



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

NATIONAL BUDGET CIRCULAR

No. 555

October 28, 2014

TO : HEADS OF DEPARTMENTS/AGENCIES/STATE UNIVERSITIES AND COLLEGES (SUCs) AND OTHER OFFICES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) RECEIVING BUDGETARY SUPPORT; HEADS OF BUDGET AND ACCOUNTING UNITS; AND ALL OTHERS CONCERNED

SUBJECT: Submission of Budget Execution Plans and Targets for 2015

1.0 Rationale

To ensure that the people's budget will achieve its purpose, government agencies should be able to execute their programs and projects and deliver planned results in a prompt manner. Early implementation of programs and projects as a result of good planning will improve public spending and the quality of service delivery to the public.

Consistent with existing policy, all departments/agencies/operating units (OUs) are expected to have **started firming up their plans and targets for 2015** immediately upon submission of the National Expenditure Program (NEP) to Congress. The plans, targets and schedules to be reflected in the annual Budget Execution Documents (BEDs) will guide agencies in the early implementation of priority programs and projects.

Efficient spending and program implementation of agencies, i.e., in terms of absorptive capacity and disbursement performance are being considered part of the performance assessment of departments/agencies/operating units (OUs).

2.0 Purposes

- 2.1 To prescribe policies and procedures as guide in firming up the details of plans and targets including effective budget programming;
- 2.2 To synchronize fund release with the implementation schedule for critical programs/projects as indicated in the physical and financial plans/targets/schedules submitted by the departments/agencies/OUs; and
- 2.3 To set benchmarks as measures for monitoring and evaluating actual agency performance, i.e., status of program/project implementation and progress in attaining the objectives/organizational outcome.

3.0 Coverage

All departments, bureaus, offices, agencies and OUs of the National Government, including commissions/offices under the Constitutional Fiscal Autonomy Group (CFAG), SUCs and GOCCs receiving budgetary support.

4.0 Guidelines

- 4.1 All departments/agencies/OUs are mandated to prepare the BEDs based on the 2015 NEP, without waiting for the approval of the GAA, and submit them to DBM **not later than November 30, 2014**.
- 4.2 Upon approval of the GAA, in case there are changes (if any) made by Congress from the NEP, i.e., decrease, increase or other modifications for existing programs and projects or introduction of new items, agencies/OUs shall identify affected PAPs, MFOs, and targets to be adjusted. Departments/agencies concerned shall submit their **revised plans** (financial and physical) highlighting the **adjustments** made in PAPs/MFOs/ targets/plans consistent with the GAA, using the same BED forms to DBM **on or before January 7, 2015**.
- 4.3 In line with the transparency and accountability thrust of the government, the DBM shall post in its website the status of the departments/agencies' compliance with the submission of BEDs within the prescribed deadlines, highlighting those with incomplete or no submissions. **Call-up letters shall be sent by DBM to non-compliant agencies, addressed to their respective Department Secretaries, copy furnished the Office of the President (Office of the Cabinet Secretary).**
- 4.4 Departments/agencies/OUs shall submit the following BEDs to DBM not later than November 30, 2014 as prescribed in this Circular:

BEDs	Data Elements	Purpose
BED No. 1 Financial Plan (FP)	Estimated obligation program for 2015 broken down by quarter, and 2014 obligations (actual obligation as of September 30 and estimated obligation for October to December)	Serves as the overall plan of the department/agency/OU.
BED No. 2 Physical Plan (PP)	Physical targets for 2015 broken down by quarter, and 2014 accomplishments (actual accomplishment as of September 30 and projected accomplishment for October to December)	
BED No. 3 Monthly Disbursement Program (MDP)	Projected monthly disbursement requirements for 2015, by type of disbursement authority (e.g., NCA, CDC, NCAA, and TRA)	Basis of the issuance of disbursement authorities.

