

[Handwritten Signature]
ADALZON P. BANOGON
Vice Chairperson

[Handwritten Signature]
MA. THERESA B. SALCOR
Member

[Handwritten Signature]
SANDRA A. DIAZ
Chairperson

Approved by:



[Handwritten Signature]
ROBERTO B. TAN
President
Date Approved _____

Particulars/Items to be Procured

Table A. Supplies Requested: Under Re-aligned budget of P 500,000.00

Date of Award	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
04/22/20	N95 facemask	700 X 230.00/pc.	P 161,000.00
04/29/20	Washable facemask	1,000 X 60.00/pc.	P 60,000.00
04/29/20	Surgical facemask	5,000 X 35.00/pc.	P 175,000.00
05/20/20	Alcohol disposable gloves	100 X 600/box.	P 60,000.00
05/20/20	Antibacterial soap 60 grams	1,000 X 40.00/pc	P 40,000.00
		1,000 X 35.00/pc	P 35,000.00
		TOTAL	P 531,000.00

Prior to Enhanced Community Quarantine (ECQ), the estimated remaining 2020 approved clinic budget for Medical supplies amounts to **P 47,654.50**. Due to arising Covid-19 outbreak, On March 12, 2020 PRBT approved the memo for budget realignment amounting to **P 500,000**, making an estimated total amount of **P 547,654.50** for the procurement of various medical supplies as a preventive measure. See attached Table A.

Table B. Supplies Requested: Under Re-aligned budget of P 950,000.00

Date of Award	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
05/07/20	Face shields	500 X 135.00/pc.	P 67,500.00
05/14/20	Washable facemask	1,000 X 60.00/pc.	P 60,000.00
8/14/20	Washable facemask	1,000 X 60.00/pc.	P 60,000.00
06/16/20	Surgical facemask	3,000 X 30.00/pc	P 90,000.00
		TOTAL	P 277,500.00

Prior to the transition of community quarantine from ECQ to GCQ, On April 22,2020 second memo of budget realignment was approved by PRBT amounting to **P 950,000** for the additional procurement of medical supplies, See attached Table B to D.

Table C. Supplies Requested: Under Re-aligned budget of P 950,000.00

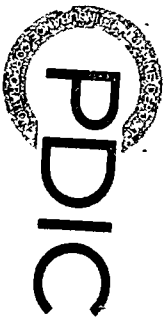
Date of Request	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
08/17/20	Adult Protective Face Shield with Box	1200 X 60.00/pc.	P 72,000.00
08/17/20	Disposable Surgical face Mask – 3PLY 50pcs/box	200 X 750/box.	P 150,000.00
08/17/20	Hygienic Personal Hand Wipes	200X 30/pack	P 6,000.00
08/17/20	Zipper Sandwich Bag (16.5 cm X 14.9 cm)	6 X 175/box	P 1,050.00
		TOTAL	P 229,050.00

Date of Request	PPes and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
08/17/20	70 % Alcohol 500 ML/ Bottle	400 X 100/pc.	P 40,000.00
08/17/20	Disposable Surgical face Mask - 3PLY 50pcs/box	40 X 750/box.	P 30,000.00
08/17/20	Adult Protective Face Shield with Box	200X 60/pc	P 12,000.00
08/17/20	Disposable Surgical gloves 100pcs/Box	4X 500/box	P 2,000.00
TOTAL			P 84,000.00

Table D. Supplies Requested: Under Re-aligned budget of P 950,000.00

Date of Request	PPes and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
10/5/20	70 % Alcohol with moisturizer 500 ML/ Bottle	100 X 100/pc.	P10,000.00
10/5/20	Disposable Surgical face Mask - 3PLY 50pcs/box	300 X 705/box.	P211, 500.00
10/5/20	Coverall Hazmat Suit/ Bunny Suit	15 X 1150/pc	P17, 250.00
10/5/20	Nitrile / Disposable gloves 100pcs/Box	5 X 310/box	P1,550.00
10/5/20	Disinfectant Spray, Aerosol Type	12 X 130/pc	P1,560.00
10/5/20	KN95 Face Mask	50 X 104/pc	P5,200.00
10/5/20	Head Cover, Disposable	100 X 3/pc	P300.00
10/5/20	Protective Safety Goggles	10 X 160/pc	P1,600.00
10/5/20	Shoe Cover, Disposable	100 X 9/pc	P900.00
TOTAL			P 249,860.00

TOTAL AMOUNT FOR TABLE B TO D	P 840,410.00
--------------------------------------	---------------------



Bank deposit mo, protaktada!

