



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Regional Office No. VIII  
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City  
Telefax: (053) 832-1088  
Email: [r8support@emb.gov.ph](mailto:r8support@emb.gov.ph) [emb8@yahoo.com](mailto:emb8@yahoo.com)  
Website: [r8.emb.gov.ph](http://r8.emb.gov.ph)



March 2, 2022


**Ms. CELIA S. TERADO**

State Auditor III

Audit Team Leader – EMB R8

NGS R8, Cluster 8, Team No. 31

Mines and Geosciences Bureau, Baras, Palo, Leyte

ENVIRONMENTAL MANAGEMENT BUREAU  
RELEASED BY:   
DATE: 3/03/2022  
TIME: 1:54 pm

Dear Maam Terado:

Greetings!

Respectfully submitting to your end the following documents confirming the disposal of 25 unserviceable chairs thru donation to a government entity, to wit:

1. Signed Invoice Receipt for Property bearing IRP No. 2022-01 and 2022-02
2. Pictures showing the disposal and receipt of the unserviceable chairs
3. Letter request received by EMB-8 from Palo National High School and San Policarpo National High School
4. Copy of the Appraisal and Disposal Committee Resolution No. EMB-2022-01 approving the disposal thru donation to the above mentioned government entity
5. Copy of Waste Materials Report (Original copy submitted to your Office last November 2021)
6. Copy of Inventory and Inspection Report of Unserviceable Property as of June 30, 2020 (original copy submitted to your Office last November 2021)

A copy of said documents were also forwarded to our Accounting and Supply Units for them to drop-off said items from their records.

Consistent thereto, may we request for your signature on the Waste Materials Report and on IRRUP.

Thank you and more power.

Very truly yours,

  
**ENGR. REYNALDO B. BARRA**  
OIC-Regional Director

Date: February 22, 2022

[illegible]

Date:



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Regional Office No. 8  
Brgy. 02, Jones St., Tacloban City



IRP No. 2022-02  
Date: February 22, 2022

**INVOICE - RECEIPT FOR PROPERTY**

Qty	Unit/s	NAME AND DESCRIPTION	Date of PURCHASE	PROPERTY NUMBER	Classification Number	UNIT VALUE (Php)	TOTAL VALUE (Php)
9	unit	Office Chair with arms (QZY-H9R)	1/24/2014				
2	units	Office Chair, L-23	4/13/2015				
1	unit	Office Chair, QZY-H9NC Chrome, Fabric Materials w/arm rest, metal base	3/3/2016				
		<i>x-x-x-Nothing Follows-x-x-x</i>					

**TOTAL:**

**INVOICE**

I certify that upon authority of

**EMB - Region 8**

**I have transferred to San Policarpo National High School**

**MILANER R. OYO-A**

*School Principal II*

(Name & Designation)

the above listed articles/property of

**ENVIRONMENTAL MANAGEMENT BUREAU**

**ENGR. REYNALDO B. BARRA**

*OIC-Regional Director*

Date:

**RECEIPT**

I certify that I have received from

**ENGR. REYNALDO B. BARRA**

*OIC-Regional Director*

the above listed articles/property for

**SAN POLICARPO NATIONAL HIGH SCHOOL**

*Name of Agency*

**MILANER R. OYO-A**

*School Principal II*

(Name, Designation & Signature of Receiving Accountable Officer)

Date:



**DISPOSAL OF 13 UNSERVICEABLE CHAIRS BY DONATION TO PALO NATIONAL HIGH SCHOOL  
FEBRUARY 22, 2022**



**DISPOSAL OF 12 UNSERVICEABLE CHAIRS BY DONATION TO SAN POLICARPO NATIONAL HIGH SCHOOL**  
**February 24, 2022**





2-16-22

8:40

**SAN POLICARPO**NATIONAL HIGH SCHOOL | SCHOOL ID: 303651  
CALBAYOG CITYDNA  
Omni God!

February 15, 2022

**ENGR. REYNALDO B. BARRA,**  
OIC, Regional Director  
Environmental Management Bureau  
Region 8

Sir,

"Act of giving something to others is an art of flowering your heart" – Vinayak

Education is the primary avenue for the development of the students both academically and socially. It is where his horizons of understanding shall grow and be cultivated and to be ready in all life's challenges.

