

## TERMINAL REPORT

### CORPORATE SOCIAL RESPONSIBILITY AND TURISMO PAMASKO SA BATA (TPBATA)

#### PROGRAM: Assistance to the Pediatric Cancer Patients in Bahay Aruga

20 December 2023

#### I. EXECUTIVE SUMMARY

In time for the Holiday Season, TPB had the opportunity to give back to the community through a program collaboration of the Personnel and Human Resources Development Division's Turismo Pamasko sa mga Bata (TPB) and the Corporate Planning Business Development Department's Corporate Social Responsibility (CSR). The project beneficiary is Bahay Aruga- a Non-Governmental Organization (NGO) that offers temporary shelter for children afflicted with different kinds of cancer.

As an NGO, Bahay Aruga is sustained only through kind-hearted sponsors, regular donors, and through the word of mouth. In the spirit of Christmas, TPB turned-over some grocery items such as sacks of rice, milk, and hygiene products as well as, medical supplies and vitamins to Bahay Aruga on 20 December 2023. Below are the items that were donated:

QTY	UOM	PARTICULARS
10	sack	Sack of Brown Rice (25kg)
10	sack	Sack of White Rice (25kg)
10	box	Pediasure 1 to 3yo (900g)
10	box	Pediasure 3+ for toddlers (900g)
10	box	Pediasure 10+ for teens
10	box	Igco Colostrum Milk Powder (10s)
10	can	EN Plus Gold (900g)
10	can	Ensure Plus (850g)
10	box	Bonamil (6 - 12 months) 1.2kg
50	box	Immunpro (100tabs)
100	pack	Berroca (1 tab/pack)
50	pack	Neurobion 100mg (30tab /pack)
20	pack	Ceelin Plus Chewables 115mg (100tab/pack)
20	bottle	Ceelin Plus Syrup 250mL
20	bottle	Nutri10 plus 120 mL
12	gallon	Liquid Laundry Detergent (1 gallon)
10	gallon	Zonrox Colorsafe (1 gallon)

20	gallon	Dish washing liquid (1 gallon)
50	bottle	Liquid hand soap (500mL)
50	bottle	Shampoo (500 mL)
200	pc	Bar Soap (60g)
50	pc	Toothpaste (173g)
53	gallon	Alcohol (1 gallon)
100	pack	Tissue Paper (roll) (12rolls x 1 pack)

The turn-over program started with the distribution of the home-cooked food packs to the patients, their guardians, and the staff and volunteers of Bahay Aruga. For dessert, the kids enjoyed some ice cream pops. The food packs also came with small gifts for the patients. The TPB volunteers had the chance to interact with the patients during the distribution as they call the kids' names one by one to give their gifts. Aside from the donated items and the meals, a total of Php7,507.00 of voluntary monetary contributions collected from the TPB employees was also handed over to the shelter. To express their gratitude, the patients performed a Christmas Carol and sang "Star ng Pasko".

Ms. Jean of Bahay Aruga shared that some of the patients paints in their free time and these painting sessions can help them take their mind off their medical situations. Their artworks are displayed in the venue and are up for sale with 100% of the sales goes to the painter. Some volunteers bought paintings not just to help these patients, but because of the stories of the paintings that were written at the back.

Since visitors are only allowed to stay in the shelter for an hour, we ended the program with a quick group photo and a receipt of the Certificate of Donation. Ms. Jean also sent the message below to all the TPB staff and officers:

*"Sobrang sobrang pasasalamat po Mam sa napaka daming blessings na ibinigay nyo po. Taos pusong pasasalamat po sa pagpapasaya sa mga patients kahit sa kaunting oras at sa masarap na pagkain nabusog po ang lahat. Maraming maraming salamat po talaga mam. God Bless po sanyong lahat."*

