	2,390.00	02/01/2019	470.00	1,920.00	6-13-19	1
17 MARY JANE ESCAT	2,500.00	2,500.00	02/01/2019	460.00	2,040.00	6-21-19	1
18 ROSEMARIE IRAY	2,250.00	2,250.00	02/01/2019	450.00	1,800.00	6-13-19	1
19 ROGELIO DELA CRUZ	9,670.00	9,670.00	02/12/2019	870.00	8,800.00	7-10-19	1
20 MELANIE RACCA	9,500.00	9,500.00	02/19/2019	900.00	8,600.00	5-22-19	1
21 EDELYN BATADIAN	3,050.00	3,050.00	03/01/2019	390.00	2,660.00	5-22-19	1
22 ARLENE YRIGAN	3,650.00	3,650.00	03/04/2019	270.00	3,380.00	6-13-19	1
23 MARICAR ALMARIO	1,630.00	2,430.00	03/04/2019	480.00	1,950.00	6-13-19	1
24 SHIRLY SAAGUNDO	3,850.00	3,750.00	03/04/2019	680.00	3,070.00	6-13-19	1
25 ANALIE ESPERANZA	2,600.00	2,600.00	03/12/2019	260.00	2,340.00	6-17-19	1
26 LAZELLE TUBAT	3,700.00	3,430.00	03/14/2019	180.00	3,250.00	9-27-19	1
27 ERLINDA BARTINA	7,300.00	6,300.00	04/22/2019	340.00	5,960.00	6-11-19	1
28 MA. LUISA MIGUEL	4,150.00	4,250.00	04/08/2019	150.00	4,100.00	6-13-19	1
29 EMELITA JIONGCO	29,500.00	23,500.00	09/05/2019	1,800.00	21,700.00	9-18-19	1
30 VIER TAGANAHAN	3,070.00	3,070.00	04/22/2019	420.00	2,650.00	6-21-19	1
31 VIVIANA MIRADORA	2,400.00	2,400.00	04/22/2019	1,520.00	880.00	10-1-19	1



32	CRESCELDA DELA CRUZ	2,800.00	2,800.00	05/01/2019	320.00	2,480.00	7-10-19	1
33	JUNE CONCEPCION	34,400.00	30,400.00	04/30/2019	720.00	29,680.00	6-28-19	1
34	GLADYS V. LARAWAN	2,300.00	2,300.00	05/03/2019	540.00	1,760.00	6-17-19	1
35	AMPARO M. SANTOS	3,660.00	3,660.00	06/04/2019	120.00	3,540.00	9-26-19	1
36	LYCEL B. SAROL	3,610.00	3,610.00	06/04/2019	150.00	3,460.00	10-8-19	1
37	LANIVEE R. MARCELINO	4,650.00	4,650.00	06/04/2019	70.00	4,580.00	10-8-19	1
38	MARIA THERESA GOTUATO	8,100.00	8,100.00	06/14/2019	920.00	7,180.00	9-18-19	1
39	CRISANTO M. CIUDADANO	5,100.00	5,100.00	06/10/2019	620.00	4,480.00	9-4-19	1
40	MARY GRACE TUAZON	1,300.00	1,300.00	06/14/2019	360.00	940.00	10-2-19	1
41	JECELYN P. GATUS	3,800.00	3,800.00	06/18/2019	200.00	3,600.00	10-1-19	1
42	JUANITA AQUINO	6,440.00	6,440.00	01/16/2014	300.00	6,140.00	3-17-14	1
<b>TOTAL</b>		<b>262,985.00</b>	<b>248,990.00</b>		<b>31,960.00</b>	<b>223,170.00</b>		

2ND NOTICE

DEBTORS	AMOUNT (CAO)	BALANCE AS OF AS OF NOVEMBER 6 (NHC)	DUE DATE	SAVINGS EARNED	NEW BALANCE	DATE RECEIVED	NUMBER OF NOTICES RECEIVED
1 JUDITH ANTIB	5,600.00	5,600.00	01/15/2014	520.00	5,080.00	3-25-14	2
2 NANCY RELANO	2,225.00	2,300.00	12/12/2018	-	2,300.00	10-8-19	2
3 REDENTOR MARTIN	7,750.00	7,750.00	01/17/2019	4,050.00	3,700.00	10-9-19	2
4 ROMILA BOQUILON	3,890.00	3,790.00	01/09/2019	180.00	3,610.00	10-1-19	2
5 MARY NEIL GRACE BORDO	3,950.00	3,950.00	03/12/2019	210.00	3,740.00	10-14-19	2
6 CHARMEIL MORENO	4,600.00	4,600.00	05/01/2019	60.00	4,540.00	10-1-19	2
7 MARILYN BUITIZON	2,550.00	2,550.00	05/01/2019	250.00	2,300.00	10-30-19	2

TOTAL	28,015.00	27,990.00		5,020.00	25,270.00		
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**FINAL NOTICE**

DATE	DEBTORS	AMOUNT (CAO)	BALANCE AS OF AS OF NOVEMBER 6 (MNC)	DUE DATE	SAVINGS EARNED	NEW BALANCE	DATE OF NOTICE	NUMBER OF NOTICES RECEIVED
1 21/06/2013	1 EDGARDO SUMILE	2,940.00	2,940.00	10/16/2013	100.00	2,840.00	5-24-16	3
2 21/06/2013	2 MERLITA GUERRERO	1,700.00	1,700.00	10/12/2013	360.00	1,340.00	5-24-16	3
3 21/06/2013	3 MONINA MORALES	3,250.00	3,250.00	11/20/2013	190.00	3,060.00	5-24-16	3
5 24/07/2013	4 SOFIA ARANZASO	2,600.00	2,600.00	11/01/2013	1,220.00	1,380.00	5-24-16	3
6 02/08/2013	5 JOCELYN DELANTAR	4,700.00	4,700.00	11/21/2013	60.00	4,640.00	5-24-16	3
7 02/08/2013	6 GILBERT BARTOLOME	4,150.00	4,150.00	11/21/2013	110.00	4,040.00	5-24-16	3
8 02/08/2013	7 TRINIDAD GARCIA	2,400.00	2,400.00	11/28/2013	500.00	1,900.00	5-24-16	3
11 12/08/2013	8 ANITA DE LEON	3,500.00	3,500.00	11/28/2013	150.00	3,350.00	5-24-16	3
14 02/09/2013	9 ELIZABETH CATAROS	4,300.00	4,700.00	12/20/2013	-	4,700.00	5-24-16	3
16 02/09/2013	10 MARILOU MANGUBAT	3,700.00	3,700.00	12/21/2013	1,060.00	2,640.00	5-24-16	3
18 13/09/2013	11 ALEXANDER REYES	3,950.00	3,950.00	01/05/2014	210.00	3,740.00	5-24-16	3
21 25/09/2013	12 FLORELIZA HERRERA	300.00	300.00	01/16/2014	280.00	20.00	5-24-16	3
24 25/09/2013	13 ANALY RAFUL	2,150.00	2,150.00	01/16/2014	840.00	1,310.00	5-24-16	3
27 25/09/2013	14 RICARDO BUTRON	6,900.00	6,900.00	01/16/2014	620.00	6,280.00	5-24-16	3
30 27/09/2013	15 MARY ANN MORALES	7,800.00	7,800.00	01/23/2014	440.00	7,360.00	5-24-16	3
31 27/09/2013	16 JONATHAN CENARILLOS	1,115.00	1,115.00	01/24/2014	270.00	845.00	5-24-16	3
33 07/10/2013	17 ANGELITA PERALTA	1,950.00	1,950.00	01/29/2014	1,890.00	60.00	5-24-16	3
34 08/11/2013	18 CRISALDO RODRIGUEZ	1,950.00	1,950.00	03/02/2014	610.00	1,340.00	5-24-16	3
35 08/11/2013	19 MARY GRACE DIGMA	4,600.00	4,000.00	02/27/2014	140.00	3,860.00	5-24-16	3
39 18/12/2013	20 JOSEFINO GATCHALIAN	14,300.00	14,300.00	04/05/2014	2,220.00	12,080.00	5-24-16	3
41 27/01/2014	21 MARIA CRISTINA DUARDO	2,250.00	2,250.00	05/15/2014	200.00	2,050.00	5-24-16	3
42 27/01/2014	22 SOFIA BOLOR	7,600.00	7,600.00	05/16/2014	280.00	7,320.00	5-24-16	3
43 27/01/2014	23 NORMA SANTILLAN	6,400.00	5,900.00	05/16/2014	1,640.00	4,260.00	5-24-16	3
49 03/03/2014	24 RIZZA RICAFRENTTE	5,300.00	5,300.00	07/03/2014	480.00	4,820.00	5-24-16	3
51 26/03/2014	25 RODANTE SAN PEDRO	1,450.00	1,350.00	08/01/2014	880.00	470.00	5-24-16	3
53 26/03/2014	26 LOURDES ANDES	5,900.00	5,900.00	08/10/2014	220.00	5,680.00	5-24-16	3
57 28/04/2014	27 IOLITA DELA CRUZ	3,250.00	3,250.00	08/22/2014	90.00	3,160.00	5-24-16	3
58 13/05/2014	28 TEODORO LIZAN JR.	9,900.00	9,900.00	09/04/2014	1,760.00	8,140.00	5-24-16	3
60 28/05/2014	29 NOEL ADAMAS	11,500.00	11,500.00	09/18/2014	500.00	11,000.00	5-24-16	3
63 10/07/2014	30 BERNADETTE RAMOS	5,520.00	5,520.00	03/01/2015	580.00	4,940.00	5-24-16	3
65 06/08/2014	31 JUANA MAAGDA	3,000.00	3,000.00	11/22/2014	400.00	2,600.00	5-24-16	3



67	13/08/2014	32	LALINIA ALCANDE	7,550.00	7,550.00	03/15/2015	490.00	7,060.00	5-24-16	3
70	26/08/2014	33	NENITA DESTRAJO	2,550.00	2,550.00	12/19/2014	450.00	2,100.00	5-24-16	3
71	18/09/2014	34	LYDWINA SICAD	3,000.00	3,000.00	01/07/2015	260.00	2,740.00	5-24-16	3
72	18/09/2014	35	VIVIAN LACSON	7,840.00	7,890.00	01/07/2015	100.00	7,790.00	5-24-16	3
75	14/10/2014	36	CELESTINA JAVIER	1,400.00	1,350.00	02/07/2015	190.00	1,160.00	5-24-16	3
77	25/11/2014	37	LARRY MENDOZA	7,700.00	7,700.00	03/27/2015	280.00	7,420.00	5-24-16	3
78	08/12/2014	38	JUVY VELASCO	500.00	500.00	03/27/2015	400.00	100.00	5-24-16	3
			<b>TOTAL</b>	<b>170,865.00</b>	<b>170,065.00</b>		<b>20,470.00</b>	<b>149,595.00</b>		





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

MARCH 20, 2014

624024 Date

Edaardo Sumile  
Bk- 29 Lot 18 P2 A2, NBBS  
Navotas City  
Borrower  
Marcelo Ornelio  
R-10, NBBS  
Navotas City  
Co-maker

Co-maker

**PANGALAWANG PAALALA**  
(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 4 ng MARCH, 2014 na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais naming ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay magresulta ng pagpapataw ng interest na 1.25% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of <u>March 2014</u>	:	P <u>4,400.01</u>
Additional Interest ( <u>Oct - 2013</u> hanggang <u>March 2014</u> )	:	P <u>340.48</u>
Total Balance	:	P <u>4,740.49</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlóng (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa Korte, upang singilin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

*[Signature]*  
March 20 - 3-25-14

Lubos na gumagalang,

*[Signature]*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

*[Signature]*  
MARITA P. TRINIDAD  
Program Director



Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

MARCH 20, 2014

624025 Date

Monina Morales  
Blk. 1 Lot 23 P2 Site 8, NBBS  
Navotas City  
Borrower  
Ma. Victoria O. Dasano  
Blk. 27 B Lot 35 P2 A1, NBBS  
Navotas City  
Co-maker

Co-maker

**PANGALAWANG PAALALA**

(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 4 ng Marso, 2013, na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais nating ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay nagreresulta ng pagpapataw ng interest na 1.25% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of <u>March 2014</u>	:	P <u>3,859.99</u>
Additional Interest ( <u>Nov. 2013</u> hanggang <u>March 2014</u> )	:	P <u>269.03</u>
Total Balance	:	P <u>4,129.02</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa Korte, upang singilin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Binigyang Pansin:

**MARITA DE TRINIDAD**  
Program Director

Lubos na gumagalang,

**VIOLETA M. BEREZ**

Financing & Loan Application Assistance Unit

WLC





NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

March 04, 2014

Date

Cherry Rose Agustin  
#100 Int. St. Bagumbayan South,  
Navotas City

Borrower

Gita dela Cruz  
#22 Tagabaran St. BSC,  
Navotas City

Co-maker

Alberto Basilio  
#114 Dr. C. Bana St. BSC,  
Navotas City

Co-maker

PAALALA

Nais po naming ipabatid sa inyo, na base sa aming talaan, ay noong ika- 18 ng December, 2013, ang takdang panahon upang mabayaran ninyo ang inyong pagkakautang sa Navotaas Hanapbuhay Center. Ang huli po ninyong paghuhulog ay noong ika- 19 ng December, 2013. Ang kabuuang halaga na inyong nahiram ay P 20,000 at ang inyong naihulog ay nagkakahalaga ng P 10,800 para sa principal loan at P 2,140 para sa savings. Kung idadagdag po natin ang inyong savings bilang kabayaran, ang kabuuang halaga na inyong naihulog ay P 12,960, at ang magiging balanse ay P 7,040, na magkakaroon pa ng dagdag interest.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng keyo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of	<u>Feb. 1, 2014</u>	:	P	<u>7,040.00</u>
Additional Interest (	<u>Dec.</u> hanggang <u>Feb.</u> )	:	P	<u>269.31</u>
Total Balance		:	P	<u>7,309.31</u>

Upang maiwasan po na magkaroon pa ng karagdagang interest, ipinaaalala po namin sa inyo na dapat po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Received by:

Alberto S. Basilio  
11/14/14

Lubos na gumagalang,

Violeta M. Perez

Financing & Loan Application Assistance Unit

Binigyang Pansin:

Marita D. Trinidad  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

June 10, 2014

Date

Shella C. Cupcupin  
# 17 Quintos St. San Jose,  
Navotas City

Borrower

Allan O. Catarus  
# 82 Quintos St. San Jose,  
Navotas City

Co-maker

Jennelyn N. Kangken

# 122 Davila St. Navotas West,

Navotas City

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotaas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dehil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang nterest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Sinigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

March 04, 2014

Date

Analy Rafel  
Tagumpay St. Tama  
Navotas City  
Borrower

Dario S. Diesta  
Tagumpay St. Tama  
Navotas City  
Co-maker

Joseph S. Diesta  
Blk. 37 Lot 12, Acl 02  
Maligato St. Neos, Navotas City  
Co-maker

PAALALA

Nois po naming ipabatid sa inyo, na base sa aming talaan, ay noong ika- 16 ng January, 2014, ang takdang panahon upang mabayaran ninyo ang inyong pagkakautang sa Navotas Hanapbuhay Center. Ang huli po ninyong paghuhulog ay noong ika- 12 ng December, 2013. Ang kabuuang halaga na inyong nahiram ay P 10,000 at ang inyong naihulog ay nagkakahalaga ng P 4,200 para sa principal loan at P 540 para sa savings. Kung idadagdag po natin ang inyong savings bilang kabayaran, ang kabuuang halaga na inyong naihulog ay P 5,040 at ang magiging balanse ay P 4,960 na magkakaroon pa ng dagdag interest.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of	<u>Feb. 1, 2014</u>	:	P	<u>4,960.00</u>
Additional interest (	<u>Jan.</u> hanggang <u>Feb.</u> )	:	P	<u>124.78</u>
Total Balance		:	P	<u>5,084.78</u>

Upang maiwasan po na magkaroon pa ng karagdagang interest, ipinaaalala po namin sa inyo na dapat po ninyong mabayaran ang natitirang balanse sa laing madaling panahon.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA P. TRINIDAD  
Program Director



# COMPUTATION OF LOAN BALANCE

Account No.	Name of Tulong Puhunan Awarded	Amount of Loan Granted	Amount of Loan Released
	ANALY RAFUL	10 000.00	9 525.00
	Terms of Payment:		Processing Fee
		11.25% per month of the	11% of the total loan
	3 months - 100 days	plus loan, 11.25% of 3 months	100.00
	TAGUMPAY / ST. TANZ	575.00	
2013-102	Date Issued:	Due Date:	Last Payment Date:
	10/1/2013	1/15/2014	12/12/2013
Computation:			
Overdue Amount:			5 000.00
Less: Savings Earned			500.00
Sub-total			4 500.00
Add: Interest (1.25%) JAN 2014			57.50
Sub-total			4 557.50
Add: Interest (1.25%) FEB 2014			57.75
Sub-total			4 615.25
BALANCE AS OF AS OF FEB 1, 2014			5,084.75

Analy C. Rafael  
By Analy Rafael  
March 11, 2014







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Judith Antib  
C-3 Road, NBBS  
Navotas City  
Borrower  
Rome M. Roca  
R-AD, NBBS  
Navotas City  
Co-maker

MARCH 20, 2014  
624013 Date

Danilo D. Dizon  
R-10, NBBS  
Navotas City  
Co-maker

PANGALAWANG PAALALA  
(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 4 ng MARCO, 2014, na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais naming ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay magreresulta ng pagpapataw ng interest na 1.25% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of	<u>March 2014</u>	:	P	<u>6,200.00</u>
Additional Interest	<u>(Jan - 2014 hanggang March 2014)</u>	:	P	<u>247.60</u>
Total Balance		:	P	<u>6,527.60</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kasong sa korte, upang singilin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Judith Antib  
03/27/14  
Binigyang Pansin:  
MARITA DP. TRINIDAD  
Program Director

Lubos na gumagalang,  
Violeta M. Perez  
VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

MARCH 10, 2014

Date

#0701

JUANITA AGUIÑO  
DONA AURORA COR. ROSAS ST.  
TANZA NAVOTAS CITY

Borrower

CHRISTOPHER ADELINO  
ST. CAMPAÑA ST. TANZA  
NAVOTAS CITY

Co-maker

LARRY LATAPO  
EVERLASTING ST. TANZA  
NAVOTAS CITY

Co-maker

PAALALA

Nais po naming ipabatid sa inyo, na base sa aming talaan, ay noong ika-11, ng JAN, 2014, ang takdang panahon upang mabayaran ninyo ang inyong pagkakautang sa Navotaas Hanapbuhay Center. Ang huli po ninyong paghuhulog ay noong ika-26 ng NOV, 2013. Ang kabuuang halaga na inyong nahiram ay P 15,000.00 at ang inyong naihulog ay nagkakahalaga ng P 1,500.00 para sa principal loan at P 300.00 para sa savings. Kung idadagdag po natin ang inyong savings bilang kabayaran, ang kabuuang halaga na inyong naihulog ay P 1,800.00 at ang magiging balanse ay P 13,200.00, na magkakaroon pa ng dagdag interest.


Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdag ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of FEB, 2014 : P 13,200.00  
Additional Interest (JAN '14 hanggang FEB '14) : P 392.06  
Total Balance : P 13,592.06

Upang maiwasan po na magkaroon pa ng karagdagang interest, ipinaaalala po namin sa inyo na dapat po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

  
Josephine  
Branch Director

Lubos na gumagaling,

active

  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pensin:

  
MARITA D. TRINIDAD  
Program Director







NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

March 4, 2014

Date

Mary Ann Morales  
# 319 B. Cruz St. Targos  
Navotas City

Borrower

Wilfredo S. Morales  
# 319 B. Cruz St. Targos  
Navotas City

Co-maker

Ma. Cristina P. Morales  
# 319 B. Cruz St. Targos  
Navotas City

Co-maker

PAALALA

Nois po naming ipabatid sa inyo, na base sa aming talaan, ay noong ika- 23 ng January, 2014, ang takdang panahon upang mabayaran ninyo ang inyong pagkakautang sa Navotaas Hanapbuhay Center. Ang huli po ninyong paghuhulog ay noong ika- 6 ng November, 2013. Ang kabuuang halaga na inyong nahiram ay P 10,000 at ang inyong naihulog ay nagkakahalaga ng P 8,200 para sa principal loan at P 440 para sa savings. Kung idadagdag po natin ang inyong savings bilang kabayaran, ang kabuuang halaga na inyong naihulog ay P 2,640 at ang magiging balanse ay P 7,360 na magkakaroon pa ng dagdag interest.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of	<u>Feb. 1, 2014</u>	:	<u>P 7,360.00</u>
Additional Interest (	<u>Jan. - hanggang Feb.</u>	):	<u>P 185.15</u>
Total Balance		:	<u>P 7,545.15</u>

Upang maiwasan po na magkaroon pa ng karagdagang interest, ipinapaalala po namin sa inyo na dapat po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

MA CRISTINA MORALES  
WILFREDO MORALES  
MARY ANN MORALES

Lubos na gumagalang.

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pensin:

MARITA D. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

January 4, 2014

Date

Jonathan Cernillos  
C-3 Road Blk. 44 Lot. 23-24  
P-1C, NBB, Navotas City  
Borrower

Bryan Marquez  
# 217 Nemesio Angeles Mariano  
Bldg. Navotas City  
Co-maker

Co-maker

PAALALA

Nais po naming ipabatid sa inyo, na base sa aming talaan, ay noong ika- 24 ng January, 201 4, ang takdang panahon upang mabayaran ninyo ang inyong pagkakautang sa Navotaas Hanapbuhay Center. Ang huli po ninyong paghuhulog ay noong ika- 20 ng November, 201 3. Ang kabuuang halaga na inyong nahiram ay P 5,000 at ang inyong naihulog ay nagkakahalaga ng P 1,350 para sa principal loan at P 270 para sa savings. Kung idadagdag po natin ang inyong savings bilang kabayaran, ang kabuuang halaga na inyong naihulog ay P 1,620 at ang magiging balanse ay P 3,380, na magkakaroon pa ng dagdag interest.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pengako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of	<u>Feb. 1, 2014</u>	:	P	<u>3,380.00</u>
Additional Interest (	<u>Jan.</u> hanggang <u>Feb.</u> )	:	P	<u>85.03</u>
Total Balance		:	P	<u>3,465.03</u>

Upang maiwasan po na magkaroon pa ng karagdagang interest, ipinaaalala po namin sa inyo na dapat po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA P. TRINIDAD







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

APRIL 20, 2014

SB6F #002 Date

RAMONA CANETE  
B-33 AT 17 14 P.B.A.  
NAVOTAS CITY

Borrower

INDULIANA DANIELES  
B-33 AT 17 14 P.B.A.  
NAVOTAS CITY

Co-maker

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)


Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.


Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

  
VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit

Binigyang Pansin:

  
MARITA D. TRINIDAD  
Program Director

for 2nd notice





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

June 10, 2014

Date

Maria Cristina E. Wardo  
#55 Kahunari St., San Jose  
Navotas City

Borrower

Fermin Calderon Jr.  
#55 Kahunari St., San Jose  
Navotas City

Co-maker

Restituto Gomez JR.  
#55 Kahunari St., San Jose  
Navotas City

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

For 2nd Notice

Mama S. Coot 6-24-14

Lubos na gumagalang,

Violeta M. Perez  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

Marita D. Trinidad  
MARITA DP. TRINIDAD  
Program Director

Elsig Gomez

6-24-2014



Fermin Calderon  
6-24-14





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Aug 7, 2014  
Date

Rizza Ricaprente  
#59 Tagaharan St. BBC  
Navotas City  
Borrower  
Rodolfo Salvador  
San Rafael Village  
Navotas City  
Co-maker

Jovye Gonzales  
#329 Lot 1 P-3 P-Dagatan  
Navotas City  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkukautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkukautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

8/12/14  
Rizza G. Ricaprente  
Rodolfo Salvador by: [Signature]  
Jovye Gonzales by: [Signature]

Lubos na gumagalang,

[Signature]  
VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit

Sinigyang Pansin:

[Signature]  
MARITA DP. TRINIDAD  
Program Director

for 2<sup>nd</sup> notice





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

September 11, 2014  
Date

Rizza Ricafrente  
#59 Tagarahan St. BBS  
Navotas City  
Borrower  
Rodolfo Salvador  
San Rafael Village  
Navotas City  
Co-maker

Joebe Gonzales  
#329 lot 1 Pk 3 Dagot-dagotan  
Navotas City  
Co-maker

PANGALAWANG PAALALA  
(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 7 ng August, 2014, na nagpapalaala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais nating ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay magresulta ng pagpapataw ng interest na 12.5% sa halagang hindi pa nababayaran, dahilian para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of <u>September</u> <u>2014</u>	:	P <u>7,120.00</u>
Additional interest ( <u>July</u> hanggang <u>Sept. 2014</u> )	:	P <u>270.35</u>
Total Balance	:	P <u>7,390.35</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa korte, upang singilin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Sinigyang Pangin:

MALETA D.P. TRINIDAD  
Program Director

Rizza Ricafrente  
APR  
09-12-14

received by:  
Shirley 9-10-14





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Oct. 9, 2014  
Date

Lourdes P. Andres  
Blk. 4 B Lot 1 Carville Homes  
Tanza, Navotas City  
Borrower

Ligaya S. Ponce  
Blk. 4 B Lot 1 Carville Homes  
Tanza, Navotas City  
Co-maker

Anthony Sumad  
Blk. 5 Lot 6 Carville Subd.  
Tanza, Navotas City  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

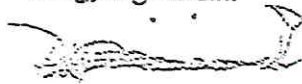
Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

  
MARITA D. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Oct. 9, 2014

Date

Teodoro L. Lizan  
#488 P. Cadorniga St. Nav. West.  
Navotas City  
Borrower

Florenio L. Lizan  
#488 P. Cadorniga St. Nav. West.  
Navotas City  
Co-maker

Wilfredo A. Liviko  
#18 San Marcos St. Navotas West,  
Navotas City  
Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

  
MARITA D. TRINIDAD  
Program Director

  
Romeo Santos

Oct. 9, 2014







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

NOV. 24, 2017

Date

JOICE EDISON DL. MANAPAT  
381 C. SANTOS ST. TANGOS  
NAVOTAS CITY

Borrower

JOHANNA PAULINE SAGON  
1620 M. NAVAL ST. TANGOS  
NAVOTAS CITY

Co-maker

CAMILLE CANLAS  
16 FISHERMAN VILLAGE  
DAANGHARI NAVOTAS CITY

Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paaalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA D. TRINIDAD  
Program Director

MARILYN BASURTO  
NOV. 24, 2017





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

JAN 25, 2018

Date

JOICE EDISON DL. MANAPAT  
381 C. SANTOS ST. TANGOS  
NAVOTAS CITY

Borrower

JOHANNA PAULINE SAGON  
1420 M. NAVAL ST. TANGOS  
NAVOTAS CITY

Co-maker

CAMILLE CANLAS  
16 FISHERMAN IMAGE  
NAVOTAS CITY

Co-maker

**PANGALAWANG PAALALA**

(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 24 ng NOV, 2017, 2018, na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais naming ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay nagreresulta ng pagpapataw ng interest na 125% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of <u>JAN</u> <u>2018</u>	: P <u>73,900.00</u>
Additional interest ( <u>6% 2017</u> hanggang <u>JAN 2018</u> )	: P <u>3,809.79</u>
Total Balance	: P <u>77,709.79</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa Korte, upang sing'lin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director

Lubos na gumagalang,

VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

1-Feb-18  
Date

JOCELYN DESPHY  
BLK 38-A LOT 4 P 2 A 4 MALIPUTO ST.  
NBBS NAVOTAS CITY  
Borrower

RAMIL NEBRES  
BLK 37 LOT 14 PH 2 A 4  
NAVOTAS CITY  
Co-maker

MARTEN C. SALVEDIA  
BLK 38-A LOT 4 P 2 A 4 MALIPUTO  
NAVOTAS CITY  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong-pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang nterest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA D. TRINIDAD  
Program Director  
02/01/2018





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

16-Jul-19

Date

NENITA M. SAMONTE  
826 M. NAVAL ST., SIPAC  
NAVOTAS CITY

Borrower

CATHERINE CIPRES  
826 M. NAVAL ST. SIPAC  
NAVOTAS CITY

Co-maker

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang nterest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Nenita B. Samonte*  
7-19-19

Lubos na gumagalang,

*Violeta M. Perez*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

RHODORA C. QUINTONG

BLK. 42 LOT 26

DAANGHARI, NAVOTAS CITY

Borrower

MARILYN GRUTAS

BLK. 21 LOT 2186 LEONSON ST.