MEMORANDUM

HUMAN RESOURCE ADMINISTRATION DEPARTMENT

FOR : The Bids and Awards Committee

THRU : The Vice President, HRG *Y*

FROM : The Department Manager

SUBJECT : **Request for Inclusion in the 2020 Supplemental APP**

DATE : October 5, 2020

This is to respectfully request for inclusion in the 2020 Supplemental Annual Procurement Plan (APP) of the budget item: Medical, Dental and Laboratory Supplies Expense in the amount of P 1,450,000.00 for the procurement of PDIC as preventive measures against covid-19.

The said budget item was realigned from the approved Professional Services PS- Other Services of Human Resource Group:

DATE	FROM	TO
March 12, 2020	Professional Services PS- Other Services Approved 2020 budget: P 52,751,738.00	Medical, Dental & Laboratory Supplies Expense Approved 2020 budget: P 137,292.00
April 22, 2020	Professional Services PS- Other Services Approved 2020 budget: P 52,251,738.00	Medical, Dental & Laboratory Supplies Expense Approved 2020 budget: P 137,292.00
	Total	Total
	P 1,450,000.00	P 1,450,000.00

- Attached are the following supporting documents:
1. **Annex "A"** - Breakdown of particular items to be procured;
 2. **Annex "B"** - Copy of approved memo of P500,000.00 budget;
 3. **Annex "C"** - Copy of budget realignment verification form COB CY 2020;
 4. **Annex "D"** - Copy of memo of the P950,000.00 budget realignment;
 5. **Annex "E"** - Email thread of PRBT's approval of the P950,000.00 budget realignment.

For consideration and approval.

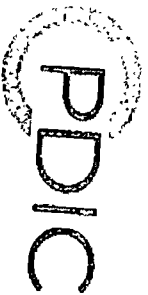
Doris P. Romero
DORIS P. ROMERO

Particulars/Items to be Procured

ANEX
A

Supplies Requested: Under Re-aligned budget of P 950,000.00

Date of Request	PPes and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
10/5/20	70 % Alcohol with moisturizer 500 ML/ Bottle	100 X 100/pc.	P10,000.00
10/5/20	Disposable Surgical face Mask - 3PLY 50pcs/box	300 X 705/box.	P211, 500.00
10/5/20	Coverall Hazmat Suit/ Bunny Suit	15 X 1150/pc	P17, 250.00
10/5/20	Nitrile / Disposable gloves 100pcs/Box	5 X 310/box	P1,550.00
10/5/20	Disinfectant Spray, Aerosol Type	12 X 130/pc	P1,560.00
10/5/20	KN95 Face Mask	50 X 104/pc	P5,200.00
10/5/20	Head Cover, Disposable	100 X 3/pc	P300.00
10/5/20	Protective Safety Goggles	10 X 160/pc	P1,600.00
10/5/20	Shoe Cover, Disposable	100 X 9/pc	P900.00



Board of Directors

AMVEX
R

MEMORANDUM
HUMAN RESOURCE GROUP



PRESIDENT

The Human Resource Group is pleased to present to you the following information regarding the proposed budget realignment for the Human Resource Group for the year ending 12/31/2000.

BUDGET REALIGNMENT

March 12, 2000

FOR APPROVAL:

The proposed budget realignment of the Human Resource Group is being presented to you for your review and approval. The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000.

BACKGROUND JUSTIFICATION

The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000.

The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000.

The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000. The proposed budget realignment is based on the current budget for the year ending 12/31/2000.

PS2 757 738 00

ATTN: MA. ROSENNE M. FLORES-AVILA

Handwritten notes and stamps at the bottom of the page, including a date stamp and a signature line.

**BUDGET & DISBURSEMENTS DEPARTMENT
BUDGET REALIGNMENT VERIFICATION FORM
COB CY 2020**

ATTN: CA

SUBJECT TO BOARD CONFIRMATION?

Yes

No

Date: 10/2/20

Department: Public Health

Program: Public Health

Departmental/Contracted/Other Services

Direct Medical Lab & Laboratory Supplies Expenses

Account	Amount	Account	Amount
2291 0000	0	400 10	0
5020 0000	0	500 10	0
5020 0000	0	500 10	0
5020 0000	0	500 10	0

From: Public Health

To: Public Health

Signature: [Signature]

Print Name: [Name]



Bank deposit no, protektado!