## II. BACKGROUND

Bahay Aruga is a free halfway house for cancer patients receiving treatment at the Philippine General Hospital (PGH). It was conceptualized by Ms. Marietta Bonilla in January 2014. However, the matriarch passed away recently due to the COVID-19 virus. Despite this, the shelter continues to operate with 27 patients currently in their care. According to Bahay Aruga, the children housed in the shelter were endorsed by the Oncology Department of the PGH and are within the age range of 0-18 years old. These patients are being cared for by a parent/caregiver, depending on the child's condition. The shelter provides free accommodation, food, and on occasions when PGH is not able to provide, they also shoulder

the medications. As cancer treatments can often be very difficult-mentally, emotionally, and financially for the patients and their families, through Bahay Aruga's, the family system is given utmost consideration to make the patients' stay comfortable and the care workable.

Apart from this core support, other service offerings are available such as programs for the in-house patients e.g., painting sessions, to encourage them to go out of their comfort zones and to not dwell on their medical conditions. Bahay Aruga upholds that each child has an innate talent and each one has a way of expressing emotions through drawing with lines, painting with colors, and creating images. They also recently launched a training for parents/carers in baking goods that can aid them in sustaining basic needs upon return to their respective provinces.

As Bahay Aruga relies on donors for their necessities, TPB's donations will be a great help for their daily operations.

### III. OBJECTIVES

- To engage in PPAs that increase the environmental awareness, respect for nature, and appreciation of local culture and heritage of its stakeholders.
- To comply with GCG's Memorandum Circulars 2012-07 and 2015-07 which mandates GOCCs to undertake activities on interaction with communities and have a corporate social responsibility report as socially responsible and good corporate citizens.
- To cultivate the culture of giving and volunteerism among TPB personnel

### IV. TARGETS AND VOLUNTEERS

From the 15 TPB volunteers, there were 6 Female and 9 Male who participated in this program.

Per the updated list from Bahay Aruga, as of 22 December 2023, they have 27 patients in their care and 27 guardians, and 10 staff/volunteers of the shelter.

#### A. TPB Volunteers

NAME	OFFICE
ATTY. VENANCIO C. MANUEL III	DCOO for Corporate Affairs Sector
JANET W. CANOY	Manager, Administrative Department

<b>DIANA B. ROSIMA</b>	Personnel and Human Resources Development Division
<b>THYRRISE DHENICE S. JUAN RESELLE O. LANSANGAN MILLISA M. NUADA</b>	Corporate Planning and Business Development Department
<b>EDGAR E. PARROCHA BJ MARK KEVIN U. REMO JOHNELL A. IGNACIO *SANDY T. VARGAS SR. *ISAGANI M. TULABING *REYNALDO MALLARI JR. *JESAMY LAUREA</b>	Procurement and General Services Division
<b>IAN CARLO Q. SANTOS</b>	Management Information System Department
<b>PERFECTO C. REALINO</b>	Asean and the Pacific Division
<b>JONATHAN P. BRAVO</b>	Domestic Promotions Department

\*Assigned driver/s

## V. ANNEXES

- a. Photo Documentation
- b. Office Order
- c. Itinerary
- d. Attendance Sheet
- e. Certificate from Bahay Aruga
- f. Acknowledgement Receipt
- g. Official Receipt of monetary assistance
- h. Bahay Aruga's SEC Certification and BIR Registration

OFFICE ORDER No. 2023-106B

**TO : ALL CONCERNED**

**DATE : 15 DECEMBER 2023**

**SUBJECT : Corporate Social Responsibility (CSR) and Turismo Pamasko sa Bata (TPBata) Program: Assistance to the Pediatric Cancer Patients in Bahay Aruga**

Relative to the conduct of Corporate Social Responsibility and Turismo Pamasko sa Bata (TPBata) Program: Assistance to the Pediatric Cancer Patients in Bahay Aruga, the following personnel are hereby instructed to join and assist in the turn-over and delivery of the medical supplies and grocery items on **Wednesday, 20 December 2023** to Bahay Aruga, San Marcelino, Paco, Manila, to wit:

<b>NAME</b>	<b>OFFICE</b>
<b>ATTY. VENANCIO C. MANUEL III</b>	DCOO for Corporate Affairs Sector
<b>JANET W. CANOY</b>	Manager, Administrative Department
<b>DIANA B. ROSIMA</b>	Personnel and Human Resources Development Division
<b>THYRRISE DHENICE S. JUAN RESELLE O. LANSANGAN MARIEL ANGELICA A. DIMAANO MILLISA M. NUADA</b>	Corporate Planning and Business Development Department
<b>EDGAR E. PARROCHA BJ MARK KEVIN U. REMO JOHNELL A. IGNACIO *SANDY T. VARGAS SR. *ISAGANI M. TULABING</b>	Procurement and General Services Division
<b>IAN CARLO Q. SANTOS</b>	Management Information System Department
<b>PERFECTO C. REALINO</b>	Asean and the Pacific Division
<b>JONATHAN P. BRAVO</b>	Domestic Promotions Department

*\*Assigned driver/s*

As such, you are entitled to shuttle services from Legaspi Towers 300 to the venue, and vice versa.

For compliance.

  
**MARIA MARGARITA NOGRALES MONTEMAYOR**  
Chief Operating Officer  
Tourism Promotions Board

### ITINERARY FORM

Project Name: Corporate Social Responsibility x Turismo Pamasko sa mga Bata (TPBata) 2023- Assistance to the Pediatric Cancer Patients in Bahay Aruga

Date: 20 DECEMBER 2023

Venue: BAHAY ARUGA, SAN MARCELINO, PACO, MANILA

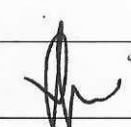
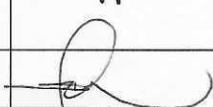
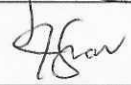
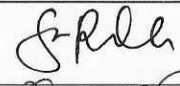
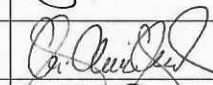
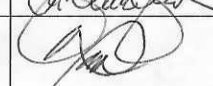

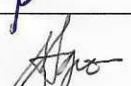
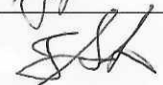

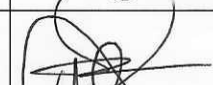


<b>Date / Time</b>	<b>Activity</b>	<b>Remarks</b>
08:00-09:00 AM	Delivery of boxes of donation to Bahay Aruga	
09:15 AM	ETD to Bahay Aruga	
09:30 AM	ETA to Bahay Aruga	
10:00 AM	Start of Program -Prayer c/o Bahay Aruga / Ms. Jean	
10:05 AM	Welcome Remarks / Introduction from Bahay Aruga	
10:10 AM	Christmas Carol from the patients and caretakers	
10:20 AM	Message from Atty. Venancio C. Manuel / Ms. Janet W. Canoy	
10:30 AM	Turn-over of donations and distribution of foodpacks	
10:45 AM	Photo Opportunities	
11:00 AM	Return to LT300	
<b>END OF CSR x TPBata PROGRAM</b>		

As of: 14 December 2023

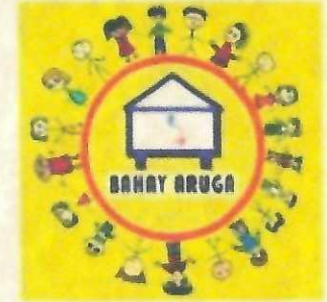
## ATTENDANCE SHEET

**Meeting: Corporate Social Responsibility (CSR) and Turismo Pamasko sa Bata (TPBata) Program:  
Assistance to the Pediatric Cancer Patients in Bahay Aruga**

