



Cultural Center of the Philippines

Audit Committee Meeting Minutes
 9 October 2024
 FSD Conference Room via Zoom

Present:

Mr. Jaime Laya	Chairman
Ms. Marivic del Pilar	Audit Committee – Chairperson
Mr. Felix Duque	Member
Mr. Teodoro del Mundo Jr.	Member

Also Present:

Mr. Jose Victor Gaité	VP - Administration
Atty. Hency Tanbengco	Attorney V – Legal Office
Mr. Manuel Cabalejo	DM – IAD
Engr. Alexander La Torre	Internal Auditor IV
Ms. Juliet Nepomuceno	Executive Asst. - OVP
Ms. Maria Criselda Fegalquin	Secretariat Member

Call to Order	The meeting was initiated by Ms. del Pilar at 1:00 PM
Topics Discussed	
Disposal of CCP Rehab Debris	<p>Mr. Cabalejo reported that the PSD failed to document the change in debris estimation from 16 to 9 tons, not following the correct procedure/proper channel.</p> <p>Mr. Gaité asked for details about the release of the debris during a non-working day in the report.</p> <p>Mr. Cabalejo replied that he checked the personnel's time cards and did not log in. Then, he inquired with the PSD supervisor, who allowed the personnel to assist with releasing the debris during a non-working day.</p> <p>Mr. Laya shared his insight about the issue. He said three possibilities occurred. First, the original measure was not accurate. Second, someone may have stolen some debris in the intervening period, or it was deliberately measured inaccurately.</p> <p>Mr. Cabalejo said that originally, Vista Green Builders (VBI) estimated the debris at 16 tons, while Mr. Avel Griar's estimate was 9 tons. He added that after that instance, the VBI sent a letter to MESD stating that the previously made estimate was overstated.</p>

	<p>Mr. Gaité explained that when he received that letter from VBI, he called a meeting and told them that he disagreed with the change of estimate. He also added that after the sale, the actual debris volume totaled more than 18 tons.</p> <p>Mr. Del Mundo asked what is the scientific basis of the PSD in changing the estimate to 9 tons. Mr. Gaité said, that when he asked the PSD, it was based merely on a visual estimate.</p> <p>Mr. Gaité inquired with Mr. Cabalejo when he talked to ASD. Mr. Cabalejo replied three days ago. Mr. Gaité reminded Mr. Cabalejo that he was given an instruction not to talk with Ms. Rances during the conduct of the special audit but still chose to do otherwise. He also said that Ms. Rances held a meeting with the department informing them they are under investigation, which occurred after Mr. Cabalejo spoke with Ms. Rances.</p> <p>Mr. Cabalejo explained that he inquired with PSD to verify what was on the documents and to be objective on the observations. He also said that he spoke with Ms. Rances before the ManCom and was given the instruction not to talk to her after the ManCom.</p>
<p>DITO Telecommunity</p>	<p>Mr. Cabalejo presented the issue concerning the approving process for the amendments in the Memorandum of Agreements between DITO and CCP.</p> <p>He recommended having a Center's Manual of Delegated Authorities and updating it as the need arises for efficiency and reliability in the conduct of the business. This may serve as a guide in case that there will be vacancies in the future.</p> <p>Ms. del Pilar inquired about the nonconformity being discussed regarding this observation.</p> <p>Mr. Gaité narrated that this is about an amended DITO contract wherein Ms. Rances signed on behalf of the CCP. Subsequently, it was cleared during ManCom, that it should not be Ms. Rances who has signed the amended contract but the President or HoPE of the agency.</p> <p>Ms. del Pilar said that there is a board resolution regarding signing authorities. She suggested that a copy must be circulated to CCP for information dissemination.</p>

	<p>Atty. Tanbengco was requested to provide a background on this issue. He said it was brought to their office to review the amended contract. Upon reviewing the attached documents, we noticed that on the letter of DITO requesting a change of period, there was an annotation stating that approval was sent on December 1. We asked the concerned unit (AMD) who approved the change, the personnel replied that I'm not sure. We inquired further and called the Office of the President to ask if the president approved, but the staff said it was not the president.</p> <p>For this reason, we brought up the concern to the office of the Vice President for Administration, because there was the original contract that the DITO representative and the CCP president signed.</p>
<p>Garbage Disposal Contract</p>	<p>Mr. Cabalejo reported that a comprehensive market study for procuring garbage collection services is lacking.</p> <p>Mr. Gaité updated that while there is a pending awarding of a contract to the winning bidder, garbage collection is currently every month. The GSD is also currently doing a market study and at present, there are two bidders submitted their proposals which will be reviewed against the TOR.</p>
<p>Construction of Sidewalk, Building ID/Signage, and PWD Ramp at CCP Black Box Theater</p>	<p>Mr. Cabalejo reported that the findings were an absence of the as-built plan for the Black Box Theater Construction Project and that no approval was sought for the construction of the Metal PWD Ramp at the Black Box Theater.</p> <p>Ms. del Pilar and Mr. Del Mundo inquired about the transfer of the TIG to CCP. The latter suggested giving the donor a deadline to provide us with documents to record the donation to our books.</p> <p>Action item: For the OP to send a letter requesting the donor of the TIG to provide the documents to record in the CCP books.</p> <p>Mr. Laya said that the PWD ramp is not safe to use. This was agreed by Mr. Cabalejo, being a PWD.</p> <p>Mr. Laya said to ignore the existing metal PWD ramp and order to create a proper PWD ramp going to the second level of TIG.</p> <p>Mr. Duque suggested to make the drawing of the ramp that we want to be built.</p>


	<p>Ms. del Pilar advised writing the contractor to finish the initial design and to make inquiries about the metal ramp that was left out of the original design. In order to collaborate with the contractor, the CCP will provide a drawing of an appropriate ramp.</p> <p>Action item: To ask the contractor to remove the metal ramp and build a proper ramp going to the second level of TIG.</p>
Adjournment	No other matters to discuss, and the meeting adjourned at 2:07 PM.

Prepared by:



Maria Criselda Fegalquin
Secretariat Member

Approved by:

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Marivic del Pilar
Chairperson, Audit Committee

Date: 11 October 2024