ANNEX
D

HUMAN RESOURCE GROUP

FOR : The President and CEO/
Officer-in-Charge, CSS

JHRU : The Senior Vice-President, MSS

The Vice President, CG

FROM : The Vice President, CPG *fernando*

The Vice President-HRG

SUBJECT : **REQUEST FOR BUDGET REALIGNMENT ON PREVENTIVE MEASURES
AGAINST COVID-19**

DATE : April 22, 2020

FOR APPROVAL

Realignment of budget in the amount of Nine Hundred Fifty Thousand Pesos (~~P950,000.00~~) from the Professional Services PS-Others (Administrative Staff) to Non-Medicines and other Clinic Supplies. The approved budget for Professional Services PS-Others (Administrative Staff) is P63,477,000.00.

BACKGROUND/JUSTIFICATIONS

1. As part of PDIC's health preparedness and response plan against COVID-19, it is important to ensure the health and safety of employees by providing sufficient personal protective equipment that will provide protection against the virus.
2. The approved budget for Non-Medicines and other Clinic supplies have been utilized prior to the implementation of the Enhance Community Quarantine (ECQ). The estimated balance of **P5,077.00** is no longer sufficient for COVID-19 and effects of the ECQ.
3. On March 12, 2020, the President approved the memorandum of HRAD requesting for budget reallocation in the amount of P500,000.00 from Professional Services PS-Others (Administrative Staff) to Non-Medicines and other Clinic Supplies, as attached. The amount has completely been utilized for the procurement of additional medical supplies such as N95 masks, alcohol sanitizers, travel kit anti-bacterial soaps, surgical gloves and reusable/washable face masks.

M
ATTY. MA. ROSENNE M. FLORES-AVILA

{In Archive} Fw: Request for Budget Realignment
Ma. Rosemne F. Avila
to:

January F. Mamanag, Emma D. Sy, Analinda C. Lao
04/25/2020 03:36 PM

Hide Details

From: Ma. Rosemne F. Avila/pdic

To: January F. Mamanag/pdic@PDIC, Emma D. Sy/pdic@PDIC, Analinda C. Lao/pdic@PDIC,
Archive: This message is being viewed in an archive.
Fyi, PRBT approved our request for budget realignment hrg for the procurement of n95 face masks,
alcohol, hand soaps.

-----Forwarded by Ma. Rosemne F. Avila/pdic on 04/25/2020 03:34PM -----

To: Sandra A. Diaz/pdic@pdic
From: Roberto B. Tan/pdic
Date: 04/25/2020 11:32AM
Cc: Ma. Ester D. Hanopol/pdic@pdic, Janet B. Aguililla/pdic@pdic, Napoleon P. Micu/pdic@pdic,
Ma. Rosemne F. Avila/pdic@pdic, Josefina J. Veillilla/pdic@pdic
Subject: Re: Request for Budget Realignment
Approved.

Sent from my iPad

On Apr 24, 2020, at 8:10 PM, Sandra A. Diaz <sadiaz@pdic.gov.ph> wrote:
Good evening, Sir.

This is to endorse this budget realignment for your approval.
Thank you.

-----Forwarded by Sandra A. Diaz/pdic on 04/24/2020 08:07PM -----

To: Sandra A. Diaz/pdic@pdic
From: Josefina J. Veillilla/pdic
Date: 04/24/2020 04:14PM
Cc: Ma. Ester D. Hanopol/pdic@pdic, Janet B. Aguililla/pdic@pdic, Napoleon P.
Micu/pdic@pdic, Ma. Rosemne F. Avila/pdic@pdic
Subject: Fwd: Request for Budget Realignment

Endorsing Budget Realignment

Sent from my iPhone

Begin forwarded message:

From: "Ma. Ester D. Hanopol" <mdhanopol@pdic.gov.ph>
To: "Josefina J. Veillilla" <jveillilla@pdic.gov.ph>, "Janet B. Aguililla" <
jbaquililla@pdic.gov.ph>
Cc: "Sandra A. Diaz" <sadiaz@pdic.gov.ph>, "Napoleon P. Micu" <
nppmicu@pdic.gov.ph>, "Ma. Rosemne F. Avila" <
mfavilla@pdic.gov.ph>
Subject: Fwd: Request for Budget Realignment

Hi Josie/ janet,
I have emailed CPG's endorsement of this request earlier to HRG.
Am redirecting same endorsement to CG.
For appropriate action thanks stay safe

Sent from my iPhone

Begin forwarded message:

From: "Ma. Roseanne F. Avila" <mfavila@pdic.gov.ph>
Date: April 23, 2020 at 4:16:27 PM GMT +8
To: "Ma. Ester D. Hanopol" <mdhanopol@pdic.gov.ph>
Cc: "Carla Margarita S. Habana" <cshabana@pdic.gov.ph>, "Emerson D. Delos Reyes" <eddelosreyes@pdic.gov.ph>, "Emma D. Sy" <edsy@pdic.gov.ph>, "January F. Marnauag" <ifmarnauag@pdic.gov.ph>
Subject: Re: Request for Budget Realignment

Dear Mae,

How are you? I hope you and your family are safe and healthy.