However, growth and development may hamper due to lack of some basic classroom facilities like classroom chairs. Thus, San Policarpo National High School in its quest for bringing comfortable learning environment and excellent education wants to partnered with you. It is therefore, that this humble representation is appealing that your office, the Environmental Management Bureau will give us chairs that will be used by our students. Currently the school has a total population of 2,717 with an available classroom chairs based from the recent inventory of 1,734 chairs, translating to a ratio of 1:2.

In anticipation of the resumption of regular class, the school is in dire need of the classroom chairs for students use. We are relying then on your generosity to provide the students the necessary comfort that a chair can bring to our students. With your rally round, a child friendly environment is guaranteed. To borrow the words of Denzel Washington - "at end of the day it's not about what you have accomplished. It is about who you've lifted up, who you made better. It's about you've given back".

I look forward to a positive response from your side. Thank you very much for being one of the cornerstones in the development of our students and the school in general. May God richly bless you and your family a thousand folds.

Respectfully yours,



**MILANER R. OYO-A**  
School Principal II



Republic of the Philippines  
Department Education  
REGION VIII  
Schools Division of Leyte  
**PALO NATIONAL HIGH SCHOOL**  
Palo, Leyte



February 14, 2022

ENVIRONMENTAL MANAGEMENT BUREAU  
RECEIVED  
DATE: 2/15/2022  
TIME: 1:09pm

**ENGR. REYNALDO B. BARRA**  
OIC-Regional Director  
Environmental Management Bureau Region VIII  
Tacloban, City

Dear Sir:

Greetings!

One of the year-round activities by the Department of Education is the Brigada Eskwela with the theme "BAYANIHAN SA PAARALAN" which aims to make the school environment ready and conducive for learning to the incoming students for SY: 2021-2022. The school is one together with the participation of the school internal and external stakeholders.

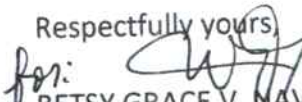
With this great responsibility on hand, we, the internal stakeholder of the school would like to ask you or your agency to be our partner in this endeavor by sending volunteers or extending donations in a form of cash or in kind like tables and chairs, construction materials, gallons of paint, kilos of nails, pieces of plywood, tiles and other related stuff to be utilized for the improvement of the school.

Should you or your agency be willing to help us in this responsibility, may I refer you to the following numbers: 09355807148/09096014989/09100175011

May God bless you more.

Thank you very much!

Respectfully yours,

for:   
**BETSY GRACE V. NAVARETTE**  
School Principal II

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Contact Number: 09355807148  
School Email: 303415@deped.gov.ph  
FB Account: Palo National High School



**APPRAISAL AND DISPOSAL COMMITTEE (ADC) Resolution**

**APPRAISAL AND DISPOSAL COMMITTEE  
RESOLUTION NO. EMB-2022-01  
DISPOSAL OF THE 25 UNSERVICEABLE CHAIRS**

**WHEREAS**, the EMB-8 has identified 25 unserviceable chairs last 2021.

**WHEREAS**, said item were already inspected by COA auditors and have already approved on the recommended mode of disposal, that is donation.

**WHEREAS**, the Office identified TESDA as receipient. In fact a letter dated November 17, 2021 was sent to TESDA Office for the intention of the EMB-8 Office, however, no reply was received.

**WHEREAS**, the ADC convened last February 8, 2022 and decided to donate said items to other government schools if no positive reply will be received until February 14, 2022.

**WHEREAS**, on February 15, 2022 EMB-RO8 received letter requests from the following shoools requesting for some donations in a form of cash or in kind like tables and chairs for their faculty room/computer room/studio room;

**WHEREAS**, ADC called these two (2) schools informing them the physical condition of the unservicebale chairs such that said items needs to be repaired and fixed to restore to its value because of some minor flaws;

**WHEREAS**, said schools are still willing to accept such items since they are in need of office chairs as per discussion with the school principals;

**WHEREAS**, after assessment and deliberation, the ADC decided to donate the 25 unserviceable chairs (previously intended to TESDA) to the following schools:

Name of School	No. of unserviceable chairs to be donated
1.) Palo National High School Palo, Leyte	13
2.) San Policarpo National High School, Calbayog City	12

**WHEREFORE, RESOLVED AS IT IS HEREBY RESOLVED**, that the ADC respectfully recommends to the Regional Director of the Environmental Management Bureau, Regional Office No.8, to approve the donation of the 25 unserviceable chairs to the above schools;

**UNANIMOUSLY ADOPTED**, this **17th** day of February 2022 at Environmental Management Bureau Regional Office No. 8, DENR 8 Compound, Brgy. 2, Tacloban City.