**Date : 20 DECEMBER 2023      Time : 7AM – onwards      Venue : Bahay Aruga, San Marcelino, Paco, Manila**

Name	Agency	Contact Number (Landline / Mobile)	Email Address	Sex	Signature
ATTY. VENANCIO C. MANUEL III	DCOO - CA acting head, CPBD		vince-manuel@tpb.gov.ph	M	
JANET W. CANOY					
DIANA B. ROSIMA	PHMD	205	diana-rosima@tpb.gov.ph	F	
THYRRISE DHENICE S. JUAN	CPBD	212	thyrrise_juan@tpb.gov.ph	F	
RESELLE O. LANSANGAN	CPBD	212	reselle-lansangan@tpb.gov.ph	F	
MILLISA M. NUADA	CPBD	210	millisa_nuada@tpb.gov.ph	F	
EDGAR E. PARROCHA	PCSD	on file	edgar-parrocha@tpb.gov.ph	M	
BJ MARK KEVIN U. REMO	CSA	on file	on file	M	
JOHNELL A. IGNACIO	PCSI	on file	on file	M	
IAN CARLO Q. SANTOS	MRSB	on file	ian.santos@tpb.gov.ph	M	
PERFECTO C. REALINO	IPD	on file	snipperbullet1230@gmail	M	
JONATHAN P. BRAVO	DPO	on file	ON FILE	M	
SANDY T. VARGAS SR.	ADMIN / PBSD	-	-	M	
ISAGANI M. TULABING	PCSD	-	-	M	





# CERTIFICATE OF DONATION

is hereby awarded to

## TOURISM PROMOTIONS BOARD

For conducting an outreach program and donating various items and monetary assistance in support of the vision and mission for the Filipino Children afflicted with different kinds of cancer sheltered for free by

### **BAHAY ARUGA**

**(A Free Halfway House for Pediatric Cancer Patients) Inc.**

1131 San Marcelino St. Paco, Manila 1000

Given this 20th day of December 2023



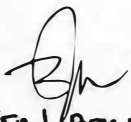
**Dennis Alarcon**  
Vice President  
Bahay Aruga Inc.

**Viana Bonilla Mata**  
Corporate Secretary  
Bahay Aruga Inc.

## ACKNOWLEDGEMENT RECEIPT

This is to certify and acknowledge receipt of the following grocery items and medical supplies from the **Tourism Promotions Board (TPB)** on **20 December 2023** relative to the conduct of the **Corporate Social Responsibility and Turismo Pamasko sa Bata (TPBata) Program: Assistance to the Pediatric Cancer Patients in Bahay Aruga:**

Qty	Particulars
10	Sack of Brown Rice (25kg)
10	Sack of White Rice (25kg)
10	Pediasure 1 to 3yo (900g)
10	Pediasure 3+ for toddlers (900g)
10	Pediasure 10+ for teens
10	Igco Colostrum Milk Powder (10s)
10	EN Plus Gold (900g)
10	Ensure Plus (850g)
10	Bonamil (6 - 12 months) 1.2kg
50	Immunpro (100tabs)
100	Berroca (1 tab/pack)
50	Neurobion 100mg (30tab /pack)
20	Ceelin Plus Chewables 115mg (100tab/pack)
20	Ceelin Plus Syrup 250mL
20	Nutri10 plus 120 mL
12	Liquid Laundry Detergent (1 gallon)
10	Zonrox Colorsafe (1 gallon)
20	Dish washing liquid (1 gallon)
50	Liquid hand soap (500mL)
50	Shampoo (500 mL)
200	Bar Soap (60g)
50	Toothpaste (173g)
53	Alcohol (1 gallon)
100	Tissue Paper (roll) (12rolls x 1 pack)



12/20/23

JEAN BERNARDO / BOARD MEMBER / TREASURER

**Full Name, Designation, Signature and Date**

IN SETTLEMENT OF THE FOLLOWING	
INVOICE NO.	AMOUNT

Total Sales	₱
Less: SC/PWD Discount	₱
Total Due	₱
Less: Withholding Tax	₱
Payment Due	₱