Endorsing to you for further endorsement to concerned officials the attached Request for Budget Realignment.

Thank you.
Roseanne

-----January F. Marnauag/pdic wrote: -----

To: Ma. Roseanne F. Avila/pdic@PDIC
From: January F. Marnauag/pdic
Date: 04/23/2020 04:01PM
Cc: Carla Margarita S. Habana/pdic@PDIC, Emma D. Sy/pdic@PDIC, Emerson D. Delos Reyes/pdic@PDIC
Subject: Resending: Request for Budget Realignment

(See attached file: 031220_budget realignment hrg for the procurement of n95 face masks, alcohol, hand soaps (1).pdf)
(See attached file: request for budget realignment-edited)042220 (1).docx)

Ma'am:

Resending with revised memo for your review/consideration, pls.

Thank you.

JANUARY F. MAMAUAG
Corporate Executive Officer II
Human Resource Administration Department (HRAD)
Philippine Deposit Insurance Corporation (PDIC)
Contact No. 8841-4017

-----Forwarded by January F. Marnauag/pdic on
04/23/2020 03:53PM -----

To: Ma. Roseanne F. Avila/pdic@PDIC
From: January F. Marnauag/pdic

Date: 04/23/2020 02:30PM
Cc: Carla Margarita S. Habana/pdic@PDIC, Emma D. Sy/pdic@PDIC, Janet B. Aguilera/pdic@PDIC, Emma F. Ballinas/pdic@PDIC, Emerson D. Delos Reyes/pdic@PDIC
Subject: Endorsement: Request for Budget Realignment

<See attached file: 031220_Budget Realignment HRG for the procurement of N95 face masks, alcohol, hand soaps (1).pdf>
<See attached file: Request for Budget Realignment-Edited (042220.docx)>

Dear Ma'am:

May I respectfully request your endorsement to Ma'am Mae Hanopol of the attached budget realignment for P950K to cover additional procurement that the Clinic may have to undertake given the existing situation on COVID 19 and possible after effects of ECQ.

Thank you.

JANUARY F. MAMAUAG
Corporate Executive Officer II
Human Resource Administration Department (HRAD)
Philippine Deposit Insurance Corporation (PDIC)
Contact No. 8841-4017

-----Forwarded by January F. Mamanuag/pdic on
04/23/2020 01:30PM -----
To: January F. Mamanuag/pdic@PDIC
From: Carla Margarita S. Habana/pdic
Date: 04/23/2020 01:08PM
Cc: Emma D. Sy/pdic@PDIC, Emerson D. Delos Reyes/pdic@PDIC
Subject: Edited Budget Proposal

<See attached file: Request for Budget Realignment-Edited2.docx>

Hi ma'am Jan,

Ms. Emma has pointed out some revisions to the budget proposal. Please see attached file for the edited proposal.

Thank you.

Dr. Carla

<031220_budget realignment hrg for the procurement of n95 face masks, alcohol, hand soaps (1).pdf>
<request for budget realignment-edited (042220 (1).docx>

Particulars/Items Procured

A. Supplies Requested: Under Re-aligned budget of **P 500,000.00**

Date of Award	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
04/22/20	N95 facemask	700 X 230.00/pc.	P 161,000.00
04/29/20	Washable facemask	1,000 X 60.00/pc.	P 60,000.00
04/29/20	Surgical facemask	5,000 X 35.00/pc.	P 175,000.00
04/29/20	Surgical disposable gloves	100 X 600/box.	P 60,000.00
05/20/20	Alcohol 50 ml	1,000 X 40.00/pc	P 40,000.00
05/20/20	Antibacterial soap 60 grams	1,000 X 35.00/pc	P 35,000.00
			531,000.00

B. Supplies Requested: Under Re-aligned budget of **P 950,000.00**

Date of Award	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
05/07/20	Face shields	500 X 135.00/pc.	P 67,500.00
05/14/20	Washable facemask	1,000 X 60.00/pc.	P 60,000.00
8/14/20	Washable facemask	1,000 X 60.00/pc.	P 60,000.00
06/16/20	Surgical facemask	3,000 X 30.00/pc	P 90,000.00
			277,500