BEDs	Data Elements	Purpose
BED No. 4 Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE)	Projected monthly procurements in terms of quantity and cash requirements. This shall be categorized into items available at Procurement Service (PS) stores and those items not available at PS	<ul style="list-style-type: none"> • Basis of the PS in projecting inventory requirements, scheduling of procurement activities, and overall management of the central procurement of common-use goods. • Serve as Agency Procurement Request (APR), subject to issuance of guidelines.

4.5 The 2015 BEDs (BED Nos. 1, 2 and 3) to be accomplished using the forms prescribed in this Circular shall be submitted to DBM through the **Unified Reporting System (URS)** which is already available starting **October 1, 2014**.

4.5.1 Departments/agencies/OUs are requested to immediately coordinate with their counterpart DBM Budget and Management Bureau (BMB) and Regional Office (RO) technical staff concerned and provide the username of the designated staff who will prepare/encode the BEDs in the URS. Agencies may request and submit names of additional users, if needed, through the BMB/RO concerned.

4.5.2 The URS is accessible at <http://urs.dbm.gov.ph>. Once accessed, the users may refer to the URS Quick Guide for specific instructions.

4.5.3 Agencies with limited internet access may use the Encoding Facility located at the DBM ICTSS Training Room (3rd floor Boncodin Hall). Agencies availing of this service are requested to bring their laptops and make reservations through the System Help Desk which can be reach through:

- Telephone No: 490-1000 local 2300 or 2609 (8AM-5PM) Monday to Friday
- Email Address: online-reporting@dbm.gov.ph

4.5.4 For validation purposes, agencies/OUs shall also submit to DBM, URS-generated hard copies of their BEDs, duly endorsed by the Agency/OU Head or authorized representative.

4.5.5 The status of agency BEDs submissions will be posted at the DBM website: www.dbm.gov.ph.

4.6 The 2015 BED No. 4, **Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)** which is an additional BED, shall be prepared and submitted through e-mail to DBM-PS at app@procurementservice.org and PhilGEPS at app@philgeps.gov.ph.

Agencies shall submit to DBM (BMBs), URS-generated hard copies of their BEDs, duly endorsed by the Agency/OU Head or authorized representative. The DBM shall issue the guidelines clarifying DBM Circular Letter No. 2013 – 14 dated November 29, 2013 prescribing the submission of APP-CSE.

4.7 In the preparation, consolidation and submission of BEDs, the following process flow shall be observed:

4.7.1 Departments/agencies/OUs with a **decentralized set-up in terms of direct budgetary releases from DBM**, i.e., DepEd, DOH, DPWH, CHED, TESDA and SUCs, may establish their internal cut-off dates to allow reasonable time in the consolidation and submission of the BEDs not later than November 30, 2014.

Planning:

4.7.1.1 Agency Central Offices (ACO) of departments/agencies should have started the conduct of consultation/ planning activities with the Agency Regional Offices (AROs)/OUs relative to the firming up of detailed plans and targets for FY 2015.

4.7.1.2 ACOs, AROs and OUs shall prepare their respective BEDs consistent with the budget levels and agreements made during the consultation/planning activities. It is understood that agency specific lump-sums or centrally-managed items have been disaggregated by the ACO or ARO for downloading to the recipient OUs. These additional budget allocation shall be included by the recipient OU in their BEDs and correspondingly deducted from the source ACO or RO.

BED Preparation/Submission

4.7.1.3 The lower OUs, i.e., field offices, district offices, provincial offices shall prepare and submit their BEDs through URS. They shall also submit duly signed hard copies of the BEDs generated from the URS to DBM RO concerned.

4.7.1.4 The OU shall simultaneously notify their ARO and ACO of the submission made to DBM through e-mail or memorandum.

4.7.1.5 The ARO, based on the OU notification, shall prepare a **consolidated regional report** of BEDs (**CRR-BEDs**) and submit the same to DBM RO through URS. The ARO shall also submit duly signed hard copies of the CRR-BEDs generated from the URS to DBM RO concerned. The ARO shall simultaneously notify their ACO of the submission made to DBM RO through e-mail or memorandum.