SAN ROQUE, NAVOTAS CITY

Co-maker

Co-maker

UNANG PAALALA

(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

6/11/19  
Rhodora C. Quintong  
Rhodora C. Quintong

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director

FRANCISCO P. ACUIAR II  
BRV. SEC.





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

ERNESTO M. REYES

BLK. 28 LOT 60 PH2 A1

NBBS, NAVOTAS CITY

Borrower

ALEX AGUILAR

BLK. 26 LOT 1 PH2 A1

NBBS, NAVOTAS CITY

Co-maker

PEPITO M. ELORIO

BLK. 3 LOT 7 PH2 A2

NBBS, NAVOTAS CITY

Co-maker

UNANG PAALALA

(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dehil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*[Signature]*  
Analis - 06-13-2019

Lubos na gumagalang,

*[Signature]*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

NANCY T. RELANO  
BLK. 30 LOT 63 PH2 A1, KV  
NBBS, NAVOTAS CITY  
Borrower  
ROSALYN RELANO  
BLK. 30 LOT 63 PH2 A1, KV  
NBBS, NAVOTAS CITY  
Co-maker

ESMERALDA RELANO  
BLK. 30 LOT 63 PH2 A1, KV  
NBBS, NAVOTAS CITY  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madaagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

by: VAPR 7-10-19

NANCY RELANO  
ROSALYN RELANO  
ESMERALDA RELANO

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

9-19-19

Date

MANUEL T. VELAND  
BLK. 20 LOT 63 PH2 A1  
KAMUNIGAN VILLAGE, NAVOTAS  
Borrower  
HERNANDEZ VELAND  
BLK. 20 LOT 63 PH2 A1  
NEBS, NAVOTAS CITY  
Co-maker

HERNANDEZ VELAND  
BLK. 20 LOT 63 PH2 A1  
NEBS, NAVOTAS CITY  
Co-maker

PANGALAWANG PAALALA  
(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 10 ng JULY, 2019, na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais naming ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay nagreresulta ng pagpapataw ng interest na 1.25% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of <u>12-12-18</u>	: P <u>780.00</u>
Additional Interest ( <u>DEC. 2018</u> hanggang <u>SEP. 2019</u> )	: P <u>104.57</u>
Total Balance	: P <u>884.57</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa Korte, upang singilin ang inyong pagkaka-utang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

10/09/19  
Binigyang Pansin:

MARITA D. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

REDECTOR C. MARTIN  
#597 M. NAVAL ST.,  
BBS, NAVOTAS CITY  
Borrower  
CHRISTOPHER MANGAMPO  
591 M. NAVAL ST.,  
BBS, NAVOTAS CITY  
Co-maker

EDWARD SALE  
55D GALICIA ST.  
BANGKULASI, NAVOTAS CITY  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dehil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

  
Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director

for Christopher Mangampo  
Edward Sale





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

9-19-19

Date

REDINER MANTAN  
#594 M. NAVAL ST. BES  
NAVOTAS CITY  
Borrower  
CHRISTOPHER MANGAMPO  
591 M. NAVAL ST. BES  
NAVOTAS  
Co-maker

EDWART SALT  
55 D. GALICIA ST. EABIGKULAN  
NAVOTAS CITY  
Co-maker

PANGALAWANG PAALALA  
(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 10 ng JULY, 2019, na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais naming ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay magreresulta ng pagpapataw ng interest na 1.25% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of	<u>1-17-19</u>	:	P	<u>3,400</u>
Additional Interest	( <u>JAN. 2019</u> hanggang <u>SEPT. 2019</u> )	:	P	<u>661.77</u>
Total Balance		:	P	<u>4,061.77</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa Korte, upang singilin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

VERONICA D. MATHEWS

178 GOV. A. PASCUAL ST.,

SIPAC, NAVOTAS CITY

Borrower

HAROLD MATHEWS

178 GOV. A. PASCUAL ST.,

SIPAC, NAVOTAS CITY

Co-maker

HARLEY MATHEWS

178 GOV. A. PASCUAL ST.,

SIPAC, NAVOTAS CITY

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

CHARLES MATHEWS

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA D. TRINIDAD

Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

MA. JINGLE G. SABALA

31 CELESTINO ST.

SAN JOSE, NAVOTAS CITY

Borrower

ROBERTO NAVAL JR.

256 M. NAVAL ST. SAN JOSE

SAN JOSE, NAVOTAS CITY

Co-maker

JESSIE JAY SIBALA

31 CELESTINO ST.

SAN JOSE, NAVOTAS CITY

Co-maker

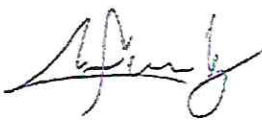
UNANG PAALALA  
(1<sup>st</sup> Notice)

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

  
72319

Lubos na gumagalang,



VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pensin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

DELILAH A. ESCARLAN  
MARKET 3 PFDA  
NBBS, NAVOTAS CITY  
Borrower  
CRISTIAN JAMES BIDAN  
MARKET 3  
NBBN, NAVOTAS CITY  
Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Delilah A. Escarlan* 2/12/19  
Delilah A. Escarlan

Lubos na gumagalang,

*Violeta M. Perez*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Jessica T. Bagnas 2018-0924 9/19/2019 [Signature]  
Date  
Block 26 Lot 113 Phase 3 Area 1 Dagat Dagatan  
Borrower  
\_\_\_\_\_  
\_\_\_\_\_  
Co-maker  
\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

J. Bagnas  
10/1/2019

[Signature]  
VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

JULIET B. PAMATIAN  
BLK. 26 L15 P2 A1, KALINARAN VILLAGE  
NBRS, NAVOTAS CITY  
Borrower  
JERICO PADILLA  
BLK. 26 L15 P2 A1,  
NBRS, NAVOTAS CITY  
Co-maker

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang pualsang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Juliet B. Pamatian*  
*Amat*  
6/13/2019

Lubos na gumagalang,

*Violeta M. Perez*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

MARY JANE M. ESCAT  
183 CHAMPACA ST.  
NBBS, NAVOTAS CITY  
Borrower  
FERNANDO ESCAT  
187 CHAMPACA ST.  
NBBS, NAVOTAS CITY  
Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotaas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

6-21-2019  
Mary Jane Escat

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

ROSEMARIE IRAY

BLK 27 LOT 99 P2 A1

D.D. NBBS, NAVOTAS CITY

Borrower

ROGELIO RAMOS

B27 L89 P2 A1

NBBS, NAVOTAS CITY

Co-maker

Co-maker


UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

  
JOSE RICHARD GARCIA  
G-13-19

Lubos na gumagalang,

  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

ROGELIO R. DELA CRUZ

P. CADORNIGA ST.

BBS, NAVOTAS CITY

Borrower

RODOLFO CALMA

TAGANAHAN

BBS, NAVOTAS CITY

Co-maker

LAURO BASILIO JR.

118 DR. C. BAUZA

BBS, NAVOTAS CITY

Co-maker

UNANG PAALALA

(1<sup>st</sup> Notice)

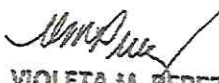
Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

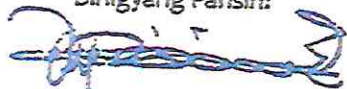
Lubos na gumagalang,



VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:



MARITA D. TRINIDAD

Program Director









Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

MELANIE R. RACCA

56 LOS MA62 CELESTINO ST.

SAN JOSE, NAVOTAS CITY

Borrower

KAP. ERNAN PEREZ

314 GOV. PASCUAL ST.

SAN JOSE, NAVOTAS CITY

Co-maker

KAG. JOHNETH LANGIT

32 T. POLICARPIO

SAN JOSE, NAVOTAS CITY

Co-maker

UNANG PAALALA

(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagoas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at: Pangako ng Pagbabayad, na kapag ang nahirem na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director

Received By:   
JAN 11/19 Gola Bnt

CHRISTIAN M. NINO  
Sanitary Secretary





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

EDELYN R. BATADLAN  
45 CELESTINO ST.  
SAN JOSE, NAVOTAS CITY

Borrower  
ESTRELLITA CARILLO  
45 CELESTINO ST.  
SAN JOSE, NAVOTAS CITY

Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotaas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

MARITA DP. TRINIDAD

VIOLETA M. PEREZ  
Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

ARLENE C. YRIGAN  
BLK 6 LOT 7 P1-B ALUMAHAN ST.  
NBBS, NAVOTAS CITY  
Borrower  
MICHAEL YRIGAN  
BLK 6 LOT 7 P1-B ST.  
NBBS, NAVOTAS CITY  
Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang pabalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Mary Grace Pedraza*  
06-12-19  
6

Lubos na gumagalang,

*Violeta M. Perez*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

MARICAR C. ALMARIO

BLK. 26 LOT 16 P2 A1

D.D. NBBS, NAVOTAS CITY

Borrower

KENNTEH VISCO

BLK. 26 LOT 16 P2 A1

D.D. NBBS, NAVOTAS CITY

Co-maker

Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang nterest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Wenice Almario

June 13, 2019

Kenneth Christian B. Visco  
Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

SHIRLY T. SAAGUNDO

BLK 34 LOT 29 P2 A2

D.D. NBBS, NAVOTAS CITY

Borrower

TEOFE SAAGUNDO

BLK 34 LOT 24 P2 A2

NBBS, NAVOTAS CITY

Co-maker

ROGER SAAGUNDO

BLK 34 LOT 24 P2 A2

NBBS, NAVOTAS CITY

Co-maker

UNANG PAALALA

(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotaas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Shirly T. Saagundo* 6-13-19

Lubos na gumagalang,

*Violeta M. Perez*

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

*Shirly T. Saagundo*  
Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

ANALIE C. ESPERANZA  
B8 P1-B KAUNLARAN VILLAGE  
NBBS NAVOTAS CITY

Borrower

MARK JOSEPH ESPERANZA  
B8 L19 P1-B KAUNLARAN VILLAGE  
NBBS NAVOTAS CITY

Co-maker

VIRGINIA ESPERANZA  
B8 L19 P1-D KAUNLARAN VILLAGE  
NBBS NAVOTAS CITY

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang nterest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Analie C. Esperanza*  
Analie C. Esperanza

*Mark Joseph Esperanza*  
6/17/19

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director

Lubos na gumagalang,

*Violeta M. Perez*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

MA. LUISA A. MIGUEL  
834D 143 P2 A2 MATANGBAKA ST.  
DAGAT-DAGATAN NBBS NAVOTAS CITY

22-May-19

Date

Borrower  
JOHN LESTER MIGUEL  
834-D 143 P2 A2 DAGAT-DAGATAN  
NBBS NAVOTAS CITY

Co-maker

Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*[Signature]*

06-13-19

Lubos na gumagalang,

*[Signature]*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Viviana B. Miradora <sup>2018-22103</sup> 9/19/2019 <sup>1149</sup>  
Date  
BLK 14 Lot 32 Alumahan St NERS  
Borrower  
\_\_\_\_\_  
\_\_\_\_\_  
Co-maker  
\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotaas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang nterest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

ARVIN MIRADORA  
10-01-19

Lubos na gumagalang,

Violeta M. Perez  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

CRESCelda L. DELA CRUZ

301 ESTRELLA ST.,

NAVOTAS WEST, NAVOTAS CITY

Borrower

ERIC DELA CRUZ

DAVILA ST

NAVOTAS WEST, NAVOTAS CITY

Co-maker

ORLANDO LEGASPI

301 ESTRELLA ST.,

NAVOTAS WEST, NAVOTAS CITY

Co-maker

UNANG PAALALA

(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 12.5% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Carla Eunice L. dela Cruz  
Eric dela Cruz

Crescelda dela Cruz

7/10/19

Binigyang Pansin:

MARITA D. TRINIDAD

Program Director

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

9-19-19

Date

MARILYN BUITIZON  
100 INT. ST. BGS  
NAVOTAS CITY  
Borrower

KAG. FERMIN MACASIGAN  
598 M. NAVAL ST.  
BGS, NAVOTAS CITY  
Co-maker

KAG. BENNY GAURA  
5-6 NAVAL RAJDA ST.  
BGS, NAVOTAS CITY  
Co-maker

PANGALAWANG PAALALA  
(2<sup>nd</sup> Notice)

Sa kabila po ng liham na aming ipinadala sa inyo noong ika- 11 ng Julio, 2013, na nagpapaalala ng inyong pagkaka-utang sa Navotas Hanapbuhay Center, kayo po ay nabigong bayaran o makipag-ugnayan man lamang sa aming tanggapan tungkol dito.

Dahil po dito, muli ay nais naming ipaalala sa inyo na ang di pagbabayad sa takdang petsa ay nagreresulta ng pagpapataw ng interest na 1.25% sa halagang hindi pa nababayaran, dahilan para lumaki pa ang inyong pagkaka-utang.

Narito po ang kasalukuyang kuwenta ng inyong pagkaka-utang kasama ang dagdag interest:

Balance as of <u>5-1-19</u>	:	P <u>2,750</u>
Additional Interest ( <u>MAY 2019</u> hanggang <u>SEPT. 2019</u> )	:	P <u>205.42</u>
Total Balance	:	P <u>2,955.42</u>

Kayo po ay kinakailangang makipag-ugnayan sa aming tanggapan sa loob ng tatlong (3) araw mula sa pagkakatanggap ng paalalang ito. Kung sa loob po ng nasabing araw, kayo ay hindi nakipag-ugnayan sa aming tanggapan, mapipilitan po kaming gawin ang lahat ng aksiyong legal, kasama na ang pagsasampa ng kaso sa Korte, upang singilin ang inyong pagkakautang, at diskuwalipikasyon sa mga katulad na proyekto ng pamahalaan.

Inaasahan po naming na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon.

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:  
10-30-19  
MARITA D. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

22-May-19

Date

GLADYS LARAWAN  
75 PISCADOR ST.  
BANGKULASI, NAVOTAS CITY

Borrower

ZENAIDA LARAWAN  
PISCADOR ST.  
BANGKULASI, NAVOTAS CITY

Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

*Larawan*  
JUN JUN LARAWAN

6.17.19

Lubos na gumagalang,

*Violeta M. Perez*  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Sinigyang Pansin:

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

9/19/2019

Date

*[Signature]*

Imperio Santos 2018-2019

103 A. R. Cruz St. Tangea  
Borrower

Co-maker

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

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Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagan ng interest.

Inaasahan po namin na ang pualalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

Lubos na gumagalang,

*[Signature]*

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

*[Signature]*  
Binigyang Pansin:

9-26-19

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

9/19/2019

Date

Lycei Sarol

R-10 Sitio Putting Bato, NBBS

Borrower

Co-maker

Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

10-8-19

Lycei B. Sarol  
Binigyang Pansin:

Lubos na gumagalang,

Violeta M. Perez

Financing & Loan Application Assistance Unit

MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

9/19/2019 [Signature]  
Date

Lavinia R. Marcelino 2018-273N

BS Bagang Silang, San Jose  
Borrower

\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>st</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

OCT. 03, 2019

[Signature]  
Lavinia R. Marcelino

Lubos na gumagalang,

VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

MARITA DP. TRINIDAD  
Program Director







Republic of the Philippines  
CITY OF NAVOTAS



NAVOTAS HANAPBUHAY CENTER

Financing & Loan Application Assistance Unit

Jaclyn P. Gatas 2019-0054

9/19/2019 [Signature]  
Date

B&B L15 P2 A1 Kaunlaran Unit NDBS  
Borrower

\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

\_\_\_\_\_  
\_\_\_\_\_  
Co-maker

UNANG PAALALA  
(1<sup>ST</sup> Notice)

Nais po naming ipabatid sa inyo, na base sa aming talaan ay lumagpas na kayo sa takdang panahon upang mabayaran ang inyong pagkakautang sa Navotas Hanapbuhay Center.

Base po sa Implementing Rules & Regulations na inyong sinang-ayunan ng kayo ay lumagda sa Katibayan sa Pag-utang at Pangako ng Pagbabayad, na kapag ang nahiram na pera ay hindi nabayaran sa takdang panahon ng pagbabayad, ang natitirang balanse ay madadagdagan ng 1.25% na interest kada buwan, hanggang mabayaran ang pagkakautang.

Dahil po dito, dapat na po ninyong mabayaran ang natitirang balanse sa lalong madaling panahon upang maiwasan ang karagdagang interest.

Inaasahan po namin na ang paalalang ito ay bibigyan ninyo ng karampatang atensiyon, sa loob ng tatlong araw matapos matanggap ang liham na ito.

[Signature]  
10/1/19

Lubos na gumagalang,

[Signature]  
VIOLETA M. PEREZ

Financing & Loan Application Assistance Unit

Binigyang Pansin:

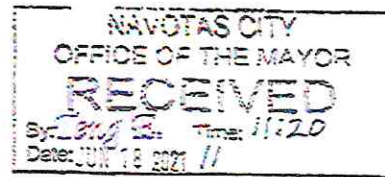
MARITA DP. TRINIDAD  
Program Director





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS

NAVOTAS HANAPBUHAY CENTER



14 June 2021

Hon. TOBIAS REYNALD M. TIANGCO  
City Mayor

Dear Sir:

Due to the Covid 19 pandemic which greatly affected most of our constituents including the beneficiaries of our Tulong Puhunan Program, our office has recorded several delinquent payers. In consideration of their current situation and in order to lessen their burden in providing for their family during this difficult time, the undersigned respectfully recommends the condonation of their debts.

Attached is the draft of ordinance for your review and/or approval.

Thank you for your usual support.

Very truly yours,

  
JAYNE B. RILLON  
Acting CGSO



PROPOSED ORDINANCE

AN ORDINANCE GRANTING CONDONATION TO LIFT THE  
ACCUMULATION OF LOAN INTEREST OF ALL DELINQUENT  
TULONG PUHUNAN AWARDEES

WHEREAS, the Navotas Livelihood Program is governed by an Implementing Rules and Regulations to ensure its efficient implementation;

WHEREAS, Resolution No. 2020-03, number 2, states that:

*If the loan is not paid within the prescribed period, the loan balance shall be subjected to 0.5% interest per month.*

WHEREAS, based on records of the Financing and Loan Application Assistance Unit, some of the Tulong Puhunan Awardees, failed to pay their principal loan on its due date and /or accumulated interest due to valid reasons;

WHEREAS, that in spite of the loan collectors' effort to locate the said Tulong Puhunan awardees they were not able to pay their loan balance due to business closure caused by the Covid 19 pandemic and due to relocation to Bulacan;

WHEREAS, upon thorough evaluation and assessment, the said Tulong Puhunan awardees who have valid reasons, as mentioned above, for not being able to pay the principal loan amount on time be relieved from their liability on accumulated interest;

WHEREAS, in consideration with their current well-being, accumulation of interest is hereby proposed to be lifted to all delinquent Tulong Puhunan awardees who failed to pay the principal loan on time.

NOW, THEREFORE, WE, THE MEMBERS OF THE NAVOTAAS LIVELIHOOD COMMITTEE, resolves as it is hereby resolved to grant condonation to lift the accumulation of loan interest of all delinquent Tulong Puhunan loan awardee.

This Ordinance shall take effect immediately upon approval.



REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
CITY OF NAVOTAS



OFFICE OF THE CITY MAYOR

ENDORSEMENT

No. ETM 2021-0910

DATE : 21 JUNE 2021  
FOR : Ms. JAYNE B. RILLON  
Program Director, Navotas Hanapuhay Center


Transmitted for appropriate action is/are the following:

From:	Navotas Hanapuhay Center
Re:	Recommendation of condonation of debts of Tulong Puhunan Program beneficiaries
Received on:	18 June 2021
Due date:	72 hours upon receipt

Please refer to comment in Livelihood Group.

Thank you.

By authority of the Mayor:

  
Atty. ELAINE T. MASUKAT  
City Administrator

Letter\_ETM-2021-0910 NMC  
2006222-0011





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS

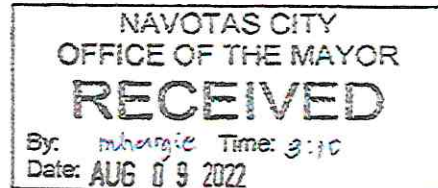


NAVOTAS HANAPBUHAY CENTER

9 August 2022

Hon. JOHN REYNALD M. TIANGCO  
City Mayor

Dear Sir:



Our office would like to request for your utmost consideration on our request for condonation of loan receivables from our clients at Navotas Hanapbuhay Center Tulong Puhunan Program which have been dormant for more than two years as of July 30, 2020. #30

This matter has been cited in the Summary of Audit Observations and Recommendations of COA Navotas for CY Ended December 31, 2021 wherein it was recommended that the City write-off the same from the City's loan receivables following the remedies provided in COA Circular 2015-005 dated December 19, 2016 (see Annex A).

Based on the said Circular, Sections 8.3 and 8.4, the City shall submit the following documents to COA Audit Team Leader and/or Supervising Auditor and request to "assign a reference number, verify and validate the documents and decide on the requests for authority to write off for amounts not exceeding Php 100,000.00 per debtor within 15 working days:"

*8.3a Schedule of dormant accounts by accountable officer/debtor/government entity and by account, certified by the accountant and approved by the head of government entity (For Issuance of City Accounting Office).*

*8.3b.6 Proof of exhaustion of all remedies to collect the receivables such as copies of served or returned demand letter (see Annex B).*

For your perusal and reference, Sir.

Thank you,

Very truly yours,

JAYNE B. RILLON  
Program Director



REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
CITY OF NAVOTAS



OFFICE OF THE CITY MAYOR

ENDORSEMENT

No. CSP 2022-0369

DATE : 11 AUGUST 2022

FOR : Atty. JOEL JOSELITO D. PARONG  
City Legal Officer

Ms. JAYNE B. RILLON  
Program Director, Navotas Hanapbuhay Center

Transmitted for appropriate action is/are the following:

From:	Navotas Hanapbuhay Center
Re:	Request for condonation of loan receivables for clients of Tulong Puhunan Program which have been dormant for more than 2 years
Received on:	09 August 2022
Due date:	48 hours upon receipt

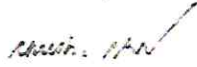
Atty. Parong, for review.

Ms. Jayne, for discussion on the following:

1. There are dormant loans. No payment from 2 to 6 years.
2. No clear cut guidelines process flow on issuance of demand letters on the report submitted.
3. No starting balance.
4. Percentage of loans.

Thank you.

By authority of the Mayor:

  
CHRISTIA S. PADOLINA, MD, FPOGS, FPSUOG  
City Administrator



Office of the City Mayor NAVOTAS CITY	
Received by:	mhongie
Date & Time:	AUG 16 2022 / 12:31

#20



Republic of the Philippines  
CITY OF NAVOTAS

NAVOTAS HANAPBUHAY CENTER



16 August 2022

CHRISTIA S. PADOLINA, MD, FPOGS  
City Administrator

Dear Madam:

In compliance to Memorandum Order No. CSP-2022-0369, the undersigned respectfully submits an updated report on the dormant accounts of the Navotas Hanapbuhay Center under its Tulong Puhunan Program. Said report, as requested, reflects the following data per debtor:

1. principal loan amount
2. percentage of remaining unpaid amount


In addition, the undersigned also wishes to note the following:

1. The accounts which have been considered dormant in our report were those which have no payment since July 2020 or more than two years, following the prescribed definition in the COA Circular No. 2016-005.
2. Other copies of demand letters to delinquent payers were not filed properly due to lack of proper turnover to unit head and staff in charge for the program.

For your perusal and reference, Madam, on issuing proper guidance on our request for condonation of loan receivables.

Thank you.