C. Supplies Requested: Under Re-aligned budget of **P 950,000.00**

Date of Request	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
08/17/20	Adult Protective Face Shield with Box	1200 X 60.00/pc.	P 72,000.00
08/17/20	Disposable Surgical face Mask – 3PLY 50pcs/box	200 X 750/box.	P 150,000.00
08/17/20	Hygienic Personal Hand Wipes	200X 30/pack	P 6,000.00
08/17/20	Zipper Sandwich Bag (16.5 cm X 14.9 cm)	6 X 175/box	P 1,050.00
			229,050

Date of Request	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
08/17/20	70 % Alcohol 500 ML/ Bottle	400 X 100/pc.	P 40,000.00
08/17/20	Disposable Surgical face Mask – 3PLY 50pcs/box	40 X 750/box.	P 30,000.00
08/17/20	Adult Protective Face Shield with Box	200X 60/pc	P 12,000.00
08/17/20	Disposable Surgical gloves 100pcs/Box	4X 500/box	P 2,000.00
			84,000.00

c) 3 / 3, 050.00

Particulars/Items to be Procured

Supplies Requested: Under Re-aligned budget of **P 950,000.00**

Date of Request	PPES and MEDICAL SUPPLIES	QNTY. / ESTIMATED PRICE	TOTAL
10/5/20	70 % Alcohol with moisturizer 500 ML/ Bottle	100 X 100/pc.	P10,000.00
10/5/20	Disposable Surgical face Mask - 3PLY 50pcs/box	300 X 705/box.	P211, 500.00
10/5/20	Coverall Hazmat Suit/ Bunny Suit	15 X 1150/pc	P17, 250.00
10/5/20	Nitrile / Disposable gloves 100pcs/Box	5 X 310/box	P1,550.00
10/5/20	Disinfectant spray, Aerosol Type	12 X 130/pc	P1,560.00
10/5/20	KN95 Face Mask	50 X 104/pc	P5,200.00
10/5/20	Head Cover, Disposable	100 X 3/pc	P300.00
10/5/20	Protective Safety Goggles	10 X 160/pc	P1,600.00
10/5/20	Shoe Cover, Disposable	100 X 9/pc	P900.00

GR. 20-107

Franklin,
Would you request the
breakdown of the
supplies to be brought?

950 lc
500 k
R

Hi Mr. Dykin, ^{en. per. see 11/14/50} attached ^{attached memo & memo you're from.} are
the instructions of the chain, ^{from Dec 10 1942}
kindly attach breakdown of
950 & 500 k.

Am trying to
add items lists
in the attached
Doc but total amt is not equal to 950 & 500 k
Thanks
Walden
BR. 20-107

Dear Maxam, Please attach
the ~~breakdown~~ ^{breakdown}
Yes so Maxam, please

See attached memo from
HRAH.
BR. 20-107

Thank you
Walden

**BUDGET & DISBURSEMENTS DEPARTMENT
BUDGET REALIGNMENT VERIFICATION FORM
COB CY 2020**

SUBJECT TO BOARD CONFIRMATION?

Yes

No

Date: 3/12/2020

Requesting Group:

Human Resource Group

Project/Program/Activity:

Procurement various medical supplies

P 500,000.00

GROUP

FROM
HRG

TO
HRG

Budget Category

MOOE
Professional Services - Other Services

MOOE
Medical, Dental & Laboratory Supplies Expenses

PAP Name

Salaries and Compensation

Procurement various medical supplies

Available Balance as of 3/11/2020

Amount Requested

: P 52,751,738.00

P 60,690.00

Balance after Realignment

: P (500,000.00)

P 500,000.00

: P 52,251,738.00

P 560,690.00

Prepared by:

Paul J. Badenas
PAUL JASON J. BADENAS
S.A.M.S

Reviewed by:

Emma F. Salinas
EMMA F. SALINAS
ADM II

Certified correct by:

Janet B. Agulla
JANET B. AGULLA
PM III

Annex



Bank deposit mo, protektado!