FORM OF PAYMENT	
CASH	<input checked="" type="checkbox"/>
CHECK	<input type="checkbox"/>
CHECK No.	<input type="checkbox"/>

R.A Delos Santos Printing Press • Non VAT Reg. TIN: 184-782-188-00000  
 ROWENA A. DELOS SANTOS - Prop.  
 5225 Demetillo St., Hen. T. De Leon 1442 City of Valenzuela NCR,  
 Third District Philippines  
 Printer's Accreditation: 024MP20190000000022  
 Date of Accreditation: 02/22/19 • Valid Until: 02/22/24

# BAHAY ARUGA (A FREE HALFWAY HOUSE FOR PEDIATRIC CANCER PATIENTS) INC.

1131 San Marcelino Street Barangay 674 Zone 73 District V 1007 Paco NCR,  
 City of Manila, First District Philippines  
 Non VAT Reg. TIN: 009-308-349-00000

## OFFICIAL RECEIPT

No. **00056**

Date DEC. 20, 2023

RECEIVED from TOURISM PROMOTIONS BOARD with TIN \_\_\_\_\_  
 and address at \_\_\_\_\_

engaged in the business style of \_\_\_\_\_  
 the sum of pesos SEVEN THOUSAND FIVE HUNDRED SEVEN PESOS ONLY  
 (P 7,507)

In partial/full payment for CASH DONATION

Sr. Citizen TIN:	
OSCA/PWD I.D No.:	
Signature :	

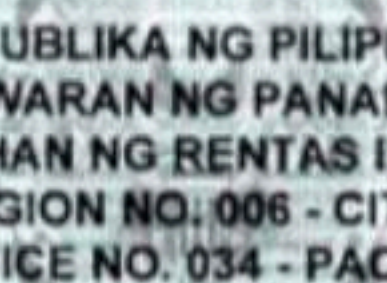
BY: [Signature]  
 Cashier/Authorized Representative

10 bkts. (50 x 2) 00001-00500 Date of ATP 10/07/22 THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES  
 BIR Permit No. OCN 034AU20220000002184

BIR FORM

**2303**

REVISED: APRIL 2019

  
 REPUBLIKA NG PILIPINAS  
 KAGAWARAN NG PANANALAPI  
 KAWANIHAN NG RENTAS INTERNAS  
 REVENUE REGION NO. 006 - CITY OF MANILA  
 REVENUE DISTRICT OFFICE NO. 034 - PACO-PANDACAN-STA. ANA

OCN: 034RC2022000001453

Date OCN Generated: September 6, 2022

## CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 009-308-349-00000	<b>NAME OF TAXPAYER</b> BAHAY ARUGA (A FREE HALFWAY HOUSE FOR PEDIATRIC CANCER PATIENTS) INC.	<b>TIN ISSUANCE DATE</b> June 21, 2016
<b>REGISTERING OFFICE</b>	<input checked="" type="checkbox"/> Head Office	<input type="checkbox"/> Branch
<b>REGISTERED ADDRESS</b> 1131 SAN MARCELINO STREET BARANGAY 674 ZONE 73 DISTRICT V 1007 PACO NCR, CITY OF MANILA, FIRST DISTRICT PHILIPPINES		

- of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
  3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
  4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
  5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.



**RODANTE S. CABALLERO**  
Asst. Revenue District Officer

**GERARDO C. UTANES**

REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.



REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**  
 SEC Building, EDSA, Greenhills  
 City of Mandaluyong, Metro Manila

COMPANY REG. NO. CN201611161  
 COMPANY TIN 009-308-349

### CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

**BAHAY ARUGA (A Free Halfway House For Pediatric Cancer Patients), Inc.**

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 12 day of June, Twenty Sixteen.



ORIGINAL COPY

  
**FERDINAND B. SALES**  
 Director

Company Registration and Monitoring Department