Very truly yours,

  
JAYNE B. RILLON  
Program Director

DATE	DEBTORS	LOAN AMOUNT	BALANCE AS OF August 9, 2022 (BHC)	SAVINGS EARNED	LOAN BALANCE Less Savings Earned	PERCENTAGE OF REMAINING BALANCE	With 1st Demand Letter	With 2nd Demand Letter	With 3rd Demand Letter
1	6/21/2013	EDGARDO SUMILE	5,000.00	2,940.00	100.00	2,840.00	57%		
2	6/21/2013	MERLITA GUERRERO	5,000.00	1,700.00	360.00	1,340.00	27%		
3	6/21/2013	MONINA MORALES	5,000.00	3,250.00	190.00	3,060.00	61%		
4	7/24/2013	SOFIA ARANZASO	10,000.00	2,600.00	1,220.00	1,380.00	14%		
5	8/2/2013	JOCELYN DELANTAR	5,000.00	4,700.00	60.00	4,640.00	93%		
6	8/2/2013	TRINIDAD GARCIA	5,000.00	2,400.00	500.00	1,900.00	38%		
7	9/2/2013	CHERRY ROSE AGUSTIN	20,000.00	6,950.00	2,160.00	4,790.00	24%		
8	9/2/2013	SHEILA CUPCUPIN	10,000.00	8,000.00	300.00	7,700.00	77%		
9	9/13/2013	ALEXANDER REYES	5,000.00	3,950.00	210.00	3,740.00	75%		
10	9/25/2013	FLORDELIZA HERRERA	5,000.00	300.00	280.00	20.00	0%		
11	9/25/2013	CECILIA BAETIONG	10,000.00	7,050.00	280.00	6,770.00	68%		
12	9/25/2013	ANALY RAFUL	10,000.00	2,150.00	840.00	1,310.00	13%		
13	9/25/2013	JUDITH ANTIÑ	10,000.00	5,600.00	520.00	5,080.00	51%		
14	9/25/2013	RICARDO BUTRON	10,000.00	6,900.00	620.00	6,280.00	63%		
15	9/27/2013	JUANITA AQUINO	15,000.00	3,340.00	300.00	3,040.00	20%		
16	9/27/2013	MARY ANN MORALES	10,000.00	7,800.00	440.00	7,360.00	74%		
17	9/27/2013	JONATHAN CENARILLOS	5,000.00	1,115.00	270.00	845.00	17%		
18	10/7/2013	ANGELITA PERALTA	15,000.00	1,950.00	1,890.00	60.00	0%		
19	11/8/2013	CRISALDO RODRIGUEZ	5,000.00	3,890.00	610.00	1,340.00	27%		
20	12/2/2013	ESTRELLA S. DELA CRUZ	15,000.00	4,300.00	1,140.00	2,750.00	18%		
21	12/11/2013	RAMONA CANETE	5,000.00	4,300.00	80.00	4,220.00	84%		
22	1/27/2014	MARIA CRISTINA DUARDO	10,080.00	2,250.00	200.00	2,050.00	21%		
23	1/27/2014	SOFIA BOLOR	10,000.00	7,600.00	280.00	7,320.00	73%		
24	3/3/2014	NORMA SANTILLAN	20,000.00	5,900.00	1,640.00	4,260.00	21%		
	3/26/2014	RIZZA RICAARENTE	10,000.00	5,300.00	480.00	4,820.00	48%		
27	4/28/2014	LOURDES ANDES	10,000.00	5,900.00	220.00	5,680.00	57%		
28	5/13/2014	LOLITA DELA CRUZ	5,000.00	3,250.00	90.00	3,160.00	63%		
29	5/28/2014	TEODORO LIZAN JR.	20,000.00	9,900.00	1,760.00	8,140.00	41%		
	7/23/2014	KRISTINE SAN JUAN	10,000.00	4,050.00	300.00	3,750.00	38%		



31	8/6/2014	JUANA MANAGDA	5,000.00	3,000.00	400.00	2,600.00	52%			
32	8/13/2014	LALINIA ALCALDE	10,000.00	7,550.00	490.00	7,060.00	71%			
33	8/26/2014	NENITA DESTAÑO	5,000.00	2,550.00	450.00	2,100.00	42%			
34	9/18/2014	LYDWINA SICAD	10,000.00	3,000.00	260.00	2,740.00	27%			
35	11/25/2014	LARRY MENDOZA	10,000.00	7,700.00	280.00	7,420.00	74%			
36	12/8/2014	JUVY VELASCO	5,000.00	500.00	400.00	100.00	2%			
37	4/23/2015	EDILYN CHAN	15,000.00	1,950.00	1,830.00	120.00	1%			
38	8/12/2015	LOUIE GARCIA	100,000.00	81,400.00	-	81,400.00	81%			
39	11/24/2015	EIVIRA RIZON	5,000.00	2,450.00	400.00	2,050.00	41%			
40	12/7/2015	ROSELYN PRESILDA	15,000.00	9,550.00	30.00	9,520.00	63%			
41	2/12/2016	JENNIFER RADIN	10,000.00	3,320.00	320.00	3,000.00	30%			
42	3/16/2016	RONNAVI BLANCHLOR	10,000.00	6,000.00	400.00	5,600.00	56%			
44	10/7/2016	EMELINDA BALTAZAR	15,000.00	10,875.00	645.00	10,230.00	68%			
44	11/4/2016	CRISTINA CONSTANTINO	15,000.00	5,100.00	1,190.00	3,910.00	26%			
45	11/23/2016	ANDY DAVID	25,000.00	11,750.00	1,650.00	10,100.00	40%			
46	12/21/2016	JOICE EDISON MANAPAT	100,000.00	23,000.00	14,300.00	8,700.00	9%			
47	4/4/2017	MARIA FE TAYME	5,000.00	2,450.00	540.00	1,900.00	39%			
48	5/24/2017	JOCelyn DESPHY	15,000.00	8,400.00	840.00	7,560.00	50%			
49	8/15/2017	NENITA SAMONTE	5,000.00	3,500.00	250.00	3,250.00	65%			
50	11/28/2017	MAR V. ROGANO	35,000.00	21,700.00	2,660.00	19,040.00	54%			
51	2/5/2018	RHODORA QUINTONG	5,000.00	3,050.00	390.00	2,660.00	53%			
52	2/5/2018	ERNESTO M. REYES	10,000.00	4,000.00	-	4,000.00	40%			
53	2/26/2018	NANCY RELANO	10,000.00	2,300.00	1,520.00	780.00	8%			
54	4/3/2018	REDENTOR MARTIN	30,000.00	7,750.00	4,050.00	3,700.00	12%			
55	8/10/2018	ERMANIE SABLAD	10,000.00	6,800.00	500.00	6,300.00	63%			
56	8/17/2018	ANGELITIA NELSON	10,000.00	5,680.00	580.00	5,100.00	51%			
57	8/23/2018	VERONICA MATHEWS	10,000.00	7,950.00	400.00	7,550.00	76%			
58	9/3/2018	IMA, JINGLE SIBALA	5,000.00	1,000.00	650.00	350.00	7%			
59	9/3/2018	DELLAH ESCARLAN	10,000.00	2,800.00	800.00	2,000.00	20%			
60	9/3/2018	ARLYN DELA PEÑA	5,000.00	4,450.00	110.00	4,340.00	87%			
62	9/3/2018	LETICIA LAZARO	5,000.00	550.00	350.00	200.00	4%			
63	9/3/2018	MARIVIC SISON	5,000.00	3,110.00	140.00	2,970.00	59%			
64	9/3/2018	JESSICA BAGNAES	5,000.00	2,650.00	400.00	2,250.00	45%			
65	9/3/2018	JULIET PAMATIAN	5,000.00	2,390.00	470.00	1,920.00	38%			
65	9/3/2018	MARY JANE ESCAT	5,000.00	2,500.00	460.00	2,040.00	41%			



66	9/3/2018	ROSEMARIE IRAY	5,000.00	2,250.00	450.00	1,800.00	36%			
67	9/10/2018	MARY JANE PONPON	5,000.00	4,800.00	40.00	4,760.00	95%			
68	9/11/2018	MARY ANNE YAP	30,000.00	22,260.00	540.00	21,720.00	72%			
69	9/11/2018	ROGELIO DELA CRUZ	15,000.00	9,670.00	870.00	8,800.00	59%			
70	9/20/2018	MARJORIE CRUZ	5,000.00	1,160.00	540.00	620.00	12%			
71	9/20/2018	MELANIE RACCA	15,000.00	9,500.00	900.00	8,600.00	57%			
72	9/27/2018	JENNIFER ORANO	5,000.00	4,450.00	110.00	4,340.00	87%			
73	9/27/2018	IMEIDA HINO-HINO	15,000.00	2,440.00	1,050.00	1,390.00	9%			
74	9/28/2018	ANDRELYN DELA CRUZ	15,000.00	14,250.00	150.00	14,100.00	94%			
75	9/28/2018	EDELYN BATADLAN	5,000.00	3,050.00	390.00	2,660.00	53%			
76	9/28/2018	ARLENE YRIGAN	5,000.00	3,650.00	270.00	3,380.00	68%			
77	9/28/2018	MARICAR ALMARIO	5,000.00	2,430.00	480.00	1,950.00	39%			
79	9/28/2018	SHIRLY SAAGUNDO	10,000.00	3,750.00	680.00	3,070.00	31%			
80	10/8/2018	ANALIE ESPERANZA	5,000.00	2,600.00	260.00	2,340.00	47%			
81	10/8/2018	BERNARDO ASIGURADO	10,000.00	8,650.00	270.00	8,380.00	84%			
82	10/8/2018	ANGELICA CARPIO	5,000.00	2,900.00	420.00	2,480.00	50%			
83	10/9/2018	GLORIA GONZALES	5,000.00	2,940.00	240.00	2,700.00	54%			
84	10/19/2018	ANALYN ALMENDRAS	30,000.00	23,250.00	1,350.00	21,900.00	73%			
85	11/6/2018	MA. LUISA MIGUEL	5,000.00	4,250.00	150.00	4,100.00	82%			
86	11/21/2018	FRANCES ANN DELA CRUZ	5,000.00	3,200.00	250.00	2,950.00	59%			
87	11/21/2018	VIVIANA MIRADORA	10,000.00	2,400.00	1,520.00	880.00	9%			
88	11/27/2018	DAVID BULA	5,000.00	2,800.00	320.00	2,480.00	50%			
89	11/27/2018	MARILYN BUITZON	5,000.00	2,900.00	420.00	2,480.00	50%			
90	12/3/2018	GLADYS V. LARWAN	5,000.00	2,550.00	250.00	2,300.00	46%			
91	12/18/2018	ODESSA P. ARIAR	5,000.00	2,300.00	540.00	1,760.00	35%			
92	12/21/2018	AMPARO M. SANTOS	5,000.00	1,250.00	690.00	560.00	11%			
93	12/21/2018	LYCEL B. SAROL	5,000.00	3,160.00	120.00	3,040.00	61%			
94	12/21/2018	LANVEE R. MARCELINO	5,000.00	3,610.00	150.00	3,460.00	69%			
95	12/28/2018	MERLITA S. SEVILLA	15,000.00	4,650.00	70.00	4,580.00	92%			
97	1/15/2019	JECelyn P. GATUS	5,000.00	6,300.00	1,440.00	4,860.00	32%			
98	2/28/2019	ROSE ANN A. VILLARUEL	10,000.00	3,800.00	200.00	3,600.00	72%			
99	2/28/2019	SHIERLEY M. ENTERA	5,000.00	3,000.00	640.00	2,360.00	24%			
				2,400.00	220.00	2,180.00	44%			



99	3/11/2019	RICHARD P. VELUZ	90,000.00	80,999.10	1,799.45	79,199.65	88%			
100	4/1/2019	VISITACION C. ALCANTARA	5,000.00	2,550.00	490.00	2,060.00	41%			
101	4/17/2019	EFREN D. DELA CRUZ	10,000.00	7,600.00	280.00	7,320.00	73%			
102	5/20/2019	WILMA M. ISIDRO	5,000.00	1,000.00	620.00	380.00	8%			
103	5/30/2019	LOLITA N. MEDALLE	5,000.00	2,900.00	320.00	2,580.00	52%			
104	5/31/2019	MARILYN C. MENA	5,000.00	2,150.00	170.00	1,980.00	40%			
105	6/10/2019	JOSEPHINE R. CADACIO	5,000.00	2,800.00	440.00	2,360.00	47%			
106	6/10/2019	AMY JOY AGAO	5,000.00	2,050.00	290.00	1,760.00	35%			
107	6/13/2019	EROICA MASAGCA	10,000.00	8,000.00	340.00	7,660.00	77%			
108	8/19/2019	MA. SALOME RODIL	5,000.00	1,750.00	650.00	1,100.00	22%			
109	9/18/2019	TERESTA R. SALVADOR	10,000.00	8,800.00	200.00	8,600.00	86%			
110	12/18/2019	MARA ANGELA F. MALUNES	5,000.00	2,500.00	500.00	2,000.00	40%			

TOTAL
1,295,000.00
706,879.10
76,054.45
628,824.65
49%

## JOURNAL ENTRY VOUCHER

L G U

**March 31, 2022**

( ) **Collection**

**(X) Check Disbursement**

( ) **Cash Disbursement**

( ) Other

**Prepared by:**



Annex 23

**JOURNAL ENTRY VOUCHER**

**City Government of Navotas**

**L G U**

**NO.**

100-22-05-404

**Date:**

5/31/2022

( ) Collection    ( ) Check Disbursement

( ) Cash Disbursement    ( / ) Other

**Responsibility  
Center**

***Accounts and Explanation***

**Account  
Code**

**Amount**

**Debit**

**Credit**

Due from Other Funds (NCH)

1-03-04-050

169,754.54

Other Receivables

1-03-06-990

169,754.54

To recognize transfer of fund

for the double payment on the

Housekeeping service at

Tanza Lying In & Medical

Wellness12/1/19 by

Alert Services Corp

**TOTAL . . . . .**

**169,754.54**

**169,754.54**

**Prepared by:**

**MA. ROWENA N. TAMAYO**

**Management and Audit Analyst III**

**EVANGELINE P. CRUZ, CPA**

**City Accountant**

117,323.00

One Million One Hundred Twenty Seven Thousand Three Hundred Twenty Three Pesos & 30/100

ELAINE T. MASUKAT  
City Administrator

PAID

ALERT GENERAL SERVICES CORPORATION		Employee No.	Obligation Request No. 10-21-12-0280142
		Officer/Unit/Project	Responsibility Center Code F-20211213-6F8
Explanation		Amount	

[illegible]





REPUBLIC OF THE PHILIPPINES

**CITY GOVERNMENT OF NAVOTAS**

Mariano Naval Street, Navotas City

**Office of the City Accountant**

April 1, 2022

**MR. PERCIVAL I. ARLOS**  
 OIC-Supervising Auditor  
 City Auditing Unit  
 This City

COMMISSIONER'S OFFICE	
CITY OF NAVOTAS	
RECEIVED	
BY: <i>lyn</i>	<i>for</i>
DATE: APR 01 2022	
TIME: 3:28 PM	
CTRL NO: C-2022-58	

Sir:

This has reference to the COA AUDIT OBSERVATION MEMORANDUM (AOM) No.2022- (2021) -008 regarding Audit of Receivables and Investments Accounts.

Submitted hereunder are our comments and actions taken on the said AOM.

1. **Unreliable balance of Receivable accounts amounting to P41,667,730.89 (excluding Real Property Tax/Special Education Tax due to unreconciled balances resulted to understatement of Receivables by P27,762,558.47; Delinquent/dormant accounts amounting to P1,801,450.28, resulted to bad debts or risk of collectability and credit balance in the receivable account resulted to understatement of both Receivables and Liability account by P324,126.67.**

**A. Misclassified claims from PhilHealth**

- a. Journal Entry Vouchers (JEVs) were prepared for the reclassification of account from Due from NGAs to Due from GOCC re: receivables from PhilHealth (NCH and CHO). See attached copies of JEV dated March 31, 2022.

The receivables from DSWD amounting to P114, 000.00 has already been recorded in the accounting book. The journal entry includes a debit to Due from NGAS (DSWD) and a credit to Government Equity, per COA recommendation. The said medical assistance is given specifically to one hospital patient only, as confirmed by NCH administrative staff.

Funds from MAIP is actually not recorded as a receivable, but as a liability in the form of a deferred income. Upon receipt of the funds, the Due to NGAs account is credited, since the MAIP is subject to liquidation. Once liquidation reports are available, the Due to NGAs account is debited and revenue is recognized using the Hospital Fees account.

- b. The City Accounting Office is always in close coordination with the NCH and CHO administrative staff. We always require them to prepare and submit on a timely basis schedules of claims including supporting schedules for prompt reconciliation and recording in the accounting books.
- c. Additional adjusting entries for the confirmed receivables as of December 31, 2021 for the Navotas City Hospital (NCH) and City Health Office (CHO) were still subject for verification/reconciliation with the concerned personnel/staff.

We will take prompt and appropriate action to record the remaining uncollected balances from PY transactions once the reconciliation concludes.





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**B. Delinquent and Dormant Receivables**

- (a) and (b) Endorsement letters were sent to the Department Head concerned regarding the Delinquent and Dormant Receivables together with the copy of COA Circular No. 2016-005 dated December 19, 2016, re-Guidelines and Procedures on the Write-off of Dormant Receivable accounts.

See attached copies of endorsement letters and reply of Ms. Jennifer Serrano.(CSWDO-OIC) regarding Livelihood Assistance and Financial Livelihood Assistance totalling P313,646.00.

This Office had coordinated with the Unit Head of Tulong Puhunan, attached are the actions taken by the said Unit (Navotas Livelihood Committee Res. No. 2020-003 and Res. No. 2020-004; City Ordinance No. 2021-41).

**C. Un-updated balances of Due From NGAS-DBM-PS resulted to an understatement of receivable account by P452,435.12.**

We have coordinated with the GSO, relative to the updated balances of the claims and the immediate delivery of supplies, if any.

They had already sent letter to DBM-PS.

All refunds from DBM-PS and deliveries from GSO were recorded in our books. See attached copies of deliveries and Official Receipts for refund.

**D. Credit balance on the Other Receivable Accounts resulted to understatement of both Receivable and Payable Accounts by P324,123.67; and non-collection of double payments made by the City against the service contractor in the amount of P169,754.54.**

- (a) & (b) Credit balances totaling to P324,123.67 consists of advance payments:

MWSI – advance payment for water consumption from tenants of Medium Rise Building (MRB) (P291,862.28)

PLDT - advance payment of TESDA for Telephone bills of Navotas Institute and Training Center. (P10,519.69)

Councilors – excess cellphone bills from their limit of P3,500. (P13,210.63)

LBP – advance payment of electric bill for ATM (P8,531.07)

- c. This Office sent communication to ALERT GENERAL SERVICES CORP. dated November 18, 2020.

We have deducted the amount of P169,754.54 due to the service provider as per attached copy of JEV and Disbursement Voucher dated March 31, 2022 (in process).

**2. Unsupported and un-updated Investment Accounts of the City amounting to P18,186,089.42 (excluding Investments in Time Deposits) resulted to unreliability of the amount; Double recognition of an escrow for the expropriation of property recorded as Guaranty Deposit at the same time reflected under the Cash in Bank, Local Currency, Savings Account, resulted to overstatement of an asset account – Guaranty Deposit by P1,000,000.00.**

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**Recommendations:**

1. **Update the Guaranty Deposit-Bill Deposit with the concerned agencies to come up with the more reliable amount of investment as of year-end.**

Certification from Meralco showed that the amounts were reconciled with our records. It has been noticed that the same amount from the initial application and refund of Cash Advance from Meralco were recorded with the same amount. See attached copies of certification from Meralco and refund of cash advance which is equivalent to 75% of the gross distribution revenues generated from directly tapped services.

2. **Investigate the amount of cash deposits as an escrow account for the expropriation properties which were recognized in the book as Guaranty Deposits in the amount of P1,000,000.00 and derecognize in the book if the said amount pertains to the same amount that was reflected in the LBP Cash In Bank, Local Currency, Savings Account with account no. SA 1591-0891-92.**

The cash deposit of P1,000,000.00 recognized in the book as Guaranty Deposit pertains to an escrow account with LBP-Trust Banking Group dated October 5, 2011 under ITF No. 42528 TA-01 was already terminated as per Court Order dated May 20, 2013 amounting to P1,000,000.00. See attached copy of Journal Entry Voucher (JEV) with supporting documents for the derecognition.

For your perusal Sir. Thank you very much.

**Prepared by:**

**MA. ROWENA N. TAMAYO**  
Management & Audit Analyst IV

**DENZEL A. CRUZ, CPA**  
Accountant III

**Very truly yours,**

**EVANGELINE P. CRUZ, CPA**  
City Accountant

## SUMMARY OF DOCUMENTS

## MWSI

August 26, 2020	Letter to MWSI re request for copy of guaranty deposits of the City Government of Navotas
December 16, 2020	Follow up letter to MWSI concerning the same
June 28, 2021	Follow up letter to MWSI concerning the same
July 29, 2021	Letter to MWSI requesting for Certificate of Investment / Stocks
July 31, 2021-November 28, 2021	Email conversation with Mr.Guarenio Gianan of MWSI concerning the letter dated July 29, 2021
	Copy of Official Receipts of city government guaranty deposits from MWSI
April 07, 2022	Letter to MWSI requesting for reimbursement of guaranty deposit
May 02, 2022	Letter to MWSI regarding additional accounts found to have excess guaranty deposit for refund



**CITY GOVERNMENT OF NAVOTAS**  
Republic of the Philippines  
National Capital Region



**CITY GENERAL SERVICES OFFICE**

August 26, 2020

**ZMEL D. GRABILLO**

Head, Malabon-Navotas Business Area  
Maynilad Waterworks  
Malabon City

Dear Sir:

On the recent Commission on Audit (COA) findings in the Financial Statement of the City Government of Navotas, the propriety of valuation of Investment account could not be established due to the absence of sufficient proof of ownerships or instrument of investment is among the observations.

It is disclosed in the COA review that Guaranty deposits pertain to water, electric, telephone utilities as deposits for new lines or extension lines or reconnection lines for various schools, barangays, housing and other facilities of the City have no physical evidences of proof of ownership of investments, and no copies were retained by the Management as part of its permanent files. Citing this reason, the City Government of Navotas request your assistance to secure copies of Guaranty deposits issued in the name MUNICIPALITY OF NAVOTAS and/or CITY GOVERNMENT OF NAVOTAS for the payments of the water supply facilities it applied for thereat your office. Please refer to the attached listing.

Ms. Daisy Lynn Trinidad, CGSO staff, is assigned to coordinate with your office regarding this concern. Please feel free to contact her anytime most convenient to you at Telephone no. 8281-1111 local 502/503 and 82838497.

Thank you very much in anticipation of your usual most preferential action regarding this matter.

Very truly yours,

**CESAR S. FLORES**

City General Services Officer

Cc: Office of the City Mayor

Republic of the Philippines  
City Government of Navotas  
Office of the City Accountant

SCHEDULE OF RECEIVABLES  
GENERAL FUND-Proper  
As of February 29,2020  
(1-02-05-020)  
GUARANTY DEPOSITS

DATE	ACCT CODE	CREDITOR	PARTICULARS	BALANCE
05/05/14	1-02-05-020-2	MWSI	New Water Service Connection & Installation of 50mm meter set Assembly of Navotas Hospital	139,683.30
07/23/14	1-02-05-020-3	MWSI	New Water Services Connection for Tumana Market at Matangbaka St,NBBS	248,097.76
08/05/14	1-02-05-020-5	MWSI	New Water Services Connection for NBBS Health Center located at Langaray between Dalag St,& Dalagang Bulid-NBBS	4,500.00
10/20/15	1-02-05-020-7	MWSI	Installation of New Line of Service Connection,Tanza Housing Navotas	42,120.13
11/13/15	1-02-05-020-6	MWSI	New line connection-Navotas Fishport Complex,LGU,100-15-10-2978	15,263.20
12/14/15	1-02-05-020-7	MWSI	New Meter-Habita Housing ProjectTanza Navotas City,100-15-12-3350	58,320.18

63267229

62223181

56523590

65701626



04/14/16	1-02-05-020-10	MWSI	Water Meter application-Tanza Lying IN Center	20,118.24	65414726
10/27/16	1-02-05-020-10	MWSI	New Water Service Connection at San Rafael Technological High School 100-16-10-2905	214,014.42	54464355
11/28/16	1-02-05-020-17	MWSI	New line connection of Tanza Market, Sampaguita Dulo, Tanza Housing Navotas 100-16-11-3287	21,050.61	65856348
02/27/17	1-02-05-020-17	MWSI	New Water Meter-Bangkulasi Senior High School, Navotas City 100-17-02-0290	161,301.84	66008682
04/05/17	1-02-05-020-10	MWSI	Reconnection of Water Meter at Tanza Housing, 100-17-03-0731	14,628.62	
09/30/17	1-02-05-020-10	MWSI	Installation of new water line at City Covered Court 100-17-09-2355	8,270.00	
12/04/17	1-02-05-020-5	MWSI	New Installation at Bahay Pag-Asa Dalag St, Ph 2 NBBS	24,093.48	66528601
03/05/18	1-02-05-020-10	MWSI	New meter deposit at Fil-Chi Market NBBS 100-18-02-0355	40,568.13	66656482
03/05/18	1-02-05-020-10	MWSI	New meter deposit at Fil-Chi MPH NBBS 100-18-02-0354	59,440.24	66656570
06/30/18	1-02-05-020-10	MWSI	Pay for new Installation of water services change size of Service Pipe. 100-18-05-1503	89,741.46	50786032

09/18/19	1-02-05-020-10	MWSI	Payment for new New Application for Water/Sewer services connection at MultiPurpose Hall MPH WITH Commercial Spaces Navotas Home Brgy Tanza / 100-19-09-2954	8,270.00	67576030
09/18/19	1-02-05-020-10	MWSI	Payment for new Application for Water/Sewer Service Connection located at Tanza Pabahay Health Center/ 100-19-09-2955	2,070.00	67576067
09/18/19	1-02-05-020-10	MWSI	Payment for new Water Installation for Tanza Multi Purpose under City Government of Navotas/Socialized Housing Multi Purpose Hall Tanza 100-19-08-2835	1,655.00	67573802
10/08/19	1-02-05-020-21	MWSI	Bill Deposit TanzaPabahay Health CenterLot 1 BLK 38 Navotas Socialized Housing PRJ 100-19-09-3125	49,490.00	67576067
01/21/20	1-02-05-020-16	MWSI	Payment for Application for Water/Service Connection @Daanghari Elementary School 100-19-12-4044	59,402.00	54432782



09/18/19	1-02-05-020-10	MWSI	Payment for new New Application for Water/Sewer services connection at MultiPurpose Hall MPH WITH Commercial Spaces Navotas Home Brgy Tanza / 100-19-09-2954	8,270.00	67576036
09/18/19	1-02-05-020-10	MWSI	Payment for new Application for Water/Sewer Service Connection located at Tanza Pabahay Health Center/ 100-19-09-2955	2,070.00	67576067
09/18/19	1-02-05-020-10	MWSI	Payment for new Water Installation for Tanza Multi Purpose under City Government of Navotas/Socialized Housing Multi Purpose Hall Tanza 100-19-08-2835	1,655.00	67573802
10/08/19	1-02-05-020-21	MWSI	Bill Deposit TanzaPabahay Health CenterLot 1 BLK 38 Navotas Socialized Housing PRJ 100-19-09-3125	49,490.00	67576067
01/21/20	1-02-05-020-16	MWSI	Payment for Application for Water/Service Connection @Daanghari Elementary School 100-19-12-4044	59,402.00	54432782



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

16 December 2020

**ZMEL D. GRABILLON**  
Head, Malabon-Navotas Area  
Maynilad Waterworks  
Malabon City

Re: Guarantee Deposit

Dear Sir:

In the exigency of service, the undersigned respectfully requests for an update on the status of the attached letter of Engr. Cesar Flores dated 26 August 2020, concerning the documentary proof of guarantee deposits issued by the City Government of Navotas to your company for the application of new telephone/internet connection of our various government-owned facilities (see attached).

I am hoping for your most preferential attention and kind assistance on this matter. For any clarification, you may reach our designated personnel for this concern, Ms. Daisy Lynn Trinidad, through 0923-6346-064.

Thank you.

Very truly yours,

  
**JAYNE B. RILLON**  
Acting CGSO

  
DepEd Division Office - Marikina  
12/18/20





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

28 June 2021

**Engr. PETER NELSON C. PATACSIL**  
Head, Navotas – South Caloocan Business Area  
Maynilad Networks  
4th floor, HGL Building, EDSA cor.  
Biglang Awa, Caloocan City

*Re: Guarantee Deposit*

---

Dear Sir:

The undersigned would like to bring to your attention our request for documentary proof of guarantee deposits as reflected in our previous letters to your good agency last 16 December 2020 and 26 August 2020 (*see attached*).

I am hoping to hear from you soon with regard the matter.

Thank you.

Truly yours,

**JAYNE B. RILLON**  
Acting CGSO

6/29/2021  
sent thru email  
@ 10:42 am



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

29 July 2021

**Engr. PETER NELSON C. PATACSIL**  
Head, Navotas –South Caloocan Business Area  
Maynila Networks  
4<sup>th</sup> floor, HGK Building, EDSA cor.  
Biglang Awa, Caloocan City

Re: Request for Certificate of Investment/Stocks

---

Dear Sir:

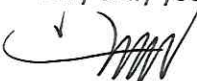
This refers to the various guarantee deposits of the City Government of Navotas to your company for its various applications of accounts which have been brought to your attention in our previous letters dated 9 July 2021, 16 December 2020, and 26 August 2020 (kindly see attached).

In order to facilitate our request for verification and issuance of documentary proof of deposits in the form of abovementioned certificate faster, we have identified the specific account numbers referring to the amount of guarantee deposits which were recorded by our City Accounting Office.

Again, I am hoping that this merits your most preferential attention and action.

Thank you.