MEMORANDUM

HUMAN RESOURCE ADMINISTRATION DEPARTMENT

FOR : The Bids and Awards Committee

THRU : The Vice President, HRG *YR*

FROM : The Department Manager

SUBJECT : **Request for Inclusion in the 2020 Supplemental APP**

DATE : October 5, 2020

This is to respectfully request the inclusion of the following budget items in the 2020 Supplemental Annual Procurement Plan (APP) for the procurement of PDIC as preventive measures against covid-19:

1. Medical Dental & Laboratory Supplies; and
2. Non-Medicines and Other Clinic Supplies.

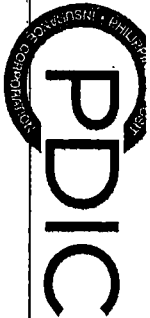
The above budget items were realigned from the approved Professional Services PS- Other Services of Human Resource Group:

DATE	FROM	TO
March 12, 2002	Professional Services PS- Other Services Approved 2020 budget: P 52, 751, 738.00	Medical Dental & Laboratory Supplies
	Total	Total
April 22, 2020	Professional Services PS- Other Services Approved 2020 budget: P 52, 251, 738.00	Non-Medicines and other Clinic Supplies
	Total	Total
	Total	Total
	P 950,000.00	P 950,000.00

- Attached are the following supporting documents:
1. **Annex "A"** - Breakdown of particular items to be procured;
 2. **Annex "B"** - Copy of approved memo of P500,000.00 budget realignment;
 3. **Annex "C"** - Copy of budget realignment verification form COB CY 2020;
 4. **Annex "D"** - Copy of memo of the P950,000.00 budget realignment;
 5. **Annex "E"** - Email thread of PRBT's approval of the P950, 000.00 budget realignment.

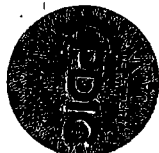
For consideration and approval.

D
DORIS P. ROMERO



Bank deposit no. protectado!

MEMORANDUM
HUMAN RESOURCE GROUP



FOR : **PRESIDENT** *[Signature]*

THRU : The Senior Vice President, MSS *[Signature]*
The First Vice President, CG *[Signature]*

FROM : The Vice President

SUBJECT : **BUDGET REALIGNMENT**

DATE : March 12, 2020

FOR APPROVAL:

The request for the realignment of the Human Resource Administration Department (HRAD-Clinic) budget amounting to Five Hundred Thousand Pesos (**P500,000.00**) from Professional Services PS-Others (Administrative Staff) to Medical, Dental & Laboratory Supplies Expense for the procurement of N95 face masks, isopropyl alcohol, bacterial hand soaps, and other related items.

BACKGROUND/JUSTIFICATION

1. The Purchase Request (PR) for the procurement of 1,000 pieces of N95 masks, isopropyl alcohol and bacterial hand soap amounting to P300,000.00 is part of the preventive measure of PDIC in light of COVID-19.
2. The approved budget of medical supplies amounting to P137,292.00 was already exhausted due to the procurement of 1,000 pieces N95 mask last January 14, 2020, three (3) Thermal Scanners last February 5, 2020 and the ongoing bidding for the procurement of the 4,600 surgical face masks.
3. The procurement of the second batch of N95 masks, isopropyl alcohol, and bacterial hand soap shall be distributed to employees with upper respiratory tract infections as indicated by medical personnel, front liners, and those who will be assigned for field work. N95 masks are currently readily available by the provider but may only be available until supplies lasts.
4. The CY 2020 *Medical Dept* Public Services PS-Others (Administrative Staff) has an approved Budget of **P52,751,738.00**

ATTY. MA. ROSENNE M. FLORES -AVILA

[Handwritten mark]

MAR 12 2020 14:30 #3

PDIC - OP #17

Received by: KR

Date: MAR 12 2020 Time: 2:44pm

2017 03/12 09:55 01:50

[Handwritten notes]
BRRR
OF
P 950



Bank deposit wo, protoktada!

HUMAN RESOURCE GROUP

FOR : The President and CEO/
Officer-in-Charge, CSS

THRU : The Senior Vice President, MSS

The Vice President, CG

The Vice President, CPG *fernandez*

FROM : The Vice President-HRG

SUBJECT : **REQUEST FOR BUDGET REALIGNMENT ON PREVENTIVE MEASURES
AGAINST COVID-19**

DATE : April 22, 2020

FOR APPROVAL

Realignment of budget in the amount of Nine Hundred Fifty Thousand Pesos (**P950,000.00**) from the Professional Services PS-Others (Administrative Staff) to Non-Medicines and other Clinic Supplies. The approved budget for Professional Services PS- Others (Administrative Staff) is P63,477,000.00.