- 4.7.1.6 In the case of SUCs, they shall submit their BEDs directly to DBM RO. The DBM ROs shall be responsible for the complete submission of BEDs of SUCs under their coverage, consolidation, and sending call-up letters, if necessary, copy furnished the Chair of CHED.
- 4.7.1.7 The DBM ROs concerned shall forward to DBM CO, copy of the CRR-BEDs and consolidated report on SUCs' BEDs.
- 4.7.1.8 The ACO, based on the ARO notification, shall prepare a **consolidated department report of BEDs** (CDR-BEDs) through URS. The ACOs shall submit the CDR-BEDs through URS, as well as, the duly signed hard copies of said department report on or before **November 30** to DBM CO (BMBs concerned).
- 4.7.2 For the rest of the departments/agencies/OUs (other than those cited under Item 4.7.1 of this Circular), the ACO of the department/agency/OU shall prepare and submit their BEDs through URS. In addition to the online submission of BEDs, they shall also submit the URS-generated hard copies of BEDs to DBM on or before November 30.
- 4.7.2.1 The lower OUs (field offices and provincial offices) and ROs shall prepare and submit their BEDs through URS. They shall also submit duly signed hard copies of the BEDs generated from the URS directly to DBM CO (BMB concerned). The ROs/OUs shall simultaneously notify their ACO of the submission made to DBM RO through e-mail or memorandum.
- 4.7.2.2 The AROs shall be shall be responsible for the complete submission of BEDs of OUs under their coverage, and sending call-ups letters/reminders, if necessary, copy furnished the Secretary, e.g., PAROs under DAR, PENROs under DENR, RFUs under DA, among others.
- 4.7.2.2 The ACO shall be responsible for the preparation and submission to DBM CO of the CDR-BEDs through URS and the duly signed hard copies of the BEDs generated from the URS.
- 4.8 In preparing their physical/financial plans and disbursement program, departments/agencies/OUs shall consider the status/schedule of their respective procurement and bidding processes.
- 4.9 The FP and PP shall serve as the yardstick for DBM to measure the financial and physical performances in the implementation of the department/agency/OU programs and projects.
- 4.10 The targeted commitments/obligations of the department/agency/OU as reflected in the FP shall serve as basis in preparing the corresponding disbursement program to be reflected in the **MDP**.

- 4.10.1 The submitted MDPs shall be evaluated by DBM, subject to confirmation by the departments/agencies/OUs.
- 4.10.2 In case of incomplete/non-submission of MDP by **November 30**, the **DBM** shall formulate/determine the level and schedule of agency cash program based on the budget year's NEP level, including those automatically appropriated items subject to comprehensive release, (i.e., Retirement and Life Insurance Premiums (RLIP) and SAGFs of agencies with no specific budget provision in the GAA {fully dependent on income collections accruing to their SAGFs}). The DBM-formulated MDP, as communicated by DBM with the departments/agencies/OUs, shall consider average disbursements for the last three preceding years and seasonality of activities, among others.
- 4.10.3 These MDPs shall be consolidated by DBM for approval of the Development Budget Coordination Committee (DBCC). Upon approval, the MDPs shall be posted in the websites of DBM and the departments/agencies concerned.
- 4.10.4 It is understood that in assessing agency disbursement performance, the DBCC-approved MDP level shall be maintained as the **assessment MDP level (AMDP)**. The DBCC-approved AMDP shall:
- Guide the DBCC quarterly disbursement program, in sync with the growth targets set;
 - Assist the Bureau of the Treasury (BTr) in determining the magnitude and timing of the resource requirements to be provided through revenues and borrowings;
 - Serve as a measure in **assessing** the disbursement performance of departments/agencies/OUs vis-à-vis program; and
 - Determine the level of the initial comprehensive release of Notice of Cash Allocation (NCA) covering first semester operating requirements of departments/agencies/OUs.
- 4.10.5 DBM and agencies have to automatically adjust upward the agency-specific AMDP for the corresponding transfers/releases chargeable against Special Purpose Funds (SPFs), except those already included in their respective AMDP (such as IRA and RLIP).
- 4.10.6 Departments/agencies/OUs may be allowed to prepare an **Operating MDP (OMDP)** not exceeding the full year AMDP level of the department/agency. The OMDP is subject to the approval of the Head of the Agency or the Department Secretary in case of MDP reallocation among OUs. The OMDP, duly supported with **justifications** (e.g., as a result of frontloading of critical programs/projects and delay in procurement process, among others), shall consider the latest available actual disbursement performance for the first semester and the emerging requirements for the rest of the year, for the following purposes:

- Basis for the second semester comprehensive release of NCAs - OMDP to be submitted by agencies **on or before May 31, 2015**; and
- Determination of the fiscal outlook for the remaining months of the year as input to cash programming and monitoring.

4.11 The **APP-CSE** shall serve as both the work and financial plan for the procurement of common supplies equipment. Departments/agencies/ OUs shall:

4.11.1 Consider the APP-CSE as the **Agency Procurement Request** for the purpose of ordering said items;

4.11.2 Use the APP-CSE as one of the bases in preparing the MDP; and

4.11.3 Ensure strict compliance with R.A. No. 9184 and its Implementing Rules and Regulations (IRR).

5.0 The specific guidelines in the preparation of the BEDs are shown in **Annex A**.

6.0 **Repealing Clause**

All provisions of existing circulars and other issuances inconsistent with this Circular are hereby rescinded/repealed and/or modified accordingly.

7.0 **Effectivity**

This Circular shall take effect immediately.

~~_____~~
FLORENCIO B. ABAD
Secretary



SPECIFIC GUIDELINES IN THE PREPARATION OF BEDs

1.0 BED No. 1 Financial Plan (FP)

1.1 The FP shall indicate:

- Comparative obligation levels for the budget year and current year
 - ✓ For the budget year (e.g., 2015) - targeted commitments/obligations per the NEP, on a quarterly basis.
 - ✓ For the current year (e.g., 2014) - actual obligations as of September 30 and the emerging level of obligations for the remaining quarter (October 1 to December 31).
- Fund Sources, i.e., Budget Year Appropriation per NEP, Automatic Appropriation (RLIP, Special Account in the General Fund [SAGF] and Special Purpose Fund), UACS accounts and codes, among others;
- Obligation Program as to "Comprehensive Release" and "For Later Release" (Negative List);
- MFOs and P/A/Ps consistent with the PIB structure per NEP, including major programs and projects as classified by Key Result Area (KRA) and identified under the Program Budgeting Approach; and
- Allotment class, i.e., PS, MOOE, FinEx (if applicable) and CO.

1.2 The budget year's total targeted commitments/obligations under the Current Year's Budget should equal the amount indicated in the NEP, segregated into "Comprehensive Release" and "For Later Release" (Negative List).

- **"Comprehensive Release"** refers to all items deemed released as soon as the GAA becomes effective. This shall include but not limited to the following:
 - ✓ Lump-sums under PS, i.e., for Equivalent Record Forms (ERFs), Conversion to Master Teacher Positions, Reclassification of Positions and Hardship Pay, as well as Lump sum under MOOE for Chalk Allowance and Repair and Maintenance of School Buildings under the budget of the Department of Education.
 - ✓ Centrally Managed Items (CMIs) including Grassroots Participatory Budgeting (formerly Bottom-Up Budgeting) Projects, of agencies concerned which have been disaggregated, i.e., the list of specific OUs to implement the project and corresponding allocation for each OU is already available as basis of direct release of funds. The regionalized allocation for CMIs of DepEd, DPWH, DOH, TESDA, and CHED shall be released by DBM ROs to the ROs of said departments/agencies.