Very truly yours,

  
**JAYNE B. RILLON**  
Acting CGSO

7/30/2021  
Sent this email  
@ 4:58 pm



Particular	SIN	Amount
Navotas Hospital	63267729	139,683.30
Tumana Market	62223181	248,097.76
NBBS Health Center	56523590	4,500.00
Navotas Fishport Complex	65101626	15,263.20
Tanza Lying In	65414726	20,118.24
San Rafael Technological High School	54464355	214,014.42
Tanza Market	65856348	21,050.61
Bangkulasi Senior High School	66008682	161,301.84
Bahay Pag-Asa	66528601	24,093.48
Fil- Chi Market	66656482	40,568.13
Fil- Chi Multi-Purpose	66656570	59,440.24
Puericulture	50786032	89,741.46
NavoKabuhayan	67576030	8,270.00
Tanza Health Center	67576067	49,490.00
Daanghari Elementary School	54432782	59,402.00
NavoKabuhayan	67576030	8,270.00
Tanza Health Center	67576067	2,070.00
Tanza Multi-Purpose	67513802	1,655.00
Tanza Health Center	67576067	49,490.00
Service line connection Tanza Housing		42,120.13
Habitat Tanza Housing Project		58,320.18
Reconnection of Water Meter Tanza Housing		14,628.62
Covered Court		8,270.00



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

28 June 2021

Engr. **PETER NELSON C. PATACSI**  
Head, Navotas – South Caloocan Business Area  
Maynilad Networks  
4th floor, HGL Building, EDSA cor.  
Biglang Awa, Caloocan City

Re: Guarantee Deposit

---

Dear Sir:

The undersigned would like to bring to your attention our request for documentary proof of guarantee deposits as reflected in our previous letters to your good agency last 16 December 2020 and 26 August 2020 (*see attached*).

I am hoping to hear from you soon with regard the matter.

Thank you.

Truly yours,

**JAYNE B. RILLON**  
Acting CGSO

6/28/21  
sent thru email  
@ 10:47 am





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

16 December 2020

**ZMEL D. GRABILLON**  
Head, Malabon-Navotas Area  
Maynilad Waterworks  
Malabon City

Re: **Guarantee Deposit**

Dear Sir:

In the exigency of service, the undersigned respectfully requests for an update on the status of the attached letter of Engr. Cesar Flores dated 26 August 2020, concerning the documentary proof of guarantee deposits issued by the City Government of Navotas to your company for the application of new telephone/internet connection of our various government-owned facilities (see attached).

I am hoping for your most preferential attention and kind assistance on this matter. For any clarification, you may reach our designated personnel for this concern, Ms. Daisy Lynn Trinidad, through 0923-6346-064.

Thank you.

Very truly yours,

**JAYNE B. RILLON**  
Acting CGSO

*Handwritten:*  
DepEd  
12/18/20

**CITY GOVERNMENT OF NAVOTAS**  
Republic of the Philippines  
National Capital Region

**CITY GENERAL SERVICES OFFICE**



August 26, 2020

**ZMEL D. GRABILLO**

Head, Malabon-Navotas Business Area  
Maynilad Waterworks  
Malabon City

Dear Sir:

On the recent Commission on Audit (COA) findings in the Financial Statement of the City Government of Navotas, the propriety of valuation of Investment account could not be established due to the absence of sufficient proof of ownerships or instrument of investment is among the observations.

It is disclosed in the COA review that Guaranty deposits pertain to water, electric, telephone utilities as deposits for new lines or extension lines or reconnection lines for various schools, barangays, housing and other facilities of the City have no physical evidences of proof of ownership of investments, and no copies were retained by the Management as part of its permanent files. Citing this reason, the City Government of Navotas request your assistance to secure copies of Guaranty deposits issued in the name MUNICIPALITY OF NAVOTAS and/or CITY GOVERNMENT OF NAVOTAS for the payments of the water supply facilities it applied for thereat your office. Please refer to the attached listing.

Ms. Daisy Lynn Trinidad, CGSO staff, is assigned to coordinate with your office regarding this concern. Please feel free to contact her anytime most convenient to you at Telephone no. 8281-1111 local 502/503 and 82838497.

Thank you very much in anticipation of your usual most preferential action regarding this matter.

Very truly yours,

**CESAR S. FLORES**  
City General Services Officer

Cc: Office of the City Mayor



Republic of the Philippines  
City Government of Navotas  
Office of the City Accountant

SCHEDULE OF RECEIVABLES  
GENERAL FUND-Proper  
As of February 29,2020  
(1-02-05-020)  
GUARANTY DEPOSITS

DATE	ACCT CODE	CREDITOR	PARTICULARS	BALANCE
05/05/14	1-02-05-020-2	MWSI	New Water Service Connection & Installation of 50mm meter set Assembly of Navotas Hospital	139,683.30 ✓✓
07/23/14	1-02-05-020-3	MWSI	New Water Services Connection for Tumana Market at Matangbaka St,NBBS	248,097.76 ✓✓
08/05/14	1-02-05-020-5	MWSI	New Water Services Connection for NBBS Health Center located at Langaray between Dalag St,& Dalagang Bulid-NBBS	4,500.00 ✓✓
10/20/15	1-02-05-020-7	MWSI	Installation of New Line of Service Connection,Tanza Housing Navotas	42,120.13 X
11/13/15	1-02-05-020-6	MWSI	New line connection-Navotas Fishport Complex,LGU,100-15-10-2978	15,263.20 ✓
12/14/15	1-02-05-020-7	MWSI	New Meter-Habita Housing ProjectTanza Navotas City,100-15-12-3350	58,320.18 X

65263229  
62223181  
56023530  
65701426

04/14/16	1-02-05-020-10	MWSI	Water Meter application-Tanza Lying IN Center	20,118.24 ✓
10/27/16	1-02-05-020-10	MWSI	New Water Service Connection at San Rafael Technological High School 100-16-10-2905	214,014.42 X
11/28/16	1-02-05-020-17	MWSI	New line connection of Tanza Market, Sampaguita Dulo, Tanza Housing Navotas 100-16-11-3287	21,050.61 ✓
02/27/17	1-02-05-020-17	MWSI	New Water Meter-Bangkulasi Senior High School, Navotas City 100-17-02-0290	161,301.84 ✓
04/05/17	1-02-05-020-10	MWSI	Reconnection of Water Meter at Tanza Housing, 100-17-03-0731	14,628.62 X
09/30/17	1-02-05-020-10	MWSI	Installation of new water line at City Covered Court 100-17-09-2355	8,270.00
12/04/17	1-02-05-020-5	MWSI	New Installation at Bahay Pag-Asa Dalag St, Ph 2 NBBS	24,093.48 ✓
03/05/18	1-02-05-020-10	MWSI	New meter deposit at Fil-Chi Market NBBS 100-18-02-0355	40,568.13 ✓
03/05/18	1-02-05-020-10	MWSI	New meter deposit at Fil-Chi MPH NBBS 100-18-02-0354	59,440.24 ✓
06/30/18	1-02-05-020-10	MWSI	Pay for new Installation of water services change size of Service Pipe. 100-18-05-1503	89,741.46 ✓

65414726

54464355

65856348

66008682

66528601

66656482

66656570

50786032



09/18/19	1-02-05-020-10	MWSI	Payment for new New Application for Water/Sewer services connection at MultiPurpose Hall MPH WITH Commercial Spaces Navotas Home Brgy Tanza / 100-19-09-2954	8,270.00	67576030
09/18/19	1-02-05-020-10	MWSI	Payment for new Application for Water/Sewer Service Connection located at Tanza Pabahay Health Center/ 100-19-09-2955	2,070.00	67576067
09/18/19	1-02-05-020-10	MWSI	Payment for new Water Installation for Tanza Multi Purpose under City Government of Navotas/Socialized Housing Multi Purpose Hall Tanza 100-19-08-2835	1,655.00	67573802
10/08/19	1-02-05-020-21	MWSI	Bill Deposit TanzaPabahay Health CenterLot 1 BLK 38 Navotas Socialized Housing PRJ 100-19-09-3125	49,490.00	67576067
01/21/20	1-02-05-020-16	MWSI	Payment for Application for Water/Service Connection @Daanghari Elementary School 100-19-12-4044	59,402.00	54432782

09/18/19	1-02-05-020-10	MWSI	Payment for new New Application for Water/Sewer services connection at MultiPurpose Hall MPH WITH Commercial Spaces Navotas Home Brgy Tanza / 100-19-09-2954	8,270.00	✓	67576030
09/18/19	1-02-05-020-10	MWSI	Payment for new Application for Water/Sewer Service Connection located at Tanza Pabahay Health Center/ 100-19-09-2955	2,070.00	✗	67576067
09/18/19	1-02-05-020-10	MWSI	Payment for new Water Installation for Tanza Multi Purpose under City Government of Navotas/Socialized Housing Multi Purpose Hall Tanza 100-19-08-2835	1,655.00	✓	67573802
10/08/19	1-02-05-020-21	MWSI	Bill Deposit TanzaPabahay Health CenterLot 1 BLK 38 Navotas Socialized Housing PRJ 100-19-09-3125	49,490.00	✗	67576067
01/21/20	1-02-05-020-16	MWSI	Payment for Application for Water/Service Connection @Daanghari Elementary School 100-19-12-4044	59,402.00	✗	54437782





Daisy Lynn trinidad &lt;navotasgso.daisylynntrinidad@gmail.com&gt;

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**RE: GUARANTEE BILL DEPOSIT W/ REFERENCE nO.**

9 messages

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**Daisy Lynn trinidad** <navotasgso.daisylynntrinidad@gmail.com>


Sat, Jul 31, 2021 at 7:55 AM

To: "GUARENIO L. GIANAN JR." &lt;guarenio.gianan@mayniladwater.com.ph&gt;, Dennis.Hermano@mayniladwater.com.ph

Good day!

Please see the attached file. Thank you

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 **img087 (1) mwsj.pdf**  
4174K

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**Daisy Lynn trinidad** <navotasgso.daisylynntrinidad@gmail.com>


Sat, Sep 11, 2021 at 2:00 AM

To: "GUARENIO L. GIANAN JR." &lt;guarenio.gianan@mayniladwater.com.ph&gt;, Dennis.Hermano@mayniladwater.com.ph

Sir , Please kindly give us feedback with regards to this matter. Thank you

[Quoted text hidden]

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 **img087 (1) mwsj.pdf**  
4174K

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**GUARENIO L. GIANAN JR.** <guarenio.gianan@mayniladwater.com.ph>

Fri, Sep 10, 2021 at 11:40 AM

To: "Joan S. BAYOG" &lt;joan.bayog@mayniladwater.com.ph&gt;, Daisy Lynn trinidad &lt;navotasgso.daisylynntrinidad@gmail.com&gt;

Cc: "Annalie S. Laguerta" &lt;annalie.laguerta@mayniladwater.com.ph&gt;, "Reyna Lyn S. Garcia"

&lt;reyna.garcia@mayniladwater.com.ph&gt;, "Peter Nelson C. Patacsil" &lt;peternelson.patacsil@mayniladwater.com.ph&gt;

Copy on this Ma'am Daisy.

Hi Ma'am Jo,

Please see attached file about the request of Guarantee Deposit.


For your handling please.

Thanks &amp; Regards,

[Quoted text hidden]

DISCLAIMER: This email message and accompanying attachments or data may contain information that is confidential. If you are not the intended recipient, You are notified that any use, alteration, dissemination, distribution or copying of this message or data is prohibited. If you have received this email message in error, please notify us immediately by return email and delete all copies of this message and attachments from this system. No representation is made that this email is free of viruses. Virus scanning is recommended and is the responsibility of the recipient. Thank you.

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 **img087 (1) mwsj.pdf**  
4174K

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**Joan S. BAYOG** <joan.bayog@mayniladwater.com.ph>

Fri, Sep 10, 2021 at 5:18 PM

To: Daisy Lynn trinidad &lt;navotasgso.daisylynntrinidad@gmail.com&gt;

Cc: "Annalie S. Laguerta" &lt;annalie.laguerta@mayniladwater.com.ph&gt;, "Reyna Lyn S. Garcia"

&lt;reyna.garcia@mayniladwater.com.ph&gt;, "Peter Nelson C. Patacsil" &lt;peternelson.patacsil@mayniladwater.com.ph&gt;, "GUARENIO L. GIANAN JR." &lt;guarenio.gianan@mayniladwater.com.ph&gt;

Hi Ms. Daisy,

May I clarify, what you need is our system generated OR?

Thanks.



**Joan S. Bayog**

Head  
Commercial Mgt./Navotas-South Caloocan BA  
North Business District/Customer Experience and Retail Operations  
ISO 9001, ISO 14001, ISO 45001, ISO14064 Certified and ISO 50001

**Maynilad Water Services, Inc.**

HGL Bldg. 554 Biglang Awa St., cor. Edsa, East Grace Park  
1403 Caloocan City, Philippines  
M: +63 998-594-4340  
E: joan.bayog@mayniladwater.com.ph  
W: www.mayniladwater.com.ph



"Help save the environment. Think before you print."

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[Quoted text hidden]

**Daisy Lynn trinidad** <navotasgso.daisylynntrinidad@gmail.com>  
To: "Joan S. BAYOG" <joan.bayog@mayniladwater.com.ph>  
Cc: "Annalie S. Laguerta" <annalie.laguerta@mayniladwater.com.ph>, "Reyna Lyn S. Garcia" <reyna.garcia@mayniladwater.com.ph>, "Peter Nelson C. Patacsil" <peternelson.patacsil@mayniladwater.com.ph>, "GUARENIO L. GIANAN JR." <guarenio.gianan@mayniladwater.com.ph>

Wed, Sep 15, 2021 at 12:07 AM

Good day!  
With regards to your questions about guarantee deposit. We need a copy of O.R to prove that the amount mentioned in our letter has been given to your good office. We are hoping that this matter will be settled as soon as possible because it's been a longtime since we reported this to your good office. Thank you.  
[Quoted text hidden]

**Joan S. BAYOG** <joan.bayog@mayniladwater.com.ph>  
To: Daisy Lynn trinidad <navotasgso.daisylynntrinidad@gmail.com>  
Cc: "Annalie S. Laguerta" <annalie.laguerta@mayniladwater.com.ph>, "Reyna Lyn S. Garcia" <reyna.garcia@mayniladwater.com.ph>, "Peter Nelson C. Patacsil" <peternelson.patacsil@mayniladwater.com.ph>, "GUARENIO L. GIANAN JR." <guarenio.gianan@mayniladwater.com.ph>

Fri, Sep 17, 2021 at 5:32 PM

Hi Ms. Daisy,

Status information regarding your request.

My team was already working on the system generated official receipts. Medyo may katagalan lang ang pag-retrieve ng document since our system automatically archives transactions more than 2 years. Also, some of your accounts were just newly transferred to our office this year. Rest assured that we will have partial submission if not all, atleast majority of the accounts listed by next week.



Thanks.



**Joan S. Bayog**

Head

Commercial Mgt./Navotas-South Caloocan BA

North Business District/Customer Experience and Retail Operations

ISO 9001, ISO 14001, ISO 45001, ISO14064 Certified and ISO 50001

**Maynilad Water Services, Inc.**

HGL Bldg. 554 Biglang Awa St., cor. Edsa, East Grace Park

1403 Caloocan City, Philippines

M: +63 998-594-4340

E: joan.bayog@mayniladwater.com.ph

W: www.mayniladwater.com.ph



"Help save the environment. Think before you print."

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[Quoted text hidden]

**Daisy Lynn trinidad** <navotasgso.daisylynntrinidad@gmail.com>  
To: "Joan S. BAYOG" <joan.bayog@mayniladwater.com.ph>  
Cc: "Annalie S. Laguerta" <annalie.laguerta@mayniladwater.com.ph>, "Reyna Lyn S. Garcia" <reyna.garcia@mayniladwater.com.ph>, "Peter Nelson C. Patacsil" <peternelson.patacsil@mayniladwater.com.ph>, "GUARENIO L. GIANAN JR." <guarenio.gianan@mayniladwater.com.ph>

Wed, Sep 22, 2021 at 12:23 AM

Good day!  
Sorry for the late reply. Thank you very much po for assisting us with regards to this matter but then again we are hoping that the data we need from you will be forward to us as soon as possible. Thanks again.

[Quoted text hidden]

**Daisy Lynn trinidad** <navotasgso.daisylynntrinidad@gmail.com>  
To: "Joan S. BAYOG" <joan.bayog@mayniladwater.com.ph>  
Cc: "Annalie S. Laguerta" <annalie.laguerta@mayniladwater.com.ph>, "Reyna Lyn S. Garcia" <reyna.garcia@mayniladwater.com.ph>, "Peter Nelson C. Patacsil" <peternelson.patacsil@mayniladwater.com.ph>, "GUARENIO L. GIANAN JR." <guarenio.gianan@mayniladwater.com.ph>

Sat, Sep 25, 2021 at 7:04 AM

Good day!  
For clarification po. Lahat po ng account number na yan ay need ng copy ng O.R . Yung remaining na 4 accounts na walang naka indicate na account number ay kayo na po sana ang maghanap ng account number due to hindi na po talaga makita sa records namain. Again lahat po ng mga amount na yan ay need ng copy ng O.R. Thank you

[Quoted text hidden]

**GUARENIO L. GIANAN JR.** <guarenio.gianan@mayniladwater.com.ph>  
To: Daisy Lynn trinidad <navotasgso.daisylynntrinidad@gmail.com>

Mon, Nov 8, 2021 at 9:01 AM

Good Day!

Please see attached file of your request.

Thanks & Regards,

**From:** Joan S. BAYOG  
**Sent:** Wednesday, September 29, 2021 5:10 PM  
**To:** GUARENIO L. GIANAN JR. <guarenio.gianan@mayniladwater.com.ph>  
**Cc:** Annalie S. Laguerta <annalie.laguerta@mayniladwater.com.ph>; Reyna Lyn S. Garcia <reyna.garcia@mayniladwater.com.ph>; Peter Nelson C. Patacsil <peternelson.patacsil@mayniladwater.com.ph>  
**Subject:** FW: GUARANTEE BILL DEPOSIT W/ REFERENCE nO.

Hi Gua,






Please see attached ORs for requested by Ms. Daisy.  
Also, attached excel file for your reference. Sequence in this excel file and OR numbering is the same in this list.

Particular	SIN	Amount
Navotas Hospital	63267729	139,683.30
Tumana Market	62223181	248,097.76
NBBS Health Center	56523590	4,500.00
Navotas Fishport Complex	65101626	15,263.20
Tanza Lying In	65414726	20,118.24
San Rafael Technological High School	54464355	214,014.42
Tanza Market	65856348	21,050.61
Bangkulas Senior High School	66008682	161,301.84
Bahay Pag-Asa	66528601	24,093.48
Fil-Chi Market	66656482	40,568.13
Fil-Chi Multi-Purpose	66656570	59,440.24
Puericulture	50786032	89,741.46
NavoKabuhayan	67576030	8,270.00
Tanza Health Center	67576067	49,490.00
Daanghari Elementary School	54432782	59,402.00
NavoKabuhayan	67576030	8,270.00
Tanza Health Center	67576067	2,070.00
Tanza Multi-Purpose	67513802	1,655.00
Tanza Health Center	67576067	49,490.00
Service line connection Tanza Housing		42,120.13
Habitat Tanza Housing Project		58,320.18
Reconnection of Water Meter Tanza Housing		14,628.62
Covered Court		8,270.00













Kindly explain each OR due to some amount indicated in this list as GD payment includes other charges. Highlighted in yellow in the **Status** column needs your assistance.

[Quoted text hidden]  
[Quoted text hidden]

16 attachments

-  **01\_63267729.pdf**  
71K
-  **02\_62223181.pdf**  
53K
-  **03\_56523590.pdf**  
53K
-  **04\_65101626.pdf**  
52K
-  **05\_65414726.pdf**



-  52K
-  **07\_65856348.pdf**  
52K
-  **08\_66008682.pdf**  
53K
-  **09\_66528601.pdf**  
72K
-  **10\_66656482.pdf**  
72K
-  **11\_66656570.pdf**  
54K
-  **12\_50786032.pdf**  
52K
-  **13\_67576030.pdf**  
71K
-  **14\_67576067.pdf**  
71K
-  **18\_67513802.pdf**  
71K
-  **23\_66325358.pdf**  
71K
-  **Navotas City - GD.xlsx**  
16K



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 010000273756

RECEIVED FROM	NAVOTAS CITY HOSPITAL	DATE	05/15/2014
ADDRESS	MARIANO NAVAL ST SAN ROQUE NAVOTAS CITY	CAN	63267729
TIN	000-722-181-	SOA NO	
		BUSINESS STYLE	
THE SUM OF	TWO HUNDRED NINETY SEVEN THOUSAND THREE HUNDRED THIRTY SEVEN PESOS AND 92/100.		
(P).	297,337.92		

IN PAYMENT OF :	
VATABLE SALE	14,0763.05
VAT EXEMPT SALE	139,683.30
VAT ZERO RATED SALE	0.00
VAT AMOUNT	16,891.57
TOTAL AMOUNT	297,337.92
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	297,337.92

CHECK Php 297,337.92

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: APRIL ANTONETTE AGUADAYO  
CASHIER

Permit No. 1812 0116 PTU CAS 000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"





MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT  
No: 016000414369

RECEIVED		DATE	08/13/2014
FROM	TUMANA MARKET	CAN	62223181
ADDRESS	MATANGBAKA ST DAGAT-DAGATAN NAVOTAS CITY	SOA NO	
TIN	000722181000	BUSINESS STYLE	
THE SUM OF	TWO HUNDRED FORTY EIGHT THOUSAND NINETY SEVEN PESOS AND 76/100.		
(P).	248,097.76		

IN PAYMENT OF :	
VATABLE SALE	102,047.11
VAT EXEMPT SALE	133,805.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	12,245.65
TOTAL AMOUNT	248,097.76
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	248,097.76

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 248,097.76

BY: SHIELLA MARIE ROBLES  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT  
No: 016000413660

RECEIVED FROM	CITY GOVT NAVOTAS/NBBS HEALTH CENTE	DATE	08/13/2014
ADDRESS	0 LANGARAY ST DAGAT-DAGATAN NAVOTAS CITY	CAN	56523590
TIN	000722181000	SOA NO	
		BUSINESS STYLE	

THE SUM OF TWENTY ONE THOUSAND NINE HUNDRED EIGHTY TWO PESOS AND 24/100.

(P). 21,982.24

IN PAYMENT OF :	
VATABLE SALE	15,609.14
VAT EXEMPT SALE	4,500.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	1,873.10
TOTAL AMOUNT	21,982.24
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	21,982.24

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 21,982.24

BY: SHIELLA MARIE ROBLES  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

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MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 008801126726

RECEIVED		DATE	11/27/2015
FROM	CITY GOVERNMENT OF NAVOTAS / PFDA /	CAN	65101626
ADDRESS	OLD FISHPORT RD DAGAT-DAGATAN NAVOTAS CITY	SOA NO	
TIN		BUSINESS STYLE	

THE SUM OF FIFTEEN THOUSAND TWO HUNDRED SIXTY THREE PESOS AND 20/100.

(P). 15,263.20

IN PAYMENT OF :	
VATABLE SALE	9,610.00
VAT EXEMPT SALE	4,500.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	1,153.20
TOTAL AMOUNT	15,263.20
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	15,263.20

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 15,263.20

BY: ALDEEN MARANON  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431

Date Issued: December 28, 2018

Inclusive Series:

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MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 009801334763

RECEIVED FROM	TANZA LYING IN CENTER /c/o C FLORES	DATE	04/20/2016
ADDRESS	31 SAMPAGUITA ST 2ND DISTRICT NAVOTAS CITY	CAN	65414726
TIN	000000000000	SOA NO	
		BUSINESS STYLE	

THE SUM OF TWENTY THOUSAND ONE HUNDRED EIGHTEEN PESOS AND 24/100.

(P). 20,118.24

IN PAYMENT OF :	
VATABLE SALE	8,257.36
VAT EXEMPT SALE	10,870.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	990.88
TOTAL AMOUNT	20,118.24
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	20,118.24

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 20,118.24

BY: ALDEEN MARANON  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431

Date Issued: December 28, 2018

Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"





MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT  
No: 009401642667

RECEIVED FROM	MUN OF NAVOTAS TANZA MARKET	DATE	12/02/2016
ADDRESS	0 SAMPAGUITA ST DISTRICT 0 NAVOTAS CITY	CAN	65856348
TIN	000000000000	SOA NO	
		BUSINESS STYLE	

THE SUM OF TWENTY-ONE THOUSAND FIFTY PESOS AND 61/100.

(P). 21,050.61

IN PAYMENT OF :	
VATABLE SALE	11,411.26
VAT EXEMPT SALE	8,270.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	1,369.35
TOTAL AMOUNT	21,050.61
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	21,050.61

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 21,050.61

BY: ALDEEN MARANON  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 008901835051

RECEIVED		DATE	03/03/2017
FROM	BANGKULASI SENIOR HIGH SCHOOL	CAN	66008682
ADDRESS	SIOSON ST DAGAT-DAGATAN NAVOTAS CITY	SOA NO	
TIN	221227139000	BUSINESS STYLE	

THE SUM OF ONE HUNDRED SIXTY ONE THOUSAND THREE HUNDRED ONE PESOS AND 84/100.

(P). 161,301.84

IN PAYMENT OF :	
VATABLE SALE	125,576.92
VAT EXEMPT SALE	20,655.69
VAT ZERO RATED SALE	0.00
VAT AMOUNT	15,069.23
TOTAL AMOUNT	161,301.84
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	161,301.84

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 161,301.84

BY: SAPBFA  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431

Date Issued: December 28, 2018

Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"

**Note:**

Erroneously paid on 54462883 dated 03/10/2018.

Transferred payment to 66656570 dated 03/12/2018.





MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT  
No: 009502256461

RECEIVED		DATE	12/30/2017
FROM	CITY GOVT OF NAVOTAS / BAHAY PAG-AS	CAN	66528601
ADDRESS	DISTRICT 0 NAVOTAS CITY	SOA NO	
TIN	000000000000	BUSINESS STYLE	

THE SUM OF TWENTY FOUR THOUSAND NINETY THREE PESOS AND 48/100.  
(P). 24,093.48

IN PAYMENT OF :	
VATABLE SALE	6,744.18
VAT EXEMPT SALE	16,540.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	809.30
TOTAL AMOUNT	24,093.48
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	24,093.48

CHECK Php 24,093.48

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: JOCELYN SERAFICA  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 000939336540

RECEIVED		DATE	03/09/2018
FROM	CITY OF NAVOTAS/FIL-CHI MARKET	CAN	66656482
ADDRESS	LANGARAY ST DAGAT-DAGATAN NAVOTAS CITY	SOA NO	IC-NWSC
TIN	000-000-000-	BUSINESS STYLE	
THE SUM OF	FORTY THOUSAND FIVE HUNDRED SIXTY-EIGHT PESOS AND 12/100.		
(P).	40,568.12		

IN PAYMENT OF :	
VATABLE SALE	11,146.79
VAT EXEMPT SALE	28,083.72
VAT ZERO RATED SALE	0.00
VAT AMOUNT	1,337.61
TOTAL AMOUNT	40,568.12
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	40,568.12

CHECK Php 40,568.12

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: CUDIA JACKILYN  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"





MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT  
No: 009802410317

RECEIVED FROM	CITY OF NAVOTAS/FILCHI MULTI PURPOS	DATE	03/12/2018
ADDRESS	LANGARAY ST DAGAT-DAGATAN NAVOTAS CITY	CAN	66656570
TIN	000-000-000-	SOA NO	
		BUSINESS STYLE	

THE SUM OF FIFTY NINE THOUSAND FOUR HUNDRED FORTY PESOS AND 24/100.