BACKGROUND/JUSTIFICATIONS

1. As part of PDIC's health preparedness and response plan against COVID-19, it is important to ensure the health and safety of employees by providing sufficient personal protective equipment that will provide protection against the virus.
2. The approved budget for Non-Medicines and other Clinic supplies have been utilized prior to the implementation of the Enhance Community Quarantine (ECQ). The estimated balance of **P5,077.00** is no longer sufficient for additional procurement that may arise as a continuous measure against COVID 19 and effects of the ECQ.
3. On March 12, 2020, the President approved the memorandum of HRAD requesting for budget reallocation in the amount of P500,000.00 from Professional Services PS-Others (Administrative Staff) to Non-Medicines and other Clinic Supplies, as attached. The amount has completely been utilized for the procurement of additional medical supplies such as N95 masks, alcohol sanitizers, travel kit anti-bacterial soaps, surgical gloves and reusable/washable face masks.

Atty.
ATTY. MA. ROSENNE M. FLORES-AVILA

(In Archive) Re: Fw: Re: Request for Budget Realignment

Approved C. Lago, Ma. Rosenne F. Avila

January F. Mameuag, Emma D. Sy

This message is being viewed in an archive.

04/27/2020 11:23 AM

Noted Mam. Thank you

Ma. Rosenne F. Avila Fyi, PRRT approved our request for budget

From: Ma. Rosenne F. Avila/pdic
Sent: January 1, 2020, 03:36 PM
Subject: Fw: Request for Budget Realignment

Fyi PRRT approved our request for budget realignment hrg for the procurement of n95 face masks, alcohol, hand soaps

Forwarded by Ma. Rosenne F. Avila/pdic on 04/25/2020 03:34 PM
To: Sandra A. Diaz/pdic@pdic
From: Roberto B. Tan/pdic
Date: 04/25/2020 11:32 AM
Cc: Ma. Ester D. Hanopol/pdic@pdic, Janet B. Aguilera/pdic@pdic, Napoleon P. Micu/pdic@pdic, Ma. Rosenne F. Avila/pdic@pdic, Josefina J. Vellera/pdic@pdic
Subject: Re: Request for Budget Realignment

Approved.

Sent from my iPad

On Apr 24, 2020, at 8:10 PM, Sandra A. Diaz <sadiaz@pdic.gov.ph> wrote:

Good evening, Sir.

This is to endorse this budget realignment for your approval.

Thank you

Forwarded by Sandra A. Diaz/pdic on 04/24/2020 08:07 PM
To: Sandra A. Diaz/pdic@pdic
From: Josefina J. Vellera/pdic
Date: 04/24/2020 04:14 PM
Cc: Ma. Ester D. Hanopol/pdic@pdic, Janet B. Aguilera/pdic@pdic, Napoleon P. Micu/pdic@pdic, Ma. Rosenne F. Avila/pdic@pdic
Subject: Fwd: Request for Budget Realignment

Endorsing Budget Realignment

Sent from my iPhone

Begin forwarded message:

From: "Ma. Ester D. Hanopol" <mehanopol@pdic.gov.ph>
To: "Josefina J. Vellera" <jvellera@pdic.gov.ph>; "Janet B. Aguilera" <jbaguilera@pdic.gov.ph>
Cc: "Sandra A. Diaz" <sadiaz@pdic.gov.ph>; "Napoleon P. Micu" <npmicu@pdic.gov.ph>
> "Ma. Rosenne F. Avila" <mfavila@pdic.gov.ph>

Am

Subject: Fwd: Request for Budget Realignment

Hi Josiel Janel,
I have emailed QPG's endorsement of this request earlier to HRG. Am redirecting same endorsement to CG.
For appropriate action thanks stay safe

Sent from my iPhone

Begin forwarded message:

From: "Ma. Roseanne F. Avila" <mtavila@pdic.gov.ph>
Date: April 23, 2020 at 4:16:27 PM GMT+8
To: "Ma. Ester D. Haropul" <jndthnypol@pdic.gov.ph>
Cc: "Carla Margarita S. Habana" <csrahana@pdic.gov.ph>; "Emerson D. Delos Reyes" <eddelsreyes@pdic.gov.ph>; "Emma D. Sy" <edsy@pdic.gov.ph>; "January F. Mamanag" <jfmamanag@pdic.gov.ph>
Subject: Re: Request for Budget Realignment

Dear Mae,
How are you? I hope you and your family are safe and healthy.
Endorsing to you for further endorsement to concerned officials the attached Request for Budget Realignment.
Thank you.
Roseanne

-----January F. Mamanag/pdic wrote -----
To: Ma. Roseanne F. Avila/pdic@PDIC
From: January F. Mamanag/pdic
Date: 04/23/2020 04:01PM
Cc: Carla Margarita S. Habana/pdic@PDIC, Emma D. Sy/pdic@PDIC, Emerson D. Delos Reyes/pdic@PDIC
Subject: Resending: Request for Budget Realignment

*(See attached file: 031220_budget_realignment_hrg_for_the_procurement_of_n95
face_masks_alcohol_hand_soaps (1).pdf)
(See attached file: Request for budgetRealignment-edited 1042220 (1).docx)*

Ma'am
Resending with revised memo for your review/ consideration, pls.
Thank you.

