

**Citem**

**MEMORANDUM**

TO : **WILMA G. DULAY**  
Officer-In-Charge  
Finance Division

FROM : **JAIME ANTONIO S. SANDOVAL**  
Division Chief  
Property Management and Logistics Services Division

SUBJECT : **DISPOSAL REPORT**

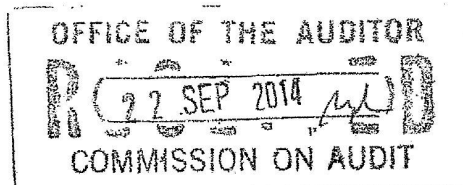
DATE : September 17, 2014

Submitted herewith is the Report of Disposal of Office Equipment, IT Items and software, vehicles spare parts and tangible items held last August 08, 2014.

May we request you to make necessary adjustment in our book of accounts for CY 2014.

For your information and appropriate action.

Cc: COA Office





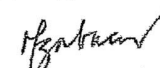
**SUMMARY REPORT**  
**DISPOSAL OF UNSERVICEABLE CITEM PROPERTIES**  
held last August 08, 2014

<b>1. Total Acquisition Cost of items sold (per Classification)</b>	<b>Php</b>	<b>3,052,777.26</b>
207oe-Office Equipment	Php 578,200.70	
207it-Office Equipment-IT Equipment and Software	1,686,839.50	
226 - Furniture & Fixtures	177,106.20	
250 -Other Machinery and Equipment	213,924.58	
Tangible items	314,973.85	
823- Repairs and Maintenance	81,032.43	
Schedule of Furniture and Fixture	700.00	
<b>2. Over-all Total Appraised Value</b>	<b>Php</b>	<b>22,047.74</b>
<b>3. Total Amount sold</b>	<b>Php</b>	<b>23,500.00</b>
<b>4. Difference : Total Amount Sold (3) minus Total Appraised Value (2)</b>	<b>Php</b>	<b>1,452.26</b>

Submitted by:

  
**NESTOR L. DEL ROSARIO**  
Supply Officer I


Certified Correct:

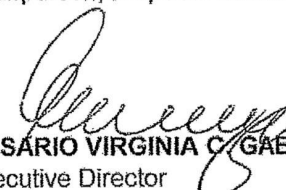
  
**NORALYN G. ABACAN**  
Member, Disposal Committee

  
**RUFINO H. TIVIDAD**  
Member, Disposal Committee

  
**JAIME ANTONIO S. SANDOVAL**  
Vice-Chairman, Disposal Committee

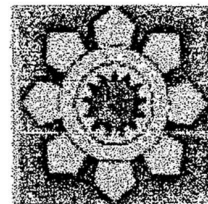
Noted by:

  
**AURELIA O. CRUZ**  
Chairperson, Disposal Committee

  
**ROSARIO VIRGINIA C. GAETOS**  
Executive Director



**Office of the President**  
**Energy Audit Team**  
Field Office, PNPC Complex, Merritt Road  
Fort Bonifacio, Taguig City



**CERTIFICATION**

This is to certify that the Energy Audit Team – Department of Energy (EAT – DOE) has verified the programs/measures adopted by the **Center for International Trade Expositions & Missions** and confirms the reported total electricity savings of **143,572 kWh** amounting to **PhP 1,593,223.19** for the year 2014.

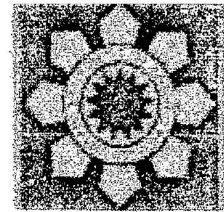
This certification is being issued to the **Center for International Trade Expositions & Missions** for the use of such savings in accordance with *Sec. 4.1 on Procedural Guidelines of the Circular Letter No. 2008-9* issued by the **Department of Budget and Management** on November 26, 2008.

**HERMINIO M. ALCASID, SR.**  
Chairman-Energy Audit Team  
Office of the President

**DONATO D. MARCOS**  
Member-Energy Audit Team  
Undersecretary  
Department of Energy



**Office of the President**  
**Energy Audit Team**  
Field Office, PNPC Complex, Merritt Road  
Fort Bonifacio, Taguig City



March 25, 2015

**Usec. Mario L. Relampagos**  
Department of Budget and Management  
General Solano St.  
Malacañang, Metro Manila

**Dear Usec. Relampagos:**

In accordance with Sec. 4.1 on Procedural Guidelines of Circular Letter No. 2008-9 issued by the Department of Budget and Management on November 26, 2008, we are submitting herewith the certificate validating the consumption reduction in electricity reported by the **Center for International Trade Expositions & Missions** to avail the use of savings in the amount of **PHP 1,593,223.19** for the year 2014.

For the Undersecretary's favorable consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read "Herminio M. Alcasid, Sr.".

**HERMINIO M. ALCASID, SR.**  
Chairman-Energy Audit Team  
Office of the President

## MEMORANDUM

For : ALL DIVISIONS  
From : *AOC*  
AURELIA O. CRUZ  
OIC, Department Manager  
Corporate Services Group  
Subject : **Rehabilitation of the Golden Shell Pavilion**  
Date : 29 October 2015

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Please be advised that the planned repair and rehabilitation of the ground floor of the Golden Shell Pavilion (GSP) will push through this coming months of November to December. Works will include the following:

1. Repair of the Comfort Rooms near GSP Stairs
2. Conversion of War Room into DM Leah Ocampo's room
3. Supply/installation of new Modular Work Stations
4. Resanding of ground floor wood parquet
5. Supply of DC and Conference Chairs
6. Installation of Laminated Flooring at the DM rooms.
7. Renovation of OED pantry
8. Refurbishing of OED furniture/cabinetry

During the resanding of the ground floor wood parquet, all staff located at the ground floor, (except OED, office of DED Malou Mediran and the Internal Audit) shall be temporarily relocated at Hall ONE. All staff/divisions located at the second floor, ( HRD, Finance, MIS, COA and STREDO) shall remain in their respective areas. Only computer units and working/active files shall be brought to Hall ONE. Hence, everyone is enjoined to conduct 5-S of all their files (old and active) and work stations every Fridays starting November 6. Since November 20 is declared a holiday, 5-S day for that week will be on November 16, Monday. Corrugated boxes will be provided for the segregation of your files and the Records Section of the STREDO Division shall guide you on what files can be retained or disposed based on the guidelines of the National Archives of the Philippines (NAP). Old files shall be stored at the temporary storage area to be constructed at the parking area while files for disposal shall be immediately disposed together with the old wooden office furniture. Please note that, although each division will be provided with a file area in the new modular office system, each staff will have to share the limited file space. Therefore, each and everyone is encouraged to judiciously segregate files which will be retained and brought back to his/her work station after the renovation.

For the access to the second floor, only the stairs near the side door lobby shall be utilized during the renovation. The hallway along STREDO, COA and Finance Division will be boarded-up to lessen the noise and prevent dust from going up the second floor. For the meantime, the Biometric Finger Scanner/Bundy Clock shall be relocated at the side door guard.

Please be reminded that the transfer to Hall ONE is only temporary. The existing conference tables shall be used as working stations together with your existing chairs. Please see attached schedule of transfer and layout at Hall ONE.

We enjoined everyone's cooperation for the orderly transfer to Hall ONE and back to a better working environment at GSP after the renovation.

Thank you.