(P). 59,440.24

IN PAYMENT OF :	
VATABLE SALE	11,146.79
VAT EXEMPT SALE	46,955.83
VAT ZERO RATED SALE	0.00
VAT AMOUNT	1,337.62
TOTAL AMOUNT	59,440.24
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	59,440.24

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 59,440.24

BY: SAPBPA  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"

**Note:**

Erroneously paid on 54462883 dated 03/10/2018.  
Transferred payment to 66656570 dated 03/12/2018.



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 260000005783

RECEIVED FROM	NAVOTAS PUERICULTURE	DATE	12/13/2018
ADDRESS	1010 MARIANO NAVAL ST SAN ROQUE NAVOTAS CITY	CAN	50786032
TIN	000-722-181-	SOA NO	GD
		BUSINESS STYLE	

THE SUM OF EIGHTY-NINE THOUSAND SEVEN HUNDRED FORTY-ONE PESOS AND 46/100.  
(P). 89,741.46

IN PAYMENT OF :	
VATABLE SALE	65,358.45
VAT EXEMPT SALE	16,540.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	7,843.01
TOTAL AMOUNT	89,741.46
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	89,741.46

CHECK \_\_\_\_\_

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH Php 89,741.46

BY: CYNTHIA FE VILLAMOR  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"





MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 008803465899

RECEIVED		DATE	10/16/2019
FROM	CITY GOVT OF NAVOTAS/ MULTIPURPOSE	CAN	67576030
ADDRESS	SAMPAGUITA ST 1ST DISTRICT NAVOTAS CITY	SOA NO	
TIN	000-000-000-	BUSINESS STYLE	

THE SUM OF TWELVE THOUSAND SIX HUNDRED NINETY ONE PESOS AND 97/100.  
(P). 12,691.97

IN PAYMENT OF :	
VATABLE SALE	3,948.19
VAT EXEMPT SALE	8,270.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	473.78
TOTAL AMOUNT	12,691.97
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	12,691.97

CHECK Php 12,691.97

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: ELLAH MAE VILLACERAN  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 008803465898

RECEIVED		DATE	10/16/2019
FROM	CITY GOVT OF NAVOTAS- HEALTH CENTER	CAN	67576067
ADDRESS	SAMPAGUITA ST 1ST DISTRICT NAVOTAS CITY	SOA NO	
TIN	000-000-000-	BUSINESS STYLE	

THE SUM OF SIX THOUSAND FOUR HUNDRED NINETY ONE PESOS AND 97/100.  
(P). 6,491.97

IN PAYMENT OF :	
VATABLE SALE	4,318.72
VAT EXEMPT SALE	1,655.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	518.25
TOTAL AMOUNT	6,491.97
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	6,491.97

CHECK Php 6,491.97

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: ELLAH MAE VILLACERAN  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"





MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT

No: 009303418938

RECEIVED		DATE	09/26/2019
FROM	CITY GOVT OF NAVOTAS MULTIPURPOSE H	CAN	67513802
ADDRESS	SAMPAGUITA ST 1ST DISTRICT NAVOTAS CITY	SOA NO	
TIN	000-000-000-	BUSINESS STYLE	

THE SUM OF THIRTEEN THOUSAND ONE HUNDRED NINETY EIGHT PESOS AND 82/100.  
(P). 13,198.82

IN PAYMENT OF :	
VATABLE SALE	10,306.98
VAT EXEMPT SALE	1,655.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	1,236.84
TOTAL AMOUNT	13,198.82
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	13,198.82

CHECK Php 13,198.82

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: ELLAH MAE VILLACERAN  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"



MAYNILAD WATER SERVICES, INC.  
Eng'g Bldg., MWSS Complex Katipunan Ave.,  
Balara Diliman, Quezon City 1119  
VAT REG TIN 005-393-442-000

OFFICIAL RECEIPT  
No: 009202143378

RECEIVED FROM	MUN OF NAVOTAS / COVERED COURT	DATE	09/27/2017
ADDRESS	0 SAMPAGUITA ST 2ND DISTRICT NAVOTAS CITY	CAN	66325358
TIN	209156903000	SOA NO	
		BUSINESS STYLE	
THE SUM OF	SIXTEEN THOUSAND SEVEN HUNDRED FIFTY FIVE PESOS AND 14/100.		
(P).	16,755.14		

IN PAYMENT OF :	
VATABLE SALE	7,576.02
VAT EXEMPT SALE	8,270.00
VAT ZERO RATED SALE	0.00
VAT AMOUNT	909.12
TOTAL AMOUNT	16,755.14
LESS WITHHOLDING TAX	0.00
TOTAL AMOUNT PAYABLE	16,755.14

CHECK Php 16,755.14

MAYNILAD WATER SERVICES, INC.

CASH / NON-CASH

BY: APRIL ANTONETTE GUADAYO  
CASHIER

Permit No. 1812\_0116\_PTU\_CAS\_000431  
Date Issued: December 28, 2018  
Inclusive Series:

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE"





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

7 April 2022

Engr. PETER NELSON C. PATACSIL  
Head, Navotas – South Caloocan Business Area  
Maynilad Networks  
4th floor, HGL Building, EDSA cor.  
Biglang Awa, Caloocan City

Re: Guaranty Deposit

---

Dear Sir:

The undersigned would like to request for reimbursement of our guaranty deposits for various accounts as reflected in the attached document. This is in compliance to the findings and recommendation of the Commission on Audit – Navotas which emphasized that said deposits shall be “adjusted yearly based on the actual average consumption on the consumer.”

I am hoping to hear from you soon with regard the matter. I may be reached through 0918-947-0955 or 8281-6565.

Thank you.

Truly yours,

JAYNE B. RILLON  
General Services Officer

*Received on*  
*4/11/22* *sent thru e-mail*  
*4/11/22*

MONTHLY AVERAGE CONSUMPTION OF MWASI ACCOUNTS WITH GUARANTY DEPOSITS

No.	Account Number	Guaranty Deposit	ANNUAL CONSUMPTION				Average Annual Consumption	Average Monthly Consumption	For additional Guaranty Deposit	For Reimbursement	Total for Reimbursement
			2018	2019	2020	2021					
1	63267729	139,683.30	1,522,276.20	1,854,488.10	1,556,478.36	1,580,655.59	2,023,638.46	168,636.54	28,953.24		
2	62223181	248,097.76	90,109.90	102,138.91	64,591.54	74,395.49	82,808.96	6,900.75		241,197.01	
3	56523590	4,500.00	10,286.58	13,664.33	4,531.35	2,656.51	7,784.69	648.72		3,851.28	
4	65101626	15,263.20	23,759.66	35,151.45	11,715.17	12,000.98	20,656.82	1,721.40		13,541.80	
5	65414726	20,118.24	87,073.71	62,092.22	32,681.55	45,988.03	56,958.88	4,746.57		15,371.67	
7	65856348	21,050.61	11,494.76	34,587.78	130,783.42	16,439.58	48,326.39	4,027.20		17,023.41	
8	66528601	24,093.48	305,358.76	498,113.12	574,834.12	433,405.78	452,927.95	37,744.00	13,650.52		
9	66656482	40,568.13	25,486.32	93,078.51	124,461.83	85,933.68	82,240.09	6,853.34		33,714.79	
10	66656570	59,440.24	45,444.57	54,729.99	106,601.08	58,855.91	66,407.89	5,533.99		53,906.25	
11	50786032	89,741.46	65,770.01	96,443.48	24,443.28	4,981.50	47,909.57	3,992.46		85,749.00	
12	67576030	8,270.00		1,348.11	21,595.10	228,284.19	83,742.47	6,978.54		1,291.46	
13	67576067	2,070.00		1,349.85	12,021.74	13,907.05	9,092.88	757.74		1,312.26	
14	67513802	1,655.00		862.30	53,080.98	92,170.44	48,704.57	4,058.71	1,655.00		
									44,258.76	466,958.93	422,700.17





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

2 May 2022

**Mr. JEFFRY P. COCHON**  
Manager  
MERALCO Malabon-Caloocan Business Center  
Malabon City

*Re: Guaranty Deposit*

---

Dear Madam:

Upon checking of records, additional city government accounts under your good company were found to have excess guaranty deposits. Kindly see attached document for your reference.


This, again, is in compliance to the findings and recommendation of the Commission on Audit – Navotas which emphasized that said deposits shall be “adjusted yearly based on the actual average consumption on the consumer.” Also attached is our first communication letter dated 7 April 2022 concerning the same.

Your most preferential attention on this matter will be greatly appreciated.

Thank you.

Truly yours,

  
**JAYNE B. RILLON**  
General Services Officer

  
RECEIVED: REMY DE LEON  
7/2/22  
(MERALCO MALABON)

Sent thru email  
May 2, 2022

MONTHLY AVERAGE CONSUMPTION OF MERALCO ACCOUNTS WITH GUARANTY DEPOSITS

No.	Account Number	Guaranty Deposit	ANNUAL CONSUMPTION					Average Annual Consumption	Average Monthly Consumption	For additional guaranty deposit	For Reimbursement
			2017	2018	2019	2020	2021				
1	344294360101	7,500.00				130,375.13	127,984.12	129,179.63	10,764.97	3,264.97	
2	456173090201	12,630.00				185,076.25	232,494.68	208,785.47	17,398.79	4,768.79	
3	464770020101	23,520.00				32,263.82	31,406.12	31,834.97	2,652.91		20,867.09
4	463982340101	27,719.35				75,915.95	129,910.83	102,913.39	8,576.12		19,143.23
5	344188020102	192,860.00				467,821.81	10,676.02	239,248.92	19,937.41		172,922.59
6	467352910101	830,086.68				1,025,354.02	1,288,224.24	2,313,578.26	192,798.19		637,288.49
7	467007400101	1,047,435.84				1,058,069.60	1,267,048.98	1,162,559.29	96,879.94	10,881.43	950,555.90
8	466981690101	12,630.00				274,074.58	290,199.67	282,137.13	23,511.43		187,871.85
9	344009250101	228,674.69				473,658.95	505,609.14	489,634.05	40,802.84		58,377.41
10	461758090101	82,200.00				251,762.08	319,980.07	285,871.08	23,822.59		291,013.90
11	461690430101	322,500.77				308,561.32	447,123.65	377,842.49	31,486.87		130,789.69
12	456960530101	146,940.38				174,887.65	212,728.82	193,808.24	16,150.69		1,781,174.42
13	461558080101	1,809,397.73				272,383.69	404,975.64	338,679.67	28,223.31		152,208.47
14	343868600101	167,186.54				178,177.10	181,296.64	179,736.87	14,978.07		55,542.99
15	461232940101	84,020.00				314,883.19	368,564.98	341,724.09	28,477.01		351.84
16	456174030101	4,550.00				46,338.39	54,417.45	50,377.92	4,198.16		2,893.28
17	470476810101	2,910.00				109.29	292.08	200.69	16.72		10,921.59
18	450367050101	13,000.00				28,090.81	21,790.93	24,940.87	2,078.41		38,305.92
19	450900900101	49,770.00				154,169.77	120,968.17	137,568.97	11,464.08		31,235.16
20	454631950101	57,890.00			492,987.70	194,712.12	271,874.47	319,858.10	26,654.84		44,129.32
21	456960530101	66,290.00			410,168.10	174,887.65	212,728.85	265,928.20	22,160.68		2,738.10
22	456991510101	56,220.00			1,080,857.23	586,968.00	257,523.21	641,782.81	53,481.90		33,253.62
23	457609950101	60,000.00			373,731.86	269,624.14	319,513.62	320,956.54	26,746.38		69,510.91
24	343939820101	118,130.00			872,543.81	489,369.32	388,374.15	583,429.09	48,619.09		24,860.44
25	461636460101	30,340.00			776,928.65	301,682.30	337,337.07	471,982.67	39,331.89	8,991.89	3,694.45
26	344170350113	25,890.00					12,354.70	12,354.70	1,029.56		140,045.54
27	459560570101	9,130.00				100,975.44	29,477.80	65,226.62	5,435.55		24,596.27
28	462820280101	192,860.00					633,773.57	633,773.57	52,814.46		9,846.45
29	466981690101	49,610.00				274,074.58	326,254.91	300,164.75	25,013.73		
30	343850940201	29,190.00				236,879.89	227,365.26	232,122.58	19,343.55		



31	461558080101	39,200.00				272,383.69	404,975.64	338,679.67	28,223.31		10,976.69
32	467960660101	19,180.00				55,018.42	246,951.81	150,985.12	12,582.09		6,597.91
33	344347410201	1,607,601.72	461,494.16	458,628.75	653,506.32	351,891.86	355,925.94	456,289.41	38,024.12		1,569,577.60
34	462842720101	158,510.00	252,064.45	295,405.79	313,117.40	239,373.58	373,187.63	294,629.77	24,552.48		133,957.52
35	467484850101	42,210.00					270,257.47	270,257.47	22,521.46		19,688.54
36	457546680101	622,014.45					390,175.56	390,175.56	32,514.63		589,499.82
37	451423620101	1,020,680.00				5,227,205.18	5,382,236.96	5,304,721.07	442,060.09		578,619.91
38	461273290101	86,630.00				276,168.71	491,079.48	383,624.10	31,968.68		54,661.32
										27,907.08	7,857,718.23

TOTAL FOR REIMBURSEMENT: 7,829,811.15





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

7 April 2022

**MA. CORAZON L. PILAPIL**  
Manager  
MERALCO Malabon-Calooocan Business Center  
Malabon City

*Re: Guaranty Deposit*

---

Dear Madam:

The undersigned would like to request for reimbursement of our guaranty deposits for various accounts as reflected in the attached document. This is in compliance to the findings and recommendation of the Commission on Audit – Navotas which emphasized that said deposits shall be “adjusted yearly based on the actual average consumption on the consumer.”

I am hoping to hear from you soon with regard the matter. I may be reached through 0918-947-0955 or 8281-6565.

Thank you.

Truly yours,

**JAYNE B. RILLON**  
General Services Officer

RECEIVED:   
7/20/22  
(MARICO MARABON)

sent thru e-mail

4/7/22

MONTHLY AVERAGE CONSUMPTION OF MERALCO ACCOUNTS WITH GUARANTY DEPOSITS

No.	Account Number	Guaranty Deposit	ANNUAL CONSUMPTION		Average Annual Consumption	Average Monthly Consumption	For additional Guaranty deposit	For Reimbursement	Total for Reimbursement
			2020	2021					
1	344294360101	7,500.00	130,375.13	127,984.12	129,179.63	10,764.97	3,264.97		
2	456173090201	12,630.00	185,076.25	232,494.68	208,785.47	17,398.79	4,768.79		
3	464770020101	15,850.00	32,263.82	31,406.12	31,834.97	2,652.91		13,197.09	
4	463982340101	25,170.00	75,915.95	129,910.83	102,913.39	8,576.12		16,593.88	
5	344188020102	192,860.00	467,821.81	10,676.02	239,248.92	19,937.41		172,922.59	
6	467352910101	89,240.00	1,025,354.02	1,288,224.24	2,313,578.26	192,798.19	103,558.19		
7	467007400101	325,350.00	1,058,069.60	1,267,048.98	1,162,559.29	96,879.94		228,470.06	
8	466981690101	12,630.00	274,074.58	290,199.67	282,137.13	23,511.43	10,881.43		
			122,473.38		431,183.62		308,710.24		

**SUMMARY OF DOCUMENTS****PLDT**

<b>DATE</b>	<b>PARTICULAR</b>
August 26, 2020	Letter to PLDT re request for copy of guaranty deposits of the City Government of Navotas
December 16, 2020	Follow up letter to PLDT concerning the same
June 28, 2021	Follow up letter to PLDT concerning the same
April 11, 2022	PLDT Certification on Guaranty Deposit for Account nos. 0257633446, 0257633659, 0256909987 amounting to a total of Php 5,186.15
April 18, 2022	Letter to PLDT requesting for refund of the guaranty deposits
May 13, 2022	Response of PLDT regarding options on claiming the refund
May 19, 2022	Letter to PLDT regarding transfer of payment option for the refund



**CITY GOVERNMENT OF NAVOTAS**  
Republic of the Philippines  
National Capital Region

**CITY GENERAL SERVICES OFFICE**



August 26, 2020

**JUAN S. ALONZO IV**  
Sr. Relationship Manager  
Philippine Long Distance Telephone Company  
Makati City

**REYNATO AGAPITO**  
Head  
PLDT CaMaNaVa Business Center  
Malabon City

Dear Sir:

On the recent Commission on Audit (COA) findings in the Financial Statement of the City Government of Navotas, the propriety of valuation of Investment account could not be established due to the absence of sufficient proof of ownerships or instrument of investment is among the observations.

It is disclosed in the COA review that Guaranty deposits pertain to water, electric, telephone utilities as deposits for new lines or extension lines or reconnection lines for various schools, barangays, housing and other facilities of the City have no physical evidences of proof of ownership of investments, and no copies were retained by the Management as part of its permanent files. Citing this reason, the City Government of Navotas request your assistance to secure copies of Guaranty deposits issued in the name MUNICIPALITY OF NAVOTAS and/or CITY GOVERNMENT OF NAVOTAS for the payments of the telephone/internet facilities it applied for thereat your office. Please refer to the attached listing.

Ms. Daisy Lynn Trinidad, CGSO staff, is assigned to coordinate with your office regarding this concern. Please feel free to contact her anytime most convenient to you at Telephone no. 8281-1111 local 502/503 and 82838497.

Thank you very much in anticipation of your usual most preferential action regarding this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "Cesar S. Flores".

**CESAR S. FLORES**  
City General Services Officer

Cc: Office of the City Mayor



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

16 December 2020

**JUAN S. ALONZO IV**  
Senior Relationship Manager  
Philippine Long Distance Company  
Makati City

Thru: **RENATO AGAPITO**  
Head, PLDT CAMANAVA Business Center  
Malabon City

Re: Guarantee Deposit


Dear Sir:

In the exigency of service, the undersigned respectfully requests for an update on the status of the attached letter of Engr. Cesar Flores dated 26 August 2020, concerning the documentary proof of guarantee deposits issued by the City Government of Navotas to your company for the application of new telephone/internet connection of our various government-owned facilities (see attached).

I am hoping for your most preferential attention and kind assistance on this matter. For any clarification, you may reach our designated personnel for this concern, Ms. Daisy Lynn Trinidad, any through 0923-6346-064.

Thank you.

Very truly yours,

  
**JAYNE B. RILLON**  
Acting CGSO

12/16/2020  
R. Agapito  
PLDT CAMANAVA

Republic of the Philippines  
City Government of Navotas  
Office of the City Accountant

SCHEDULE OF RECEIVABLES  
GENERAL FUND-Proper  
As of February 29, 2020  
(1-02-05-020)  
GUARANTY DEPOSITS

DATE	ACCT CODE	CREDITOR	PARTICULARS	BALANCE
07/24/17	1-02-05-020-18	PLDT INC	Payment for the new Application for the Internet Connection located at Tanza Lying In 100-17-06-1593	1,888.00
07/24/17	1-02-05-020-18	PLDT INC	New Intern et Line Conection -Sipac Health Center 100-17-07-1822	1,888.00
07/24/17	1-02-05-020-18	PLDT INC	New Telephone Line-Tanza Rehabilitation Center 100-17-07-1821	1,410.10





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

28 June 2021

**ELPIDIO M. JUAN JR.**  
Senior Relationship Manager  
Philippine Long Distance Company  
Makati City

Re: Guarantee Deposit

Dear Sir:

The undersigned would like to bring to your attention our request for documentary proof of guarantee deposits as reflected in our previous letters to your good agency last 16 December 2020 and 26 August 2020 (*see attached*).

I am hoping to hear from you soon with regard the matter.

Thank you.

Truly yours,

**JAYNE B. RILLON**  
Acting CGSO

6/29/21

Sent thru email @

10.30 am



May 13, 2022

**CITY GOVERNMENT OF NAVOTAS**

Municipal Hall Annex building,  
M. Naval street, Brgy. Sipac-Almacen,  
Navotas City

Attention: Ms. Jayne B. Rillon  
Head - City General Services Office

Subject: Guarantee Deposit Refund

Madam:

This is in relation to your letter dated April 18, 2022 – regarding to your request of refund of guaranteed deposit.

We regret to inform you that we are unable to process the refund. However, we can transfer the payment posted in our system dated July 27, 2017 and September 20, 2017 to any of your existing active accounts.

Kindly provide us a copy of the letter of request for transfer indicating the following details:

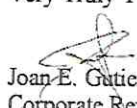
1. Specific account number with amount (for the payment in 2017)
2. Destination account number/s where the amount will be transferred/credited.

Billing Account	Payment Amount	Date Posted
257633446	1,410.10	7/27/2017
257633659	1,888.00	7/27/2017
256909987	1,888.00	20-Sep-17

The aforementioned details are needed as our basis for processing the payment transfer.

Thank you.

Very Truly Yours,

  
Joan E. Gutierrez  
Corporate Revenue Analyst  
Enterprise Collection and Reconciliation Mgt 4 – Public Sector



Date: April 11, 2022

## **CERTIFICATION**


This is to certify that the payment of **CITY GOVERNMENT OF NAVOTAS** was posted in July and September of the year 2017. Please see attached breakdown for your reference.

Account No.	Date Posted	Amount
0257633446	July 27, 2017	P 1,410.15
0257633659	July 27, 2017	P 1,888.00
0256909987	September 20, 2017	P 1,888.00

This certification is being issued to **CITY GOVERNMENT OF NAVOTAS** for the purpose it may serve.

Thank you.

Prepared by:

  
\_\_\_\_\_  
**Joan Gutierrez**  
Corporate Revenue Analyst  
CCRM 4



## SUMMARY OF DOCUMENTS

### MERALCO

Aug 26, 2020	Letter to MERALCO re request for copy of guarantee deposits of the City Government of Navotas
December 16, 2020	Follow up letter to MERALCO regarding the same
July 9, 2021	Follow up letter to MERALCO regarding the same
July 29, 2021	Request for Certificate of Investment / Stocks
April 4, 2021	Letter of Meralco regarding proposal for Solar Panel System which can be funded by the excess guaranty deposits
April 07, 2021	Request for adjustment of guaranty deposit based on the actual average consumption of the city government
April 07, 2021	Letter of Meralco regarding refund computation and process
April 07, 2022- May 18, 2022	Email conversation with Ms. Kay De Leon regarding the matter
May 02, 2022	Letter to MERALCO regarding additional accounts found to have excess payment of guarantee deposits
July 22, 2021	Official Receipt for the reimbursement of Php 2,156,465.33
August 16, 2022	Memorandum No. CSP-2022-0405 regarding cash refund from Meralco amounting to Php 844,470.92

**CITY GOVERNMENT OF NAVOTAS**  
Republic of the Philippines  
National Capital Region

**CITY GENERAL SERVICES OFFICE**



August 26, 2020

Engr. EMMANUEL S. DE JESUS  
Manager  
MERALCO – Malabon – Caloocan Business Center  
Malabon City

Dear Engr. De Jesus:

On the recent Commission on Audit (COA) findings in the Financial Statement of the City Government of Navotas, the propriety of valuation of Investment account could not be established due to the absence of sufficient proof of ownerships or instrument of investment is among the observations.

It is disclosed in the COA review that Guaranty deposits pertain to water, electric, telephone utilities as deposits for new lines or extension lines or reconnection lines for various schools, barangays, housing and other facilities of the City have no physical evidences of proof of ownership of investments, and no copies were retained by the Management as part of its permanent files. Citing this reason, the City Government of Navotas request your assistance to secure copies of Guaranty deposits issued in the name MUNICIPALITY OF NAVOTAS and/or CITY GOVERNMENT OF NAVOTAS for the payments of the electrical facilities it applied for thereat your office. Please refer to the attached listing.

Ms. Daisy Lynn Trinidad, CGSO staff, is assigned to coordinate with your office regarding this concern. Please feel free to contact her anytime most convenient to you at Telephone no. 8281-1111 local 502/503 and 82838497.

Thank you very much in anticipation of your usual most preferential action regarding this matter.