JANUARY F. MAMANAG
Corporate Executive Officer II
Human Resource Administration Department (HRAD)
Philippine Deposit Insurance Corporation (PDIC)
Contact No. 8841-4017

-----Forwarded by January F. Mamanag/pdic on 04/23/2020 04:53PM-----
To: Ma. Roseanne F. Avila/pdic@PDIC
From: January F. Mamanag/pdic
Date: 04/23/2020 02:30PM
Cc: Carla Margarita S. Habana/pdic@PDIC, Emma D. Sy/pdic@PDIC, Janet B

Aguilar/pdic@PDIC, Emma F. Salinas/pdic@PDIC, Emerson D. Delos
Reyes/pdic@PDIC
Subject: Endorsement Request for Budget Realignment

(See attached file: 031220_Budget Realignment HRG for the procurement of N95
face masks, alcohol, hand soaps (1).pdf)
(See attached file: Request for Budget Realignment-Edited 1042220.docx)

Dear Ma'am:

May I respectfully request your endorsement to Ma'am Mae Hanopol of the
attached budget realignment for P950K to cover additional procurement that the
Clinic may have to undertake given the existing situation on COVID 19 and
possible after effects of ECo.
Thank you.

JANUARY F. MAMAUAG
Corporate Executive Officer II
Human Resource Administration Department (HRAD)
Philippine Deposit Insurance Corporation (PDIC)
Contact No. 8841-4017

Forwarded by January 1 Marnauag/pdic on 04/23/2020 01:30PM
To: January F. Marnauag/pdic@PDIC
From: Carla Margarita S. Habanal/pdic
Date: 04/23/2020 01:08PM
Cc: Emma D. Sy/pdic@PDIC, Emerson D. Delos Reyes/pdic@PDIC
Subject: Edited Budget Proposal

(See attached file: Request for Budget Realignment-Edited2.docx)

Hi ma'am Jan,

Ms. Emma has pointed out some revisions to the budget proposal. Please see
attached file for the edited proposal.

Thank you.

Dr. Carla

<031220_budgetrealignment.bug for the procurement of n95 face masks, alcohol, hand soaps
(1).pdf>
<request for budget realignment-edited 1042220 (1).docx>

To: Jerome B. Macaspac/pdic@PPDIC
From: Maria Victoria T. Cruz/pdic
Date: 10/16/2020 06:58PM
Cc: Jany V. Benitez/pdic@PDIC
Subject: Fw: Re: BAC Res 20-107 - 20th APP Update to Include Clinic Supplies - Routing No. 6

Hi Jerome,

For your information.

Thank you.

Vicky T. Cruz
OP Executive Assistant V
8414000 Loc. 4803

-----Forwarded by Maria Victoria T. Cruz/pdic on 10/16/2020 06:57PM -----
To: Maria Victoria T. Cruz/pdic@pdic, Sandra A. Diaz/pdic@pdic
From: Roberto B. Tan/pdic
Date: 10/16/2020 06:55PM
Cc: "OP Mailbox" <opmailbox@pdic.gov.ph>
Subject: Re: BAC Res 20-107 - 20th APP Update to Include Clinic Supplies - Routing No. 6

Approved.

Sent from my Ipad

On Oct 16, 2020, at 12:56 PM, Maria Victoria T. Cruz <mtcruz@pdic.gov.ph> wrote:

Sir,

Please find subject BAC Resolution endorsed by BAC Chair SPAD, **for your approval.**

Thank you.

Vicky T. Cruz
OP Executive Assistant V
8414000 Loc. 4803

-----Forwarded by Maria Victoria T. Cruz/pdic on 10/16/2020 12:55PM -----
To: Roberto B. Tan/pdic@PDIC
From: Sandra A. Diaz/pdic
Date: 10/16/2020 12:51PM
Cc: OP Mailbox@pdic.gov.ph, BAC@pdic.gov.ph, Maria Victoria T. Cruz/pdic@PDIC, John Jeffrey L. Ramirez/pdic@PDIC
Subject: Fw: BAC Res 20-107 - 20th APP Update to Include Clinic Supplies - Routing No. 6

Sir,