Prepared by:

  
**QUEENIE C. MADEJAS**  
ADC Secretariat



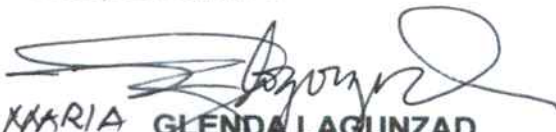



## APPRAISAL AND DISPOSAL COMMITTEE (ADC) Resolution


Recommending Approval:

  
**ENGR. MA. CORAZON G. DACUYAN**  
Chairperson, ADC

  
**PASTOR MONTEJO**  
Vice-Chairman, ADC

  
**MARIA GLENDA LAGUNZAD**  
Member, ADC

  
**ARNEL I. IFE**  
Member, ADC

  
**AIKEE SILLEZA**  
Member, ADC

Approved:

  
**ENGR. REYNALDO B. BARRA**  
OIC Regional Director

*Protect the environment... Protect life...*

Regional Office No. 8  
Brgy. 02, Jones St., Tacloban City

## WASTE MATERIALS REPORT



**Fund Cluster :** \_\_\_\_\_

Date :

## ITEMS FOR DISPOSAL

ITEMS FOR DISPOSAL				Record of Sales		
Item	Quantity	Unit	Description	Official Receipt		
				No.	Date	Amount
1	9	units	Office Chair with arms (QZY-H9R)			
2	2	units	Office Chair, L-23			
3	8	units	Office Chair, QZY-H9NC Chrome, Fabric Materials w/arm rest, metal base			
4	6	units	Office Chair, COF AO 40S			
			<i>x-x-x-Nothing Follows-x-x-x</i>			
			<b>TOTAL</b>			

Certified Correct :

Disposal Approved :

JUVY J. PINSON

Property &amp; Supply Officer

ENGR. REYNALDO B. BARRA

Regional Director

## CERTIFICATE OF INSPECTION

I hereby certify that the property enumerated above was disposed of as follows:

Item	Destroyed
1. <u>1940</u>	
2. <u>1941</u>	
3. <u>1942</u>	
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81. <u>2020</u>	
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134. <u>2073</u>	
135. <u>2</u>	

Item	Sold at private sale
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Item	Sold at public auction
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Item	1	Transferred without cost to	<u>TESDA Region VIII</u>	San Isidro High School and	Palo National High School
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**Certified Correct:**

**MARLA B. SUDARIA**

Signature over Printed Name of  
Inspection Officer

**Witness to Disposal:**

**CELIA S. TERADO**

Signature over Printed Name of  
Witness





THE UNIVERSITY OF CHICAGO  
LIBRARY



Date		Time		Location		Remarks	
1941	10/10	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/11	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/12	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/13	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/14	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/15	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/16	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/17	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/18	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/19	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/20	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/21	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/22	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/23	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/24	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/25	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/26	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/27	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/28	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/29	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/30	10:00	11:00	Library	Stacks	Checked out	1000
1941	10/31	10:00	11:00	Library	Stacks	Checked out	1000

1



ENVIRONMENTAL MANAGEMENT BUREAU REGION 8  
Regional Office No. VIII  
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City,

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY  
as of June 30, 2020

as of June 30, 2020

**ENGR. RENEVALDO B. BARBA**

(Minute of Accountable Officer)

**DESIGNATION**  
(Designation)

human capital

Innsbruck City  
(Station)

(Station)

Fund Counter: \_\_\_\_\_

[illegible]

I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated above

Prepared by

Requested by \_\_\_\_\_

Approved by

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this \_\_\_\_ day of \_\_\_\_\_.

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this \_\_\_\_ day of \_\_\_\_\_.

  
JEFF PINSON  
Signature over Printed Name of Accountable Officer  
Property of: Subpoena Officer

  
**MR. CORAZON G. DECOYAN**  
 Signature over Printed Name of Accountable Officer  
 Chief, Finance and Administrative Division

Signature over Printed Name of Authorized Official

  
MANJULA B. SUDATTA  
Signature over Printed Name of Inspector

**GILIA S. TERRADO**