Very truly yours,

**CESAR S. FLORES**  
City General Services Officer

Cc: Office of the City Mayor

7/26/22  
RECEIVED: MAY DE JESUS  
(MERALCO MALABON)

Republic of the Philippines  
City Government of Navotas  
Office of the City Accountant

SCHEDULE OF RECEIVABLES  
GENERAL FUND-Proper  
As of February 29, 2020  
(1-02-05-020)  
GUARANTY DEPOSITS

DATE	ACCT CODE	CREDITOR	PARTICULARS	BALANCE
07/09/14	1-02-05-020-3	MERALCO	Service Deposit for Tumana Market Lot 110 Blk 36 Ph2 A/B Area 2&4 NBBS	13,000.00 ✓
07/10/14	1-02-05-020-4	MERALCO	Line Extension & Installation of Additional Facilities for Navotas Socialized Housing Project	3,262,140.40 X ✓
07/15/14	1-02-05-020-5	MERALCO	Service Deposit for NBBS Health Center, Dalag St, PH2 A/B 1, Dagat-Dagatan Navotas	49,770.00 ✓
07/23/14	1-02-05-020-4	MERALCO	Bill Deposit for 551 units for Navotas Socialized Housing Project	435,290.00 X ✓
11/04/14	1-02-05-020-2	MERALCO	Bill deposit for the application of service connection for the Navotas Hospital	1,020,680.00 ✓
12/23/14	1-02-05-020-4	MERALCO	Bill deposit for 680 units for Navotas Socialized Housing Project	544,000.00 X ✓
02/11/15	1-02-05-020-5	MERALCO	Application for metered streetlights along R-10 road, Young's Town to Gas Station	15,760.00 X ✓
04/30/15	1-02-05-020-4	MERALCO	Bill deposit for service connection	1,289,011.36 X ✓
09/18/15	1-02-05-020-1	MERALCO	Meter replacement for Daanghari Elementary School	57,890.00 ✓
09/21/15	1-02-05-020-4	MERALCO	New Line for Navotas Socialized Housing, Lt1 Blk 27	4,830.00 X ✓
10/21/15	1-02-05-020	MERALCO	New Line Meter-Navotas Cemetery UNDAS 2015, 100-15-10-2899	14,250.00 X ✓
10/21/15	1-02-05-020	MERALCO	Meter Deposits-Nav Cemetery/Nav Youth Complex	162,980.00 X ✓
11/16/15	1-02-05-020-7	MERALCO	New Meter-Flat Streetlighting Tanza, 100-15-11-3144	16,680.00 X ✓

No. 5/14

No. 5/14

No. 5/14



11/16/15	1-02-05-020-7	MERALCO	New Meter-Flat Streetlighting Tanza NHA, 100-15-11-3145	11,440.00	✓
12/11/15	1-02-05-020-7	MERALCO	New Meter-Flat Streetlighting Tanza	74,393.76	✓
12/14/15	1-02-05-020-7	MERALCO	New Meter-Flat Streetlighting Tanza	151,507.93	✓
07/27/16	1-02-05-020-5	MERALCO	Service Deposit for the new application located at NBBS Elementary School 100-16-07- 1986	66,290.00	✓
07/27/16	1-02-05-020-11	MERALCO	Service Deposit for the new application located at Tangos 1 Elementary School 100-16-07- 1983	56,220.00	✓
10/26/16	1-02-05-020	MERALCO	New Installation located at Navotas Cemetery(UNDAS) 100- 16-10-2840	11,640.00	✓
10/24/16	1-02-05-020-13	MERALCO	Service Deposit for San Rafael Village Elementary School, 100- 16-10-2904	60,000.00	✓
10/24/16	1-02-05-020-14	MERALCO	Service Deposit for Metered Streetlight Application along M.Naval and Gov.Pascual St, Navotas 100-16-10-2939	62,720.00	✓
10/25/16	1-02-05-020-15	MERALCO	Line extension and installation of additional facilities at Navotas National HS SRV Annex 100-16- 10-2908	709,640.98	✓
10/25/16	1-02-05-020-15	MERALCO	Service Deposit for Navotas National High School SRV 100-16- 10-2910	254,800.00	✓
10/25/16	1-02-05-020-16	MERALCO	Service Deposit for Kapitbahayan Elementary School 100-16-10- 2909	118,130.00	✓
02/17/17	1-02-05-020-20	MERALCO	New Electric Meter- Tanza Housing 100-17-02-0269	2,410.00	✓
03/28/17	1-02-05-020-20	MERALCO	New meter deposit -MRB San Roque 100-17-03-0641	7,500.00	✓
03/30/17	1-02-05-020-20	MERALCO	New meter for additional Streetlights at 1P Cadorniga St, BBN 100-17-03-0491	9,130.00	✓
03/30/17	1-02-05-020-20	MERALCO	New meter for reconnection of electricity at Tanza Housing Bldg 4 100-17-03-0549	7,500.00	✓
05/12/17	1-02-05-020-20	MERALCO	New meter connection of at San Roque Elementary School 100-17- 05-1081	39,200.00	✓
06/05/17	1-02-05-020-20	MERALCO	New Electric Service Deposit located at City Government of Navotas 100-17-05-1370	12,630.00	✓

12/06/17	1-02-05-020	MERALCO	Bill deposit Bagumbayan Elementary School Meterized Streetlighting 100-17-11-3188	30,340.00 ✓
12/06/17	1-02-05-020	MERALCO	Bill deposit C4 Centennial park BBS Streetlighting 100-17-11-3197	29,190.00 X
03/22/18	1-02-05-020-19	MERALCO	Electric Bill of Peregrino Jr, Ernesto Soriano Bahay Pag-Asa 100-18-03-0599	12,630.00 ✓
05/17/18	1-02-05-020-9	MERALCO	Service Deposit for new Electrical Service Application @ Tanza Housing/Multi Purpose	7,670.00 X
08/09/18	1-02-05-020-20	MERALCO	Payment/ new installation Bill Deposit and Cash Advance for Extension of Lines or Additional Facilities Navotas Columbarium and Crematory	25,170.00 ✓
02/11/19	1-02-05-020-15	MERALCO	Payment for the Bill Deposit of Navotas Science High School / 100-19-02-0237/1061	42,210.00 ✓
02/13/19	1-02-05-020-15	MERALCO	Payment Bill Deposit/TANGOS NATIONAL HIGH SCHOOL/100-19-01-0218/1061	144,640.00 ✓
02/15/19	1-02-05-020-15	MERALCO	Payment for Meralco extension Lines and Additional Facilities Fee/ 100-19-01-0219 Tangos National High School	1,462,961.72 X
02/13/19	1-02-05-020-16	MERALCO	Payment Bill Deposit / Navotas Elementary School(01 NCES Los Martirez St,SAN JOSE) 100-19-02-0238/1061	192,860.00 ✓
02/11/19	1-02-05-020-21	MERALCO	Payment for the Bill Deposit of PACIFICO JAVIER TRAINING CENTER/Daanghari 100-19-02-0234/1061	89,240.00 X
02/13/19	1-02-05-020-21	MERALCO	Payment Bill Deposit/Navotas MEDICAL and WELLNESS CENTER/SAN JOSE 100-19-02-0239	325,350.00 X
02/18/19	1-02-05-020-21	MERALCO	Meralco Extension Lines/Additional Facilities Fee of Pacifico Javier Training Center 100-19-02-0233/1061	311,201.56 X
03/18/19	1-02-05-020-9	MERALCO	Bill Deposit for Tanza Multi Purpose Hall	15,850.00 ✓
03/18/19	1-02-05-020-21	MERALCO	Payment for the Bill Deposit OF 31 Units of CCTV Communication Box of City Gov't of Navotas /100-19-03-0608	48,670.00 ✓

467484  
850/101  
3443474  
10701



03/25/19	1-02-05-020-21	MERALCO	Bill Deposit of Recovery Center City Government of Navotas/Dalag St,Phase 2 A/B Area 1 Dagat-Dagatan 100-19-03-0897	49,610.00	✓
03/26/19	1-02-05-020-21	MERALCO	Payment for extension of Line and Additional Facilities Fee of Recovery Center of City Government of Navotas/100-19-03-0896	127,014.22	X ✓
04/01/19	1-02-05-020-21	MERALCO	Payment Bill Deposit of 17 units of CCTV Communication Box under City Government of Navotas/ 100-19-03-0973	26,690.00	✓
04/04/19	1-02-05-020-21	MERALCO	Payment Bill Deposit of 21 Units CCTV Communication Box under City Government of Navotas/100-19-03-0887	32,970.00	✓
04/12/19	1-02-05-020-21	MERALCO	Additional Expenses for new Meralco Electrical Service Application and Extension of Line @Navotas Medical And Wellness Center/100-19-04-1141	722,085.884	X ✓
05/28/19	1-02-05-020-21	MERALCO	Additional Expenses for New Electric Service Application and Extension of Line for Navotas Livelihood Institute Annex 1 (Pacifico Javier) Training Center/100-19-05-1631	118,215.12	X ✓
05/27/19	1-02-05-020-15	MERALCO	Electric Bill Deposit /Tanza national HS Annex /100-19-05-1632	158,510.00	462812 720101 ✓
06/26/19	1-02-05-020-21	MERALCO	Bill deposit/Navotas Training Center	311,430.00	X ✓
06/26/19	1-02-05-020-15	MERALCO	Payment Bill deposit San Roque National high School/ 100-19-06-2041	86,630.00	X ✓
07/26/19	1-02-05-020-9	MERALCO	Payment for new Installation Bill Deposit @MNHA Multi Purpose Hall Tanza Application # 19071499382/100-1907-2423 location : NHA Tanza Multi-Purpose Hall	3,330.00	✓
08/08/19	1-02-05-020-21	MERALCO	Payment for new Installation -Bill Deposit at San Roque TB Dots/ 128 Gov.Pascual St,San Roque Navotas City account# 19010006883/100-19-07-2482	17,150.00	✓



08/08/19	1-02-05-020-11	MERALCO	Payment for new Installation -Bill Deposit at Mechanical Dryer/ 235B Cruz St, Tangos Account# 18110625481/100-19-07-2481	2,910.00 ✓ 2,860.00
11/28/19	1-02-05-020-9	MERALCO	Bill Deposit / Navotas Socialized Housing 100-19-11-3842/344470080101	1,410.00 ✓
11/28/19	1-02-05-020-9	MERALCO	Bill Deposit / Navotas Socialized Housing 100-19-11-3841/450928180101	1,410.00 ✓
11/28/19	1-02-05-020-9	MERALCO	Bill Deposit / Navotas Socialized Housing 100-19-11-3840/450927920102	1,410.00 ✓
12/27/19	1-02-05-020-9	MERALCO	Bill Deposit at Navotas Socialized Housing PRJ Tanza/100-19-12-4496	1,410.00 X



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

16 December 2020

**Engr. EMMANUEL S. DE JESUS**  
Manager  
MERALCO Malabon-Caloocan Business Center  
Malabon City

Re: Guarantee Deposit

Dear Sir:

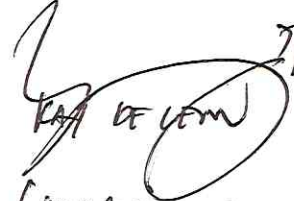
In the exigency of service, the undersigned respectfully requests for an update on the status of the attached letter of Engr. Cesar Flores dated 26 August 2020, concerning the documentary proof of guarantee deposits issued by the City Government of Navotas to your company for the application of new telephone/internet connection of our various government-owned facilities (see attached).

I am hoping for your most preferential attention and kind assistance on this matter. For any clarification, you may reach our designated personnel for this concern, Ms. Daisy Lynn Trinidad, through 0923-6346-064.

Thank you.

Very truly yours,

  
**JAYNE B. RILLON**  
Acting CGSO

RECEIVED:  12/20/20  
(Ma. Theresa G. Trinidad)

Received By:  
Ma. Theresa G. Trinidad, 12/17/2020



Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

9 July 2021

**MA. CORAZON L. PILAPIL**  
Manager  
MERALCO Malabon-Caloocan Business Center  
Malabon City

Re: Guarantee Deposit

---

Dear Sir:

The undersigned would like to bring to your attention our request for documentary proof of guarantee deposits as reflected in our previous letters to your good office last 16 December 2020 and 26 August 2020 (*see attached*).

I am hoping to hear from you soon with regard the matter.

Thank you.

Truly yours,

**JAYNE B. RILLON**  
Acting CGSO

RECEIVED: KAY REYES 7/12/22  
(MERALCO MALABON)

7/12/2022

Sent thru email  
@ 9:42 am





Republic of the Philippines  
Metro Manila  
CITY OF NAVOTAS



**GENERAL SERVICES OFFICE**

29 July 2021

**MA. CORAZON L. PILAPIL**  
Manager  
MERALCO Malabon-Caloocan Business Center  
Malabon City

**Thru: EDRIELLE ANGELO V. PAMPLONA**  
Relationship Manager

**Re: Request for Certificate of Investment/Stocks**

---

Dear Sir:


This refers to the various guarantee deposits of the City Government of Navotas to your company for its various applications of accounts which have been brought to your attention in our previous letters dated 9 July 2021, 16 December 2020, and 26 August 2020 (kindly see attached).

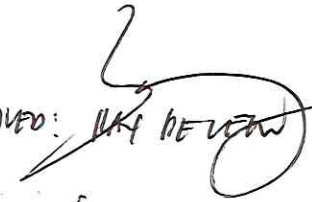
As verbally requested by Mr. Edrielle Angelo V. Pamplona, Relationship Manager for Malabon-Caloocan Business Center, for faster verification and issuance of documentary proof of deposits in the form of abovementioned certificate, submitted herewith is the list of specific account numbers referring to the amount of guarantee deposits which were recorded by our City Accounting Office.

I am hoping that this merits your most preferential attention and action.

Thank you.

Very truly yours,

  
**JAYNE B. RILLON**  
Acting CGSO

RECEIVED:  7/29/22  
(MENARD MABON)

7/29/2021  
Sent thru email  
@ 5:03 PM



Daisy Lynn trinidad <navotasgso.daisylynntrinidad@gmail.com>

Guaranty Deposit

4 messages


Daisy Lynn trinidad <navotasgso.daisylynntrinidad@gmail.com>  
To: "Kay C. De Leon" <kcdeleon@meralco.com.ph>

Thu, Apr 7, 2022 at 1:36 PM

Good day!

Ms. Kay,

Please kindly see the attached file for the abovementioned subject. Thank you.

 doc02171720220407135123.pdf  
355K

Kay C. De Leon <kcdeleon@meralco.com.ph>  
To: Daisy Lynn trinidad <navotasgso.daisylynntrinidad@gmail.com>

Tue, Apr 12, 2022 at 2:52 PM

Good afternoon Ma'am Daisy,

Regarding the refunds. Were sorry but since pandemic, ERC is still not allowing the crediting and collection of Deposit Update for all Meralco customers. We will advise once Annual Update of Bill Deposit (AUBD) resumes.

Thank you po and regards,

KAY C. DE LEON



Relationship Manager – Malabon Business Center

Gen. Luna St., Brgy. Ibaba, Malabon City

1622-6566 / 09088846412

 @meralco  @meralco  @meralcoph  meralcoph

[Quoted text hidden]

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Daisy Lynn trinidad <navotasgso.daisylynntrinidad@gmail.com>  
To: "Kay C. De Leon" <kcdeleon@meralco.com.ph>


Mon, May 2, 2022 at 3:43 PM

Good day

Ms. Kay!

Please see attached files for the abovementioned subject. Thank you

[Quoted text hidden]

 doc02250920220502160452.pdf

1129K

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**Kay C. De Leon** <kcdeleon@meralco.com.ph>

Wed, May 18, 2022 at 10:11 AM

To: Daisy Lynn trinidad &lt;navotasgso.daisylynntrinidad@gmail.com&gt;

Good Morning Ma'am Daisy,

Regarding on the attached file. Still same update po on my previous email. Regarding the refunds for active services, ERC is still not allowing the crediting and collection of Deposit Update for all Meralco customers. We will advise once Annual Update of Bill Deposit (AUBD) resumes.

Thank you and regards,

[Quoted text hidden]

[Quoted text hidden]

**doc02250920220502160452.pdf**

1129K



②

April 4, 2021

**CITY GOVERNMENT OF NAVOTAS**  
M. Naval Street, Navotas City

Attention: **Hon. Tobias Reynald Tiangco**  
City Mayor

Dear Mayor Tiangco,

Thank you for your interest in the products and services of Spectrum, a wholly-owned subsidiary of Meralco. We pride ourselves for the quality of work and reliable service we provide to our customers at par with Meralco's global standards.

We are pleased to submit to you for consideration, our offer for the Design, Supply and Installation including permits processing and acquisition of a 55.44kWp Solar Power generating system for your Navotas City Hospital.

Kindly review the details of this proposal and its attachments, which we trust, will merit your approval. This offer shall be valid until May 15, 2021. Your conformé on the space provided below shall be an acceptable basis for the mobilization and project implementation under the attached provisions. Should you need further information, please do not hesitate to call the undersigned at telephone number 1622-3312 or cellphone number (0908) 898-0553.

Thank you for the opportunity to be of service and we look forward to strong and rewarding business partnerships with **City Government of Navotas**.

Very truly yours,



**Rodolfo B. Lim Jr.**  
Commercial Account Officer



**Patrick Henry T. Panlilio**  
Head, Commercial Services

Conformé:

---



(02) 888-76527



fb.com/MSpectrumInc



www.spectrum.net.ph

I. PRODUCT OFFERING

Our offer is an end to end solution for a 55.44kWp Grid-Tied Solar Power Generating System, which covers the conduct of a feasibility study, grid interconnection, final design, procurement, construction, testing and commissioning.

Our offering is a turnkey solution which is all-inclusive the following activities for a comprehensive and worry-free solution at NO EXTRA COST to you. Our standards and expertise will ensure that these are performed with completeness. This will enable your personnel to focus on the important key result areas to help achieving your bottom line.

	ACTIVITIES
A.	Conduct of a Distribution Impact Study
B.	Net Metering Application with Meralco
C.	Design, Engineering, Procurement and Construction
D.	Permits acquisition (Government Permits) (Certificate of Final Electrical Inspection)
E.	Testing and commissioning <ul style="list-style-type: none"><li>Modules &amp; Support Inspection, DC Wiring Inspection, Inverter Inspection, Protection &amp; Measuring Panel as designed, Battey Energy Storage Testing, and System Performance Testing</li></ul>
	TOTAL

Part of our capabilities is to conduct an Operations and Maintenance (O&M) program to ensure that your system continue operating safely, efficiently, reliably and prolongs the life of your investment. This is an Optional package that covers the entirety of the contract period commencing from the date of commercial operation of the system.


MAINTENANCE ACTIVITY	FREQUENCY
Panel cleaning and I-V curve measurement	Annual
Check panels for damage and corrosion	Annual
Check Voc and Isc of PV strings	Annual
Check DC cable termination. Perform IR scan	Annual
Check mounting structure	Annual
Check surge protection and fuses	Annual
Transformer maintenance (if applicable)	Annual
Check inverters	Annual
Check AC wiring termination	Annual
Check inter-connection point (panels and bus bars)	Annual

NOTE:

Detailed activities and inclusions of the PM package will be provided upon conforming to this offer. This will be covered by a separate agreement to reflect the full details.

### Panel Selection:

The proposed 55.44kWp system will require 144 pieces x 385W panels. Spectrum may install other panel brands and type of equivalent or better quality without reducing the size of the system.



**SunPower® Performance Series 1500 Volt | P19**

SunPower® Performance Series 1500 Volt panels are designed to deliver consistent performance for many decades in hot and cold climates and in power plant applications.

**Increased Energy Production**  
The Performance Series modules have a built-in micro-inverter, increasing energy output by up to 10% compared to standard modules. This means more energy production in less space, making them ideal for rooftop and ground-mounted solar arrays.

**Higher Efficiency**  
The Performance Series design features a built-in micro-inverter, which allows for higher efficiency than standard modules. This means more energy production in less space, making them ideal for rooftop and ground-mounted solar arrays.

**Optimized for the Grid Power Plant**  
SunPower's Performance Series modules are designed to be the most efficient and reliable solar modules available. They are built to last, with a built-in micro-inverter that allows for higher efficiency than standard modules. This means more energy production in less space, making them ideal for rooftop and ground-mounted solar arrays.

**High Reliability**  
The Performance Series modules are built to last, with a built-in micro-inverter that allows for higher efficiency than standard modules. This means more energy production in less space, making them ideal for rooftop and ground-mounted solar arrays.

**SunPower Quality**  
SunPower's Performance Series modules are built to last, with a built-in micro-inverter that allows for higher efficiency than standard modules. This means more energy production in less space, making them ideal for rooftop and ground-mounted solar arrays.

**High Performance & Excellent Reliability**

**25 Year Composite Warranty**  
Protect your investment.

**Product Warranty Length**

**Power Warranty Length**

SunPower's Performance Series modules are built to last, with a built-in micro-inverter that allows for higher efficiency than standard modules. This means more energy production in less space, making them ideal for rooftop and ground-mounted solar arrays.

**SUNPOWER**

**Warranty: 25 years product warranty & 25 years performance guarantee**

### Inverter Selection: (1 x 50kW Grid Tied Inverter)



**SOFAR**  
50k~70kTL

50000 60000 70000

**Three-Phase** **Three-MPPT**

- Super large 9-inch LCD
- Outdoor IP65 protection level
- Sound and light alarm function
- DC SPD Class II, overvoltage, overcurrent, overtemperature, island and other multiple protection
- Full line design
- Built-in CRM ports and logic
- Max. efficiency up to 98.6%

info@sofarsolar.com | SOFAR SOLAR Global | www.sofarsolar.com

**Warranty: 5 years product warranty**



**Cleenergy**  
innovating renewable energy  
PV-ezRack SolarRoof

Consistent with our mandate in delivering reliable and safe solutions, Spectrum will install APsmart Rapid Shutdown Devices (RSD). This is an essential part of our system design which speaks about our regard to standards and safety. This is compliant with the Philippine Electrical Code (PEC) of 2017.



# APsmart

Raising the bar is innovative.  
D.C. MLPE solar power systems



## RSD-S-PLC

- Meets NEC 2014/2015 Listing requirements
- Unlocks third methods of system safety: Tripping on R.C. Input is active
- Meets UL1699C requirements


### RSD-S-PLC Technical Data

General	
Input Data (DC)	
Input operating voltage range	0-600V
Maximum Cond. Input Current (max)	15A
Maximum Input Power	2000W
Output Data (AC)	
Output nominal voltage range	0-600V
Output power range	0-1000W
Maximum System Voltage	600V
Mechanical Data	
Operating Ambient Temperature Range	-40°C to +40°C (-40°F to +104°F)
Operating Certified cable length (meters)	17' x 17' x 40000 max. x 50 mm x 38 mm
Cable length	100m (328ft) - subject to terms of purchase
Module Connector	MC4 or MC4 compatible
Factory wire Rating	Type GP / 600V
Over temperature protection	N/A
Passive fire Compliance	
Construction	PLC
Safety Compliance	NEC 2014/2015 (UL1699C, CSA C22.2 No. 600-17, IEC 61851-2-4, IEC 61851-2-5)
EMC Compliance	EN 61851-2-4, EN 61851-2-5

<h3 style="margin: 0;">RSD-S-PLC</h3>	<p>0-600V</p> <p>15A</p> <p>2000W</p> <p>0-600V</p> <p>0-1000W</p> <p>RSD-S-PLC-A 600V</p> <p>RSD-S-PLC-B 600V</p> <p>-40°C to +40°C (-40°F to +104°F)</p> <p>17' x 17' x 40000 max. x 50 mm x 38 mm</p> <p>100m (328ft) - subject to terms of purchase</p> <p>MC4 or MC4 compatible</p> <p>Type GP / 600V</p> <p>N/A</p> <p>PLC</p> <p>NEC 2014/2015 (UL1699C, CSA C22.2 No. 600-17, IEC 61851-2-4, IEC 61851-2-5)</p> <p>EN 61851-2-4, EN 61851-2-5</p>
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© All Rights Reserved

2020-02-10



# APsmart

## Raising the bar in innovative DC MLPE solar power systems



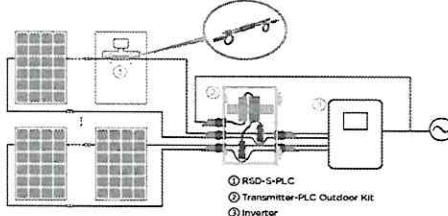
### TRANSMITTER-PLC OUTDOOR KIT

- Meets NEC 2017 (600°C) requirements
- Switch off Transmitter-PLC rapid shutdown
- The output of PV modules
- Meets SurSpec requirements
- Encapsulated with single/dual core
- Optional 180-350VAC power supply
- Optional 100-240VAC power supply

The APsmart Rapid Shutdown System Transmitter-PLC is part of a rapid shutdown solution when paired with APsmart RSD-S-PLC, a PV module rapid shutdown unit. While powered on, the Transmitter-PLC sends a signal to the RSD-S-PLC units to keep their PV modules connected and supplying energy.

RSD-S-PLC units automatically enter rapid shutdown mode when the Transmitter-PLC is switched off and resume energy production when power is restored to the Transmitter-PLC. This solution complies with NEC 690.12 specifications for 2017 and supports the SurSpec signaling for rapid shutdown.

Transmitter-PLC Outdoor Kit includes a Transmitter-PLC with one or two cores, outdoor enclosure, 100-240VAC or 180-350VAC power supply it could be used in residential or commercial project.



① RSD-S-PLC  
② Transmitter-PLC Outdoor Kit  
③ Inverter

Rev1.0 2020-3-3

I. PRICING

We are offering Outright Purchase as follows:

SCHEME	PRICE, PHP
Outright Purchase (55.44kWp)	3,388,777.00 (VAT-ex)
Value Added Tax, 12%	406,653.20
Total price	3,795,430.20 (VAT-inc.)

This offer is all inclusive of the required Customer Renewable Energy Compatibility Assessment (CRECA) and Permits acquisition.

II. PAYMENT TERMS

The following payment schedule shall be applicable:

- 30% of Contract price upon signing of conforme and/or issuance of Purchase Order
- 30% of Contract price upon delivery of materials
- 30% of Contract price upon commissioning
- 10% of Contract price upon submission of turnover documents

III. ANALYSIS ON RETURN OF INVESTMENT

Based on the energy rate of MERALCO at **P5.2711 per kWh**, the investment will have a **payback period of 7 years with an IRR of 14.0%**. The calculated rate is based on the published rates of the Manila Electric Company (Meralco) computed as follows:

Line Item	Rate
Generation Charge	4.4574
System Loss Charge	0.2983
Distribution Energy Charge	0.1368
Lifeline Rate Subsidy	0.0816
Senior Citizen Subsidy	(0.0002)
Missionary	0.1561
Environmental Fund	0.0428
NPC Stranded Cost	0.0428
FiT-All (Renewable)	0.0983
Total:	5.2711

IV. SAVINGS ANALYSIS

The System is expected to deliver the following monthly savings on the first year of operations.

Projected Savings on Year 1

MONTH	ENERGY PRODUCED (KWH)	ENERGY RATE (P/KWH)	GROSS SAVINGS (P) VAT EX
January	5,520	5.2711	29,096.69
February	5,538	5.2711	29,189.94
March	7,728	5.2711	40,736.41
April	8,057	5.2711	42,471.75
May	7,078	5.2711	37,307.17
June	6,944	5.2711	36,602.68
July	6,462	5.2711	34,059.24
August	5,888	5.2711	31,034.06
September	5,989	5.2711	31,567.61
October	5,280	5.2711	27,832.75
November	5,095	5.2711	26,853.71
December	5,402	5.2711	28,475.08
Total	74,980		55,328.79

-End-





SPECTRUM

3F, Business Solutions Center, Meralco Center, Ortigas Avenue,  
1600 Pasig City Philippines

April 4, 2021

**CITY GOVERNMENT OF NAVOTAS**  
M. Naval Street, Navotas City

Attention: **Hon. Tobias Reynald Tiangco**  
City Mayor

Dear Mayor Tiangco,

Thank you for your interest in the products and services of Spectrum, a wholly-owned subsidiary of Meralco. We pride ourselves for the quality of work and reliable service we provide to our customers at par with Meralco's global standards.

We are pleased to submit to you for consideration, our offer for the Design, Supply and Installation including permits processing and acquisition of a 43.12kWp Solar Power generating system for your City Hall.

Kindly review the details of this proposal and its attachments, which we trust, will merit your approval. This offer shall be valid until **May 15, 2021**. Your conformé on the space provided below shall be an acceptable basis for the mobilization and project implementation under the attached provisions. Should you need further information, please do not hesitate to call the undersigned at telephone number 1622-3312 or cellphone number (0908) 898-0553.

Thank you for the opportunity to be of service and we look forward to strong and rewarding business partnerships with **City Government of Navotas**.

Very truly yours,

**Rodolfo B. Lim Jr.**  
Commercial Account Officer

**Patrick Henry T. Panlilio**  
Head, Commercial Services

Conformé:

---



(02) 888-76527



fb.com/MSpectrumInc



www.spectrum.net.ph

I. PRODUCT OFFERING

Our offer is an end to end solution for a 43.12kWp Grid-Tied Solar Power Generating System, which covers the conduct of a feasibility study, grid interconnection, final design, procurement, construction, testing and commissioning.

Our offering is a turnkey solution which is all-inclusive the following activities for a comprehensive and worry-free solution at NO EXTRA COST to you. Our standards and expertise will ensure that these are performed with completeness. This will enable your personnel to focus on the important key result areas to help achieving your bottom line.

	ACTIVITIES
A.	Conduct of a Distribution Impact Study
B.	Net Metering Application with Meralco
C.	Design, Engineering, Procurement and Construction
D.	Permits acquisition (Government Permits) (Certificate of Final Electrical Inspection)
E.	Testing and commissioning <ul style="list-style-type: none"><li>Modules &amp; Support Inspection, DC Wiring Inspection, Inverter Inspection, Protection &amp; Measuring Panel as designed, Battey Energy Storage Testing, and System Performance Testing</li></ul>
	TOTAL

Part of our capabilities is to conduct an Operations and Maintenance (O&M) program to ensure that your system continue operating safely, efficiently, reliably and prolongs the life of your investment. This is an Optional package that covers the entirety of the contract period commencing from the date of commercial operation of the system.


MAINTENANCE ACTIVITY	FREQUENCY
Panel cleaning and I-V curve measurement	Annual
Check panels for damage and corrosion	Annual
Check Voc and Isc of PV strings	Annual
Check DC cable termination. Perform IR scan	Annual
Check mounting structure	Annual
Check surge protection and fuses	Annual
Transformer maintenance (if applicable)	Annual
Check inverters	Annual
Check AC wiring termination	Annual
Check inter-connection point (panels and bus bars)	Annual

NOTE:

Detailed activities and inclusions of the PM package will be provided upon conforming to this offer. This will be covered by a separate agreement to reflect the full details.

**Panel Selection:**

The proposed 43.12kWp system will require 112 pieces x 385W panels. Spectrum may install other panel brands and type of equivalent or better quality without reducing the size of the system.



SunPower® Performance Series 1500 Volt | P19

SunPower® Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**Increased Energy Production**  
The Performance Series produces more shading resistant modules in a single row, increasing energy yield per square foot. (10% more energy than standard 60-cell modules.)  
**Design for Maximum Energy Production**  
Performance Series P19 solar panels feature 10% more energy production (10% more energy than standard 60-cell modules.)  
**High Reliability**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**High Performance & Excellent Reliability**

**25 Year Combined Warranty**  
Product and performance warranty.

**Higher Efficiency**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**Optimized for the Grid-Tied Power Plant**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**High Reliability**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**SunPower Quality**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**High Performance & Excellent Reliability**

**25 Year Combined Warranty**  
Product and performance warranty.

**Higher Efficiency**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**Optimized for the Grid-Tied Power Plant**  
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**High Reliability**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**SunPower Quality**  
The Performance Series P19 solar panels are designed to deliver maximum performance for every degree of sunlight and 1500 Volt system panel application.

**Warranty: 25 years product warranty & 25 years performance guarantee**

**Inverter Selection: (1 x 40kW Grid Tied Inverter)**



SOFAR  
30k~40kTL

**Three-Phase** **Dual-MPPT**

Super large 4-inch LCD  
Outdoor IP65 protection level  
Max efficiency up to 98.7%  
Support Modbus communication, external WiFi/Ethernet/GPRS (optional)

Fuse-free design  
EMV surge-susceptible function

Warranty: 5 years product warranty

**Warranty: 5 years product warranty**



Mounting System

Clenergy

Innovating Renewable Energy

PV-ezRack SolarRoof

Reliable, robust roof mounting system with high quality components designed for the harshest conditions.



Rapid Shutdown and Transmitter: (Compliant to PEC 2017)

Consistent with our mandate in delivering reliable and safe solutions, Spectrum will install Apsmart Rapid Shutdown Devices (RSD). This is an essential part of our system design which speaks about our regard to standards and safety. This is compliant with the Philippine Electrical Code (PEC) of 2017.

Apsmart

Raising the bar in innovative DC MLPE solar power systems

RSD-S-PLC

- Meets NEC 2017 (690.12) requirements
- Enables rapid shutdown or system when Transmitter-PLC signal is absent
- Meets SunSpec requirements

RSD-S-PLC Technical Data

Model	RSD-S-PLC
Input Data (DC)	
Input operating voltage range	0-60V
Maximum Cont. Input Current (max)	15A
Maximum Short Power	900W
Output Data (AC)	
Output operating voltage range	0-60V
Output power range	0-600W
Maximum System Voltage	RSD-S-PLC-A: 1000V RSD-S-PLC-B: 1500V
Mechanical Data	
Operating Ambient Temperature Range	-40°C to +65°C (-40°F to +149°F)
Dimensions (without cable/connecting)	87 x 137 x 68 (mm) 3.41 x 5.39 x 2.68 (in)
Cable length	Input 25.0m/Output 100.0m or customer
Module connector	MC4 or MC4 compatible
Electrical Rating	Type SP / IP68
Overtemperature protection	Yes
Features & Compliance	
CE Certification	PLC
Safety Compliance	NEC 2017 (690.12) UL1699 Class 2, Class II, 300-177, IEC 61140-1, EN 60335-1
EMC Compliance	EN 61000-6-3, EN 61000-6-4

Apsmart

Raising the bar in innovative DC MLPE solar power systems

TRANSMITTER-PLC OUTDOOR KIT

- Meets NEC 2017 (690.12) requirements
- Switch off Transmitter-PLC, rapid shutdown the output of PV modules
- Meets SunSpec requirements
- Equipped with single dual core
- Optional 100-240VAC power supply

The Apsmart Rapid Shutdown System Transmitter-PLC is part of a rapid shutdown solution when paired with Apsmart RSD-S-PLC, a PV module rapid shutdown unit. While powered on, the Transmitter-PLC sends a signal to the RSD-S-PLC units to keep their PV modules connected and supplying energy.

RSD-S-PLC units automatically enter rapid shutdown mode when the Transmitter-PLC is switched off and resume energy production when power is restored to the Transmitter-PLC. This solution complies with NEC 690.12 specifications for 2017 and supports the SunSpec signaling for rapid shutdown.

Transmitter-PLC Outdoor Kit includes a Transmitter-PLC with one or two cores, outdoor enclosure, 100-240VAC or 100-550VAC power supply. It could be used in residential or commercial project.

1 RSD-S-PLC

2 Transmitter-PLC Outdoor Kit

3 Inverter

Rev G 2020-3-18

## I. PRICING

We are offering **Outright Purchase** as follows:

SCHEME	PRICE, PHP
Outright Purchase (43.12kWp)	2,731,482.50 (VAT-ex)
Value Added Tax, 12%	327,777.90
<b>Total price</b>	<b>3,053,260.40 (VAT-inc.)</b>

This offer is all inclusive of the required Customer Renewable Energy Compatibility Assessment (CRECA) and Permits acquisition.

## II. PAYMENT TERMS

The following payment schedule shall be applicable:

- 30% of Contract price upon signing of conforme and/or issuance of Purchase Order
- 30% of Contract price upon delivery of materials
- 30% of Contract price upon commissioning
- 10% of Contract price upon submission of turnover documents

## III. ANALYSIS ON RETURN OF INVESTMENT

Based on the energy rate of MERALCO at **P5.2711 per kWh**, the investment will have a **payback period of 7 years with an IRR of 13.0%**. The calculated rate is based on the published rates of the Manila Electric Company (Meralco) computed as follows:

Line Item	Rate
Generation Charge	4.4574
System Loss Charge	0.2983
Distribution Energy Charge	0.1368
Lifeline Rate Subsidy	0.0816
Senior Citizen Subsidy	(0.0002)
Missionary	0.1561
Environmental Fund	0.0428
NPC Stranded Cost	0.0428
FiT-All (Renewable)	0.0983
<b>Total:</b>	<b>5.2711</b>

IV. SAVINGS ANALYSIS

The System is expected to deliver the following monthly savings on the first year of operations.

Projected Savings on Year 1

MONTH	ENERGY PRODUCED (KWH)	ENERGY RATE (P/KWH)	GROSS SAVINGS (P) VAT EX
January	4,419	5.2711	23,291.80
February	4,634	5.2711	24,426.34
March	6,037	5.2711	31,824.19
April	6,245	5.2711	32,917.28
May	5,469	5.2711	28,829.82
June	5,226	5.2711	27,545.04
July	5,014	5.2711	26,431.22
August	4,234	5.2711	22,317.86
September	4,724	5.2711	24,902.96
October	4,322	5.2711	22,784.11
November	4,377	5.2711	23,069.04
December	4,348	5.2711	22,918.80
Total	59,050		45,987.84

-End-





Republic of the Philippines  
Metropolitan Manila  
CITY OF NAVOTAS



OFFICE OF THE CITY MAYOR

Ref No.: 20210422.001

26 APRIL 2021

EDRIELLE ANGELO V. PAMPLONA  
Relationship Manager  
MERALCO – Malabon Business Center

Re : Authorization Letter in favor of Mr. Lino C. Bernal

Gentlemen:

This letter serves as authority for Mr. Lino C. Bernal, Acting City Treasurer, City Government of Navotas (the "LGU"), to act on behalf of the LGU in the matter of the refund from the Manila Electric Company in the amount of PHP 2,156,465.33, to process the said refund, and to secure the check representing the proceeds of the refund from your good office.

We trust that you shall give this matter your most preferential attention.

Thank you.

Very truly yours,  
*Tiangco Tobias*  
Tiangco Tobias  
Reynald Marcelo  
Date: 2021.04.26  
13:48:33 +08:00  
TOBIAS "TOBY" M. TIANGCO  
City Mayor



Republic of the Philippines  
DEPARTMENT OF FINANCE  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
8<sup>th</sup> Floor EDPF Building, BSP Complex, Roxas Boulevard, 1004 Manila  
www.blgf.gov.ph | blgf@blgf.gov.ph | +63 2 8527 2780 / 8527 2790

07 DEC 2020

**MAYOR TOBIAS REYNALD "TOBY" M. TIANGCO**

Navotas City

via [office.mayor@navotas.gov.ph](mailto:office.mayor@navotas.gov.ph)

Subject : **Department Personnel Order (DPO) No. 261.2020**  
Approved Secondment and Designation of Mr. Lino C. Bernal, Jr.  
as Acting City Treasurer, Navotas City

Dear Mayor **TIANGCO**:

Transmitted herewith is a copy of DPO No. 261.2020 dated 04 December 2020, signed by the Secretary of Finance, approving the Secondment Agreement entered into between that City and Gingoog City, Misamis Oriental, covering the secondment of Mr. **LINO C. BERNAL, JR.**, City Treasurer, Gingoog City, Misamis Oriental, and his designation as **Acting City Treasurer, Navotas City**, effective from the date of issuance of the DPO and his actual assumption thereof up to but not beyond 28 November 2021, unless sooner revoked.

Thank you and cordial regards.

Very truly yours,

**NIÑO RAYMOND B. ALVINA**  
Executive Director





Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Roxas Boulevard Corner Pablo Ocampo, St. Street  
Manila 1004

**DEPARTMENT PERSONNEL ORDER NO. 261.2020**

Pursuant to Section 6 of Memorandum Circular No. 15, s. 1999 of the Civil Service Commission and in view of the representations made by Mayor Tobias M. Tiangco of Navotas City, and the Secondment Agreement by and between Mayor Tiangco and Mayor Erick G. Cañosa of Gingoog City, Misamis Oriental, the Secondment of Mr. LINO C. BERNAL, JR., City Treasurer, Gingoog City, Misamis Oriental, to the City Treasury Office, Navotas City, is hereby **APPROVED**. Further, Mr. Bernal is hereby designated **Acting City Treasurer, Navotas City**, effective from the date of issuance hereof and his actual assumption thereat, which should be reported to the Bureau of Local Government Finance, up to but not beyond 28 November 2021, unless sooner revoked, vice Mr. Roderic R. Rañeses, the outgoing Acting City Treasurer thereat, and pending the appointment a regular City Treasurer of Navotas City.

Accordingly, the turnover of the subject office to Mr. Bernal, together with cash, properties and equipment, books of accounts, including cash books and accountable forms, among others, shall be effected in accordance with the pertinent provisions of the Local Treasury Operations Manual and the Government Accounting and Auditing Manual.

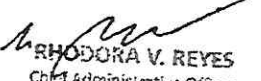
As Acting City Treasurer of Navotas City, Mr. Bernal shall be entitled to receive the representation allowance (RA) and transportation allowance (TA) authorized for the position of City Treasurer. However, he shall not be entitled to receive per diems, except when he is on travel outside his official station, subject to the usual auditing and accounting rules and regulations. Accordingly, he shall receive his salary and other benefits commensurate to his position from Navotas City, being the receiving agency of his secondment.

All concerned shall be guided accordingly.

  
CARLOS G. DOMINGUEZ  
Secretary  
DEC 04 2020



8/2/21  
**CERTIFIED**  
☒ Photocopy of the ORIGINAL on file  
☐ Photocopy of the ORIGINAL DUPLICATE on file  
☐ Photocopy of the PHOTOCOPY on file

  
RHODORA V. REYES  
Chief Administrative Officer  
Central Records Management Division  
DEPARTMENT OF FINANCE





## DATA PRIVACY CONSENT STATEMENT

I hereby give consent to, and authorize Manila Electric Company (MERALCO), its directors, officers, employees, authorized representatives or third parties, to collect, record, store, use, disclose, share, update, modify, block or erase, monitor, or otherwise process (collectively, "Process/Processing") my Personal Data, in accordance with R.A. No. 10173 "The Data Privacy Act of 2012" and its implementing rules and regulations and any of its amendments. These Personal Data refer to all personal, sensitive or confidential information provided or to be provided to Manila Electric Company (MERALCO), its directors, officers, employees, authorized representatives including but not limited to the following:

1. Information given when applying for service, such as my name, address, phone number, email address, Tax Identification Number (TIN), evidence of authority to occupy, and, if applicable, details of my authorized representative;
2. Billing and payment information used to pay my electric consumption. However, details of the payment instrument (like prepaid card, debit card, credit card) used to pay my bills via Meralco Online are captured and processed by the payment gateway service provider;
3. Information to determine eligibility to participate in certain energy programs or services;
4. Information I filled out in any form on our website or online facilities, such as, when I wish to contact Meralco to lodge my concerns, to register at Meralco Online, to avail of its on-line application, outage notifications, and billing and/or payment services;
5. Information given when I communicate with MERALCO and/or any of its representatives (e.g., Call Center Representatives, etc.);
6. Responses provided when I or my representative participate in our customer surveys;
7. Information provided for verification purposes (e.g., to facilitate refunds or to avail of zero-rated VAT transactions);
8. Any other information voluntarily provided for any legitimate purpose declared at point of collection of such information.

I agree that these data shall be used and/or processed for any legitimate purpose, including but not limited to the following:

- a. Notification on the service application; bill payments, outages, marketing or promotional information, updates, alerts, or other concerns;
- b. Supply or continuous improvement of the electric service as well as management of the service account such as payment options and eligibility for refunds;
- c. Response to service inquiry, concern or complaint;
- d. Verification of identity whenever accessing the account through the various customer engagement channels (e.g., e-mail, website, mobile application, via phone call, walk-in);
- e. Conduct of research involving the business of MERALCO or electric distribution services, in general;
- f. Protection of my interest and/or that of other MERALCO customers; or
- g. Compliance by MERALCO with its obligations under its contract, applicable laws and regulations or pursuant to lawful orders of competent authorities or for public order and safety or in cases of emergencies

I acknowledge that I am afforded certain rights such as the right to verify, correct or modify, or remove these personal data or withdraw my consent and/or edit my consent preferences at any time through a written request to MERALCO's authorized representatives. I hereby agree that said personal data shall not be shared by MERALCO to third parties except to those provided above, or in special circumstances where I have given my specific consent or as allowed by pertinent laws, rules, or regulations. I acknowledge that said third parties have been required to abide by the Non-Disclosure Agreement, if applicable, and implement their own data privacy program to secure and keep the subject information confidential in accordance with law.

I hereby warrant that I have read and carefully understood MERALCO's Privacy Policy, stated in <http://www.meralco.com.ph/privacy-policy>, and that I knowingly and voluntarily executed this consent statement in accordance therewith. I confirm that I have obtained prior consent from the registered customer or applicant residential owner or user, company or business I represent and its officers before disclosing their information to MERALCO and in providing this consent in their behalf.

I hereby allow MERALCO, its directors, officers, employees, authorized representatives or third parties to process these personal data from their submission and for the duration of my electric service contract with MERALCO until there are unpaid bills, charges, deposits or refunds on the service account and in case the application does not proceed, the data shall be stored and/or processed only within twelve (12) months from submission or last updating of the data, subject to the retention limits set by applicable laws and regulations. Thereafter, the personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public.

Lino C. Bernal Jr.

Name of Customer/Representative

Position

Company/Business Entity

April 27, 2021

Date



MALABON BUSINESS CENTER  
195 Gen. Luna St., Ibaba, Malabon  
1622-6556

**MERALCO**

April 7, 2021

**CITY GOVERNMENT OF NAVOTAS**  
1 KALAKAL ST SRVTH SAN RAFAEL VILL SAN RAFAEL VILLAGE  
NAVOTAS METRO MANILA 1485

Dear sir/madam,

As provided under prevailing regulatory rules and guidelines, and as stipulated in the Cash Advance Agreement for the said projects, you are entitled to refund a portion of the said Cash Advance. In accordance with the said rules and guidelines, refund shall be made annually at the rate of 75% of the gross distribution revenue derived from customers directly tapped to the poles and facilities extended for the duration of the refund year.

Please be advised that your total refund amount is **PHP 2,156,465.33**, which is equivalent to 75% of the Gross Distribution Revenues generated from directly tapped service/s. Below are the details of the refund computations:

PCA Number	Period Covered	Refund Amount
1607012599	OCT 2018 TO SEP 2019	PHP212,947.98
1607012599	OCT 2019 TO SEP 2020	PHP115,478.55
1709012200	AUG 2018 TO JUL 2019	PHP105,294.00
1709012200	AUG 2019 TO JUL 2020	PHP41,646.38
1709012201	SEP 2018 TO AUG 2019	PHP110,985.34
1709012201	SEP 2019 TO AUG 2020	PHP36,269.35
1805004001	MAY 2019 TO APR 2020	PHP22,620.65
22202011100081	JAN 2016 TO DEC 2016	PHP161,299.01
22202011100081	JAN 2017 TO DEC 2017	PHP169,677.37
22202011100081	JAN 2019 TO DEC 2019	PHP195,336.70
22202012080022	JAN 2014 TO DEC 2014	PHP333,954.95
22202012080022	JAN 2015 TO DEC 2015	PHP111,425.05
22202012090030	JUN 2013 TO MAY 2014	PHP39,630.07
22202012090030	JUN 2014 TO MAY 2015	PHP73,702.36
22202012090030	JUN 2015 TO MAY 2016	PHP111,877.08
22202012090030	JUN 2016 TO MAY 2017	PHP123,621.89
22202012090030	JUN 2017 TO MAY 2018	PHP133,023.09
22202012090030	JUN 2018 TO MAY 2019	PHP57,675.51
<b>TOTAL</b>		<b>PHP 2,156,465.33</b>

Received by:

Signature over Printed Name / Designation

Date

Meralco Center, Ortigas Avenue, Brgy. Ugong, Pasig City, 1605 PH • (632) 631-2222 / (632) 16220 • [www.meralco.com.ph](http://www.meralco.com.ph)

 /meralco  @meralco  meralcoph  meralcoph



REPLY/QUIT CLAIM FORM

I acknowledge receipt of the notice of refund for a portion of Cash Advance paid for the following projects:

PCA NUMBER	LOCATION
1607012599	0001 KALAKAL ST SRVTH, SAN RAFAEL VILL, SAN RAFAEL VILLAGE, NAVOTAS , METRO MANILA 1485
1709012200	0001 UNCHANGCO ST NBBN, NORTH BAY BLVD., NORTH, NORTH BAY BLVD., NORTH, NAVOTAS , METRO MANILA 1485
1709012201	0010 BLOCK 36 ST DDES, PHASE II A/B AREA 2&4, DAGAT-DAGATAN, NAVOTAS , METRO MANILA 1485
1805004001	0052 GOV. PASCUAL ST CLMBR, SAN JOSE(POB.), SAN JOSE (POB.), NAVOTAS , METRO MANILA 1485
22202011100081	1 LT BLOCK 15 BLK NAVOTAS SOCIALIZED HOUSIN TANZA NAVOTAS
22202012080022	1 1F U01 LEONGSON EXT'N. MEDIUM RISE HOUSING SAN ROQUE NAVOTAS
22202012090030	1 LT BLOCK 26 BLK NAVOTAS SOCIALIZED HOUSIN TANZA NAVOTAS

I attest that I have the right and/or authority to claim the refund amounting to PHP 2,156,465.33 with the following details:

PCA NUMBER	PERIOD COVERED	REFUND AMOUNT
1607012599	OCT 2018 TO SEP 2019	PHP212,947.98
1607012599	OCT 2019 TO SEP 2020	PHP115,478.55
1709012200	AUG 2018 TO JUL 2019	PHP105,294.00
1709012200	AUG 2019 TO JUL 2020	PHP41,646.38
1709012201	SEP 2018 TO AUG 2019	PHP110,985.34
1709012201	SEP 2019 TO AUG 2020	PHP36,269.35
1805004001	MAY 2019 TO APR 2020	PHP22,620.65
22202011100081	JAN 2016 TO DEC 2016	PHP161,299.01
22202011100081	JAN 2017 TO DEC 2017	PHP169,677.37
22202011100081	JAN 2019 TO DEC 2019	PHP195,336.70
22202012080022	JAN 2014 TO DEC 2014	PHP333,954.95
22202012080022	JAN 2015 TO DEC 2015	PHP111,425.05
22202012090030	JUN 2013 TO MAY 2014	PHP39,630.07
22202012090030	JUN 2014 TO MAY 2015	PHP73,702.36
22202012090030	JUN 2015 TO MAY 2016	PHP111,877.08
22202012090030	JUN 2016 TO MAY 2017	PHP123,621.89
22202012090030	JUN 2017 TO MAY 2018	PHP133,023.09
22202012090030	JUN 2018 TO MAY 2019	PHP57,675.51
TOTAL		PHP 2,156,465.33

I agree with the amount stated and I agree to hold MERALCO free and harmless from any liability upon due payment of the refund to me. In case any third party claimant thereafter proves his entitlement to the refund amount herein indicated, I hereby undertake to reimburse the said third party claimant of the refund amount.

Applicant/Developer or Authorized Representative:

Lino C. BERNAL JR  
(Signature over printed name)

Designation of Authorized Representative/Relation to Applicant:

Acting Treasurer Navotas City

Date:

April 27, 2021

Email Address:

lbernaljr@navotas.gov.ph

Telephone Number:

09171430813

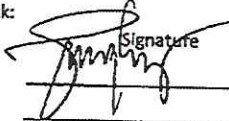
Applicant's Tax Identification Number:

000722181000

Please specify the names of representatives who are duly authorized to receive the check:

Name  
Lino C. BERNAL JR

Designation  
Acting Treasurer

Signature  


\*For projects whose Applicant is registered as a business/institution, the person who should sign should be the one designated by the Board/Secretary or Head of Office/Local Chief Executive as evidenced by a Board Resolution/Authorization Letter. (Please refer to the attached List of Requirements for appropriate document)

# Applicant Information Sheet

2220201100081, 22202012080022, 22202012090030  
PCA Number: 1607012599, 1709012200, 1709012201, 1805004001 Date: \_\_\_\_\_  
Project Location: Navotas City

Cash Advance Refund Check Details  
Name on Check: LGU - NAVOTAS CITY  
Delivery Address: \_\_\_\_\_

Name: LINO C. BERNAL JR Contact Person/s  
Designation: ACTING - TREASURER  
Telephone Number/s: 09171430813  
E-mail Address: lino.bernaljr@gahm.com  
Signature: [Signature]

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Telephone Number/s: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Telephone Number/s: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Certified true and correct:

Print Name and Sign

Designation: \_\_\_\_\_





# OFFICIAL RECEIPT

Republic of the Philippines

City of Navotas  
Office of the Treasurer



Accountable Form No. 51  
Revised August, 1994

ORIGINAL

DATE

JULY 22, 2021

NO.

3793499

PAYOR

MANILA ELECTRIC COMPANY

NATURE OF COLLECTION	FUND AND ACCOUNT CODE	AMOUNT
RETURN OF C/A FOR THE ATTACHED PROJECTS EQUIVA- LENT TO 75% OF THE GROSS DISTRIBUTION REVENUES		P 2,156,445.33
		P2,156,445.33

AMOUNT IN WORDS

TWO MILLION ONE HUNDRED

FIFTY SIX THOUSAND, FOUR HUNDRED

SIXTY FIVE PESOS

Received

- ☒ Cash  
☐ Treasury Warrant  
☐ Check  
☐ Money Order

Treasury Warrant, Check, Money  
Order Number

Date of Treasury Warrant, Check,  
Money Order

Received the Amount Stated  
Above.

LINO C. BERNAL  
ACTING CITY  
TREASURER  
COLLECTING OFFICER

NOTE: Write the number and date of this receipt on the back of treasury  
warrant, check or money order received.



MALABON BUSINESS CENTER  
195 Gen. Luna St., Ibaba, Malabon  
1622-6556

April 7, 2021

**CITY GOVERNMENT OF NAVOTAS**

1 KALAKAL ST SRVTH SAN RAFAEL VILL SAN RAFAEL VILLAGE  
NAVOTAS METRO MANILA 1485

Dear sir/madam,

As provided under prevailing regulatory rules and guidelines, and as stipulated in the Cash Advance Agreement for the said projects, you are entitled to refund a portion of the said Cash Advance. In accordance with the said rules and guidelines, refund shall be made annually at the rate of 75% of the gross distribution revenue derived from customers directly tapped to the poles and facilities extended for the duration of the refund year.

Please be advised that your total refund amount is **PHP 2,156,465.33**, which is equivalent to 75% of the Gross Distribution Revenues generated from directly tapped service/s. Below are the details of the refund computations:

PCA Number	Period Covered	Refund Amount
1607012599	OCT 2018 TO SEP 2019	PHP212,947.98
1607012599	OCT 2019 TO SEP 2020	PHP115,478.55
1709012200	AUG 2018 TO JUL 2019	PHP105,294.00
1709012200	AUG 2019 TO JUL 2020	PHP41,646.38
1709012201	SEP 2018 TO AUG 2019	PHP110,985.34
1709012201	SEP 2019 TO AUG 2020	PHP36,269.35
1805004001	MAY 2019 TO APR 2020	PHP22,620.65
22202011100081	JAN 2016 TO DEC 2016	PHP161,299.01
22202011100081	JAN 2017 TO DEC 2017	PHP169,677.37
22202011100081	JAN 2019 TO DEC 2019	PHP195,336.70
22202012080022	JAN 2014 TO DEC 2014	PHP333,954.95
22202012080022	JAN 2015 TO DEC 2015	PHP111,425.05
22202012090030	JUN 2013 TO MAY 2014	PHP39,630.07
22202012090030	JUN 2014 TO MAY 2015	PHP73,702.36
22202012090030	JUN 2015 TO MAY 2016	PHP111,877.08
22202012090030	JUN 2016 TO MAY 2017	PHP123,621.89
22202012090030	JUN 2017 TO MAY 2018	PHP133,023.09
22202012090030	JUN 2018 TO MAY 2019	PHP57,675.51
<b>TOTAL</b>		<b>PHP 2,156,465.33</b>

Received by:

\_\_\_\_\_  
Signature over Printed Name / Designation

\_\_\_\_\_  
Date

Meralco Center, Ortigas Avenue, Brgy. Ugong, Pasig City, 1605 PH • (632) 631-2222 / (632) 16220 • [www.meralco.com.ph](http://www.meralco.com.ph)

/meralco @meralco meralcoph meralcoph



**MALABON BUSINESS CENTER**  
195 Gen. Luna St., Ibaba, Malabon  
1622-6556

To begin processing the refund, please refer to the list of documentary requirements to bring to **Malabon-Calooacan Business Center**:

1. This letter informing you of the refund
2. Customer Information Sheet
3. Reply/Quitclaim Form
4. Customers TIN ID (Photocopy)
5. Supporting Documents:
  - a. SEC Registration (photocopy)
  - b. Current General Information Sheet (photocopy)
  - c. Articles of Incorporation (photocopy)
  - d. BIR Certificate of Registration (photocopy)
6. Secretary's Certificate or Board Resolution (Original/Notarized)
7. Photocopy of valid IDs of Corporate Secretary (at least 1 primary ID) and authorized signatory (at least 2 primary ID's)

We will process your refund as soon as the required documents were submitted. For inquiries, please contact **Engr. Jerico Enriquez** at **(02) 1622-3525**.

Respectfully yours,

**Ma. Corazon L. Pilapil**  
**Manager, Malabon-Calooacan Business Center**

JPA/jce



# REPLY/QUIT CLAIM FORM

I acknowledge receipt of the notice of refund for a portion of Cash Advance paid for the following projects:

PCA NUMBER	LOCATION
1607012599	0001 KALAKAL ST SRVTH, SAN RAFAEL VILL, SAN RAFAEL VILLAGE, NAVOTAS , METRO MANILA 1485
1709012200	0001 LINCHANGCO ST NBBN, NORTH BAY BLVD., NORTH, NORTH BAY BLVD., NORTH, NAVOTAS , METRO MANILA 1485
1709012201	0010 BLOCK 36 ST DDES, PHASE II A/B AREA 2&4, DAGAT-DAGATAN, NAVOTAS , METRO MANILA 1485
1805004001	0052 GOV. PASCUAL ST CLMBR, SAN JOSE(POB.), SAN JOSE (POB.), NAVOTAS , METRO MANILA 1485
22202011100081	1 LT BLOCK 15 BLK NAVOTAS SOCIALIZED HOUSIN TANZA NAVOTAS
22202012080022	1 1F U01 LEONGSON EXT'N. MEDIUM RISE HOUSING SAN ROQUE NAVOTAS
22202012090030	1 LT BLOCK 26 BLK NAVOTAS SOCIALIZED HOUSIN TANZA NAVOTAS

I attest that I have the right and/or authority to claim the refund amounting to **PHP 2,156,465.33** with the following details:

PCA NUMBER	PERIOD COVERED	REFUND AMOUNT
1607012599	OCT 2018 TO SEP 2019	PHP212,947.98
1607012599	OCT 2019 TO SEP 2020	PHP115,478.55
1709012200	AUG 2018 TO JUL 2019	PHP105,294.00
1709012200	AUG 2019 TO JUL 2020	PHP41,646.38
1709012201	SEP 2018 TO AUG 2019	PHP110,985.34
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22202012090030	JUN 2016 TO MAY 2017	PHP123,621.89
22202012090030	JUN 2017 TO MAY 2018	PHP133,023.09
22202012090030	JUN 2018 TO MAY 2019	PHP57,675.51
<b>TOTAL</b>		<b>PHP 2,156,465.33</b>

I agree with the amount stated and I agree to hold MERALCO free and harmless from any liability upon due payment of the refund to me. In case any third party claimant thereafter proves his entitlement to the refund amount herein indicated, I hereby undertake to reimburse the said third party claimant of the refund amount.

Applicant/Developer or Authorized Representative:\*

\_\_\_\_\_  
(Signature over printed name)

Designation of Authorized Representative/Relation to Applicant:

Date:

Email Address:

Telephone Number:

Applicant's Tax Identification Number:

Please specify the names of representatives who are duly authorized to receive the check:

Name	Designation	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*For projects whose Applicant is registered as a business/institution, the person who should sign should be the one designated by the Board/Secretary or Head of Office/Local Chief Executive as evidenced by a Board Resolution/Authorization Letter. (Please refer to the attached List of Requirements for appropriate document)



REPUBLIC OF THE PHILIPPINES  
METROPOLITAN MANILA  
CITY OF NAVOTAS

4



OFFICE OF THE CITY MAYOR

ENDORSEMENT

No. CSP 2022-0405

DATE : 16 AUGUST 2022

FOR : Ms. JAYNE B. RILLON  
City General Services Officer

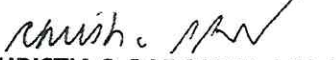
Transmitted for appropriate action is/are the following:

From:	MERALCO
Re:	Cash Advance refund of 75% of the Gross Distribution Revenues amounting to Php844,470.92
Received on:	12 August 2022
Due date:	48 hours upon receipt

*Jayne*, for your preferential attention.

Thank you.

By authority of the Mayor:

  
CHRISTIA S. PADOLINA, MD, FPOGS, FPSUOG  
City Administrator

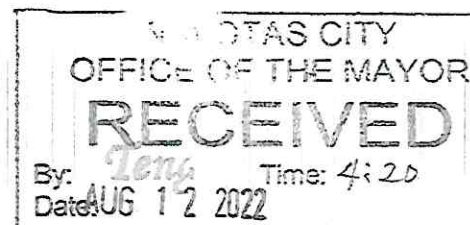
lazarocsp-E2022-0405 GSO  
12082022-0030





August 08, 2022

MALABON BUSINESS CENTER  
Gen. Luna St., Ibaba, Malabon City,  
Metro Manila 1470  
Trunk Line 1622-6566



**NAVOTAS CITY GOVERNMENT**

Navotas City Hall – 0030 M. NAVAL

SIPAC-ALMACEN - NAVOTAS, METRO MANILA

Dear Sir/Madam:

This has reference to the cash advance paid for the following projects stated below. As provided under prevailing regulatory rules and guidelines, and as stipulated in the Cash Advance Agreement for the said projects, you are entitled to refund a portion of the said Cash Advance.

PCA Number	Period Covered	Refund Amount
1805004001	MAY 2020 TO APR 2021	Php 21,012.41
1607012599	OCT 2020 TO SEP 2021	Php 176,924.65
1409005529	NOV 2016 TO OCT 2017	Php 119,109.67
1409005529	NOV 2015 TO OCT 2016	Php 351,762.78
1409005529	NOV 2014 TO OCT 2015	Php 168,107.35
1402005184	JUN 2020 TO MAY 2021	Php 2,990.33
1402005184	JUN 2019 TO MAY 2020	Php 1,415.24
1402005184	JUN 2018 TO MAY 2019	Php 1,073.99
1402005184	JUN 2017 TO MAY 2018	Php 924.35
1402005184	JUN 2016 TO MAY 2017	Php 334.14
1402005184	JUN 2015 TO MAY 2016	Php 816.01

**TOTAL**

**Php 844, 470.92**

In accordance with the said rules and guidelines, refund shall be made annually at the rate of 75% of the gross distribution revenue derived from customers directly tapped to the poles and facilities extended for the duration of the refund year.

Please be advised that your total refund amount is **Php 844, 470.92**, which is equivalent to 75% of the Gross Distribution Revenues generated from directly tapped service/s.

To begin processing the refund, please bring the following to our Malabon Business Center:

1. This letter informing you of the refund (original copy)
2. Reply/Quitclaim Form (original copy)
3. Applicant Information Sheet (original copy)
4. Photocopy of 1 valid ID of the applicant
5. Tax Identification Number (TIN) ID of the applicant
6. Photocopy of 2 valid IDs of authorized representative/s if applicable

7. Original copy of authorization letter to file cash advance refund if total amount is less than Php25,000.00 or original copy of Special Power of Attorney (SPA) to file cash advance refund if total amount is Php25,000.00 or more
8. Photocopy of 2 valid IDs of authorized representative/s to receive the check specified in the reply/quitclaim form

We will process your refund as soon as the required documents were submitted. For inquiries, please contact **Engr. Karl Michael S. Duenas** at **(02) 1622-3527**.

Respectfully,

  
**Jerry P. Cochon**

Manager, Malabon-Calooan Business Center

\*JPA / kmsd

## REPLY/QUITCLAIM FORM

### NAVOTAS CITY GOVERNMENT

Navotas City Hall – 0030 M. NAVAL

SIPAC-ALMACEN - NAVOTAS, METRO MANILA

I acknowledge receipt of the notice of refund for a portion of the Cash Advance with details below:

PCA Number	Period Covered	Refund Amount
1805004001	MAY 2020 TO APR 2021	Php 21,012.41
1607012599	OCT 2020 TO SEP 2021	Php 176,924.65
1409005529	NOV 2016 TO OCT 2017	Php 119,109.67
1409005529	NOV 2015 TO OCT 2016	Php 351,762.78
1409005529	NOV 2014 TO OCT 2015	Php 168,107.35
1402005184	JUN 2020 TO MAY 2021	Php 2,990.33
1402005184	JUN 2019 TO MAY 2020	Php 1,415.24
1402005184	JUN 2018 TO MAY 2019	Php 1,073.99
1402005184	JUN 2017 TO MAY 2018	Php 924.35
1402005184	JUN 2016 TO MAY 2017	Php 334.14
1402005184	JUN 2015 TO MAY 2016	Php 816.01

I attest that I have the right and/or authority to claim the refund amounting to **Php 844, 470.92** I agree with the amount stated and I agree to hold MERALCO free and harmless from any liability upon due payment of the refund to me. In case any third party claimant thereafter proves his entitlement to the refund amount herein indicated, I hereby undertake to reimburse the said third party claimant of the refund amount.



Applicant/Developer or Authorized Representative:\*

\_\_\_\_\_  
(Signature over printed name)

Designation of Authorized Representative/Relation to Applicant:

Date:

Email Address:

Telephone Number:

Applicant's Tax Identification Number:

Please specify the names of representatives who are duly authorized to receive the check:

Name	Designation	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*For projects whose Applicant is registered as a business/institution, the person who should sign should be the one designated by the Board/Secretary or Head of Office/Local Chief Executive as evidenced by a Board Resolution/Authorization Letter.

## Applicant Information Sheet

PCA Number: \_\_\_\_\_

Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

\_\_\_\_\_

### Cash Advance Refund Check Details

Name on Check: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_

### Contact Person/s

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone Number/s: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone Number/s: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone Number/s: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Certified true and correct:

\_\_\_\_\_  
Print Name and Sign

August 11, 2022

Jeffry P. Cochon  
Meralco Malabon Business Center  
Gen. Luna Ave., Brgy. Ibaba,  
Malabon City, Metro Manila

Dear Sir:

I, \_\_\_\_\_, owner & registered customer of \_\_\_\_\_  
\_\_\_\_\_. I am requesting for the crediting of my receivable Cash Advance refund to the current  
outstanding bills. Attached is a detailed list of bills.

Furthermore, I request for the remainder amount to be credited for the future bills of the following  
accounts:

Account Number	SIN	REGISTERED CUSTOMER	Service Address

Very truly,

\_\_\_\_\_  
Registered Customer



## DATA PRIVACY CONSENT STATEMENT

I hereby give consent to, and authorize Manila Electric Company (MERALCO), its directors, officers, employees, authorized representatives or third parties, to collect, record, store, use, disclose, share, update, modify, block or erase, monitor, or otherwise process (collectively, "Process/Processing") my Personal Data, in accordance with R.A. No. 10173 "The Data Privacy Act of 2012" and its implementing rules and regulations and any of its amendments. These Personal Data refer to all personal, sensitive or confidential information provided or to be provided to Manila Electric Company (MERALCO), its directors, officers, employees, authorized representatives including but not limited to the following:

1. Information given when applying for service, such as my name, address, phone number, email address, Tax Identification Number (TIN), evidence of authority to occupy, and, if applicable, details of my authorized representative;
2. Billing and payment information used to pay my electric consumption. However, details of the payment instrument (like prepaid card, debit card, credit card) used to pay my bills via Meralco Online are captured and processed by the payment gateway service provider;
3. Information to determine eligibility to participate in certain energy programs or services;
4. Information I filled out in any form on our website or online facilities, such as, when I wish to contact Meralco to lodge my concerns, to register at Meralco Online, to avail of its on-line application, outage notifications, and billing and/or payment services;
5. Information given when I communicate with MERALCO and/or any of its representatives (e.g., Call Center Representatives, etc.);
6. Responses provided when I or my representative participate in our customer surveys;
7. Information provided for verification purposes (e.g., to facilitate refunds or to avail of zero-rated VAT transactions);
8. Any other information voluntarily provided for any legitimate purpose declared at point of collection of such information.

I agree that these data shall be used and/or processed for any legitimate purpose, including but not limited to the following:

- a. Notification on the service application, bill payments, outages, marketing or promotional information, updates, alerts, or other concerns;
- b. Supply or continuous improvement of the electric service as well as management of the service account such as payment options and eligibility for refunds;
- c. Response to service inquiry, concern or complaint;
- d. Verification of identity whenever accessing the account through the various customer engagement channels (e.g., e-mail, website, mobile application, via phone call, walk-in);
- e. Conduct of research involving the business of MERALCO or electric distribution services, in general;
- f. Protection of my interest and/or that of other MERALCO customers; or
- g. Compliance by MERALCO with its obligations under its contract, applicable laws and regulations or pursuant to lawful orders of competent authorities or for public order and safety or in cases of emergencies

I acknowledge that I am afforded certain rights such as the right to verify, correct or modify, or remove these personal data or withdraw my consent and/or edit my consent preferences at any time through a written request to MERALCO's authorized representatives. I hereby agree that said personal data shall not be shared by MERALCO to third parties except to those provided above, or in special circumstances where I have given my specific consent or as allowed by pertinent laws, rules, or regulations. I acknowledge that said third parties have been required to abide by the Non-Disclosure Agreement, if applicable, and implement their own data privacy program to secure and keep the subject information confidential in accordance with law.

I hereby warrant that I have read and carefully understood MERALCO's Privacy Policy, stated in <http://www.meralco.com.ph/privacy-policy>, and that I knowingly and voluntarily executed this consent statement in accordance therewith. I confirm that I have obtained prior consent from the registered customer or applicant residential owner or user, company or business I represent and its officers before disclosing their information to MERALCO and in providing this consent in their behalf.

I hereby allow MERALCO, its directors, officers, employees, authorized representatives or third parties to process these personal data from their submission and for the duration of my electric service contract with MERALCO until there are unpaid bills, charges, deposits or refunds on the service account and in case the application does not proceed, the data shall be stored and/or processed only within twelve (12) months from submission or last updating of the data, subject to the retention limits set by applicable laws and regulations. Thereafter, the personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public.

\_\_\_\_\_  
Name of Customer/Representative  
\_\_\_\_\_  
Position

\_\_\_\_\_  
Company/Business Entity  
\_\_\_\_\_  
Date

## JOURNAL ENTRY VOUCHER

City Government of Navotas  
**L G U**

NO. 100-22-03-217

Date: 3/31/2022

( ) Collection    ( ) Check Disbursement
( ) Cash Disbursement    ( / ) Other

Responsibility Center	Accounts and Explanation	Account Code	Amount	
			Debit	Credit
	Government Equity	3-01-01-010	1,000,000.00	
	Guaranty Deposits	1-02-05-020		1,000,000.00
	To recognize adjusting entry to derecognize			
	in the Guaranty Deposit Account the amount			
	of P1,000,000.00 for the escrow account			
	for the expropriated property under Case No.			
	SCAII-008-MN as per COA AOM 2022			
	(2021)-008			
	<b>TOTAL . . . . .</b>		<u>1,000,000.00</u>	<u>1,000,000.00</u>

Prepared by:

**MA. ROWENA N. YAMAYO**

Management and Audit Analyst III

**EVANGELINE P. CRUZ, CPA**

City Accountant



[illegible]



audit of Chela

2

Republic of the Philippines  
Metropolitan Manila  
CITY OF NAVOTAS

**HUMAN RESOURCE DEVELOPMENT OFFICE**

1<sup>st</sup> Floor, Navotas City Hall, 1052 M. Naval Street, Barangay Sipac-Almacen, Navotas City  
Telephone Nos. 8282-6192, 8281-8531 local 106 / 105  
chrdo@navotas.gov.ph



26 AUGUST 2022

Mr. LINO C. BERNAL, JR.  
Acting City Treasurer  
Navotas City

Dear Mr. Bernal:

Request is hereby made for the preparation of Debit Advice (*Authority to Debit Account*) for the remunerations of the following departments/offices. Hereunder are the details of the schedule, to wit:

PARTICULARS	
Department/Office/Unit	Contractual Employees
Payroll Type	Salaries and Wages
Activity	N/A
Amount	P 5,860,045.40
Batch No.	00361
Period Covered	AUGUST 16-31, 2022
File Name (Soft Copy)	CONT831

Thank you.

Prepared by:

LILIBETH A. PEREZ  
Administrative Assistant,  
City Human Resource Development Office

Noted by:

RYAN S. YCASAS  
City Human Resource Development Officer

Reference of implementation:  
COA-AOM No. 2022-(2021)-017  
dated 04 April 2022

Reference No-001-01-08012022-0343

August 1, 2022

**THE MANAGER**

LANDBANK OF THE PHILIPPINES


Navotas Branch


M. Naval St., Sipac Almacen, Navotas, M. Mla.

Subject: NAVOTAS GENERAL FUND  
Current Account No. 001592-1000-41

Madam:

*This serves as your authority to Debit/Credit the above deposit account in the amount of **SEVENTEEN THOUSAND SIX HUNDRED FIFTY SIX PESOS AND 09/100 (PHP 17, 656.09)** covering the Overtime payment of City Cemetery/Navohimlayan Personnel for the period of May 1-31, 2022.*

  
**DR. CHRISTIA S. PADOLINA**  
City Administrator  
Depositor's Signature

  
**LINO C. BERNAL, JR.**  
Acting City Treasurer  
Depositor's Signature

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0670 DNRD P17,656.09



No. 34v-22-03-031 GN  
Date: 3/23/2022



Fund	<u>TRUST FUND</u>
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Account Code

GL

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2-04-01-020(1)

[illegible]



Unit 337 Eagle Court Condominium, 26 Matalino Street,  
Barangay Central 1100 Quezon City, Metro Manila, Philippines  
Landline: (632) 879-7005 E-mail: act@motherearthphil.org

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*ESWM Program for Navotas City: Towards Exemplary  
City-Wide Implementation of RA 9003*

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# ACCOMPLISHMENT REPORT

Submitted by:

**Mother Earth Foundation (MEF)**

## I. PROJECT DETAILS

<b>Project Title</b>	<b>ESWM Program for Navotas City: Towards Exemplary City-Wide Implementation of RA 9003</b>
<b>Project site</b>	<b>Navotas City</b>
<b>Proponent</b>	<b>Mother Earth Foundation</b>
<b>Implementing Partner</b>	<b>City Government of Navotas</b>
<b>Project Duration (Proposed)</b>	<b>June 2018 – February 2020</b>
<b>Project Duration (Actual)</b>	<b>June 2018 – June 2022</b> <i>(Project Extension due to Covid-19 pandemic)</i>
<b>Project Objectives</b>	<p><b>General Objectives:</b></p> <ul style="list-style-type: none"> <li>• To maximally increase the capacity of all barangays in Navotas to comply with R.A. 9003.</li> <li>• To divert City waste from dumps and/or landfills, and help enable the city to attain compliance with RA 9003</li> </ul> <p><b>Specific Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To increase the capacity of at least 70% of the 15 barangays in Navotas to operate Materials Recovery Facilities (MRFs) or Eco-Centers in accordance with R.A. 9003 within one year from the start of the project.</li> <li>2. In the first six months of the project, to build and strengthen the capacity of at least 50% of all barangays in Navotas to develop and implement waste management action plans, frameworks, and ordinances in order to ensure the project sustainability.</li> <li>3. By the end of the first year, to increase the number of households practicing waste segregation at-source to at least 75% citywide.</li> <li>4. To build and strengthen the ability of all Navotas barangays to monitor their waste management activities and record waste diversion rates within one year of initiating the project.</li> <li>5. To enhance the efficiency of informal waste workers by enabling them to participate in formalized value chains</li> </ol>
<b>Desired Results</b>	<ol style="list-style-type: none"> <li>1. Capacities of all Navotas City barangays to comply with Republic Act 9003</li> <li>2. Maximally increased at least 70% of Navotas' waste diverted from dumps, landfills, waterways, and/or in the ocean into MRFs, composting, and recycling plants</li> <li>3. Navotas City's full compliance to RA 9003 be attained</li> </ol>



## II. ACHIEVEMENTS WITH RESPECT TO APPROVED PROJECT PROPOSAL

### TARGET BARANGAYS IN NAVOTAS CITY:

Bagumbayan North, Bagumbayan South, Bangkulasi, Navotas East, Navotas West, NBBS Dagat-dagatan (Northbay Boulevard South), NBBS Kaunlaran (Northbay Boulevard South), NBBS Proper (Northbay Boulevard South), North Bay Boulevard North, San Rafael Village, Sipac-Almacen, Daanghari, San Jose, San Roque, Tangos North (Tangos), Tangos South (Tangos), Tanza 1 (Tanza), Tanza 2 (Tanza)

Project Activities	Start of Project Values of the Indicators	End of Project Values of the Indicators
Memorandum of Agreement (MOA) Signing	0	Aug. 6, 2018 – the MOA signing took place during the monthly flag raising ceremony in Navotas city hall.
Ocular Visits/ Contact Building	0	18 Barangays were assessed on their current Solid Waste Management Program and other records related to it were also reviewed.
Conduct of baseline survey	0	A series of Awareness, Practices, and Perception (APP) Surveys were conducted among households of the 18 Barangays. A total of 2,574 community members were interviewed.
Conduct of WACS/WABA	0	3 sets of WABA (Waste Assessment and Brand Audit) were conducted in 3 selected Barangays: Navotas East, Navotas Bagumbayan North (NBBN), and Tanza 2, to distinguish waste classification percentage, and waste generation per type of waste produced in these communities. The WABA data can also be used by other barangays with the same demographics (e.g., population, land area, and type of community).
Information, Education, and Communication (IEC) Campaign	No IEC activities were conducted for the 18 Barangays	A total of 40, 770 HH were covered by the project team within the 18 Barangays. The households were given IEC and Brochure on proper waste management as part of the Project's awareness campaign.
Action Planning	0	Each of the 18 Barangays have crafted their own Action Plans

		<p>consisting of Systems, Funding, and overall logistics for the Implementation and set-up of their respective ESWM Program. These were co-developed by the Barangay Officials (Barangay Chairman and council) and were guided by the project team. Bagumbayan North, Bagumbayan South, Bangkulasi, Navotas East, Navotas West, NBBS Dagat-dagatan (Northbay Boulevard South), NBBS Kaunlaran (Northbay Boulevard South), NBBS Proper (Northbay Boulevard South), North Bay Boulevard North, San Rafael Village, Sipac-Almacen, Daanghari, San Jose, San Roque, Tangos North (Tangos), Tangos South (Tangos), Tanza 1 (Tanza), Tanza 2 (Tanza) were able to formulate their 3-year SWM plans</p>
Dry Run/ Full Implementation	0 out of 18 Barangays started their Dry Run Implementation for their, "No Segregation, No Collection" Policy	<p>All of the 18 barangays are now participating and conducting dry-runs on the "No Segregation, No Collection" Policy. However, some barangays have temporarily stopped as they have yet to allocate a budget for the hiring of Waste Workers.</p> <p>At present, 3 barangays have Full Implementation (BBN, Tanza 2, and Navotas East).</p>
Conduct of ESWM Training at the Barangay Level	0	1,383 community members and barangay officials in all 18 Barangays participated in ESWM training (54% were females, 46% were males).
Efficient Waste Collection through the hiring of waste collectors	In 2018, the 18 barangays had an average waste diversion rate of 20%.	Despite not reaching the 70% target due to the challenges brought by COVID-19, an average of 64% waste diversion from the 18 Barangays with Door-to-Door collection was recorded in June 2022.
Repair/ Purchase of Waste Collection Equipment	The 18 Barangays do not have collection equipment, but they have existing push carts being used by street sweepers, and garbage trucks.	A total of 18 units of collection equipment were assembled and distributed to 18 Barangays were used for the collection of waste from households.



Repair/ Construction of MRFs	3 existing Eco-sheds	<p>18 Barangays were assisted in the construction/rehabilitation of their MRFs, Eco-shed and Eco- Garden.</p> <p>The project team also supported the construction of the MRFs of Barangays BBN, NBBN, Kaularan, Tanza 1, and Tanza 2.</p>
Construction and Operationalization of Centralized Biogas	No Biogas Digester in any barangay of the city	The project will establish 1 Biogas Digester in one of the Model MRFs - (i.e., Tanza 2) next quarter
Conduct of Waste Workers Appreciation Day	No similar idea conceptualized yet.	The event was attended by 54 Waste workers from the City of Navotas. The Appreciation day's goal is to recognize the vital role and value of waste workers in cities and communities implementing the ESWM Program.
Consultation, election, and registration of Waste Workers' Association	No established waste workers association	<p>In June 2022, the Waste Workers 'Association (WWA) was formally established and registered with the Department of Labor and Employment (DOLE).</p> <p>The Malabon-Navotas Waste Workers' Association MaNAWWA has 2 chapters (Malabon chapter and Navotas chapter), covering a total of 197 female and 124 male members.</p>
Basic skills training for the MaNAWWA Officers	0	<p>Workshops and training were conducted to develop the knowledge and skills of the waste workers officers (i.e., Skills Necessary to Run the Organization, Basic Computer Skills Training, Public Speaking and Facilitation, Basic Financial Management, Accounting, and Auditing).</p> <p>18 female and 4 male waste worker officers participated in the trainings.</p>
Training for MaNAWWA members	0	Training sessions on various topics such as Social Protection, Gender, Human Rights, and Occupational Safety and health training were attended by 263 participants; 177 female and 86 male Waste Workers' Association members.



End-of-project forum and Action planning with relevant agencies and organizations	No existing partnership with national authorities	<p>Workshop on the Enhancement of the LGUs' 10-year Solid Waste Management Plans were attended by different representatives/participants from the city departments, LGU, and Waste Workers.</p> <p>The Waste Flow Diagram (WFD) Tool was also introduced to and discussed among the workshop participants.</p>
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### III. LESSONS LEARNED, GOOD PRACTICES, AND KEY RECOMMENDATIONS

#### 1. Lessons Learned

- Empowerment of Barangay officials, waste workers, and other stakeholders are all vital in the execution of the program aided by various training and capacity-building activities.
- The availability of resources (including human resources that can be provided/capacitated for each partner), and the availability of land/space in the project area must be taken into account when planning the entire program.
- One of the keys to successful program implementation is constant communication between and among stakeholders, partners, and funders.

#### 2. Good Practices

- The Barangays and key stakeholders collaborate to ensure that sufficient resources are available to help them further implement the ESWM Program in the City.
- The CENRO and DILG play an important role in guiding and monitoring the Barangays to regularly update their waste diversion rate and household compliance, not only for the project, since both agencies are mandated to monitor these key areas for environmental compliance, monitoring, and enforcement.
- The majority of barangays, stakeholders, and waste workers are now willing to work together to implement RA 9003.

#### 3. Key Recommendations

LGU	<p><b>Policies.</b> There should be continuous policy improvement and verification, including identifying gaps in ESWM implementation and making recommendations to address and enforce them.</p> <p><b>Governance.</b> The program should be continued by the LGU or the barangay by integrating and updating their barangay solid waste management plan.</p> <p><b>Open Dumpsites.</b> One possible solution for eliminating the operation of Open Dumpsites is the continuous issuance of Notices of Violation to the concerned individuals and establishments. Following receipt of their respective responses, coordination meetings should be held; however, for those who continue to disregard the Notice, the Barangay</p>
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	<p>should apprehend and/or bring the violators to court if deemed necessary.</p> <p><b>Intensive involvement/participation of Civil Society Groups.</b> Non-political and other civil society organizations should continue to support the program's success. Aside from attending the regular BESWMC Meeting, they should also take the initiative to teach and implement RA 9003 in their respective groups.</p> <p><b>Support from the City.</b> To further sustain the effectiveness of the waste management system, the city should offer any assistance they can give, such as MRFs improvement or enhancement, hiring extra staff to help with enforcement, continuous IEC, and other initiatives in implementing RA 9003.</p>
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#### IV. ANNEXES

##### ANNEX 1

- [Sample Copy Baseline Survey Results](#)
- [Copy of WACS Results](#)

##### ANNEX 2

- [Copy of Action Plan \(Blank\)](#)
- [Barangay Action Plans](#)

##### OTHER Supporting Documents:

- [Navotas 10-Yr Solid Waste Management Plan](#)
- [Photo Documentation](#)
- [Copy of IEC Material \(Brochure for Distribution\)](#)