- ✓ Provisions for Supplies and Materials as well as Office Equipment subject to submission of FY 2015 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and conditions in incurring obligations per DBM Circular Letter No. 2013-14 dated November 29, 2013;
 - ✓ Communication equipment, subject to prior clearance from the National Telecommunications Commission;
 - ✓ Firearms, subject to prior approval of the Philippine National Police;
 - ✓ Confidential Fund;
 - ✓ Procurement of certain motor vehicles and motorized equipment;
 - ✓ Provision for Quick Response Fund under the budgets of departments/agencies;
 - ✓ Research and development in the natural, agricultural, technological and engineering sciences, subject to consistency with the master plan of the Department of Science and Technology and Department of Agriculture on the priority research programs and projects to be implemented;
 - ✓ Books to be procured by agencies other than schools and The National Library exceeding the authorized five (5) copies per title, subject to prior approval from DBM;
 - ✓ Ongoing FAPs, subject to compliance with certain conditions;
 - ✓ Grants-in-aid supported with details indicating among others, the purpose, amount intended for each beneficiary, and the list of recipients;
 - ✓ Operating requirements of those agencies which are specifically authorized to be sourced against income collection accruing to their Special Account in the General Fund (SAGFs), meaning they have no regular budget allocation, e.g., OTS-DOTC, Insurance Commission-DOF, Land Registration Authority-DOJ; and
 - ✓ Requirements for Retirement and Life Insurance Premium.
- Items categorized as "For Later Release" consist of budgetary items under the "**Negative List**" that shall be released only upon compliance with certain documentary requirements. This shall include, but not limited to, the following:
 - ✓ Lump-sum appropriations within the Agency Specific Budgets, among others, the following:
 1. Building Fund of DFA;
 2. Performance-Based Challenge Fund of DILG;
 3. AFP Modernization Program of DND;

4. School Effectiveness Program and Abot-Alam Program of DepED;
5. Payment of Right-of-Way claims of DPWH; and
6. Grants-in-Aid of DOST.

- ✓ Intelligence Fund which is subject to prior approval of the President of the Philippines;
- ✓ In the case of Autonomous Region in Muslim Mindanao (ARMM), Special Purpose Funds of the Regional Governor and Vice Regional Governor, as well as the share in internal revenue collections;
- ✓ Special Purpose Funds (e.g., BSGC except heavily subsidized GOCCs, Calamity Fund, and E-Government Fund.); and
- ✓ Others, i.e., budgetary allocations by the legislature which provide additional amounts for programs or projects or new items in the budgets of departments/agencies, as well as, budgetary items/provisions for conditional implementation under the President's Veto Message, which are subject to issuance of specific guidelines.

1.3 The FP shall also include automatically appropriated items which are subject to issuance of a specific authority, i.e., SAGFs, IRA and RLIP.

1.4 The department/agency/OU shall specify/present a recapitulation of the obligations/commitments by MFO.

1.5 Departments/agencies/OUs shall likewise prepare and submit the financial plan/target/schedule of their identified priority or major programs and projects.

- The identified major programs and projects shall be attributed through the Program Budgeting Approach per National Budget Memorandum No. 119 (dated Dec. 27, 2013), duly aligned to one or several KRAs pursuant to EO No. 43 dated May 13, 2011, as follows:

- ✓ Transparent, Accountable and Participatory Governance;
- ✓ Poverty Reduction and Empowerment of the Poor and the Vulnerable;
- ✓ Rapid, Inclusive and Sustained Economic Growth;
- ✓ Just and Lasting Peace and Rule of Law; and
- ✓ Integrity of the Environment and Climate Change Mitigation and Adaptation.

- The estimated funding requirements for priority programs and projects per FP shall correspond to the work targets identified in the Physical Plan.

2.0 **BED No. 2 Physical Plan (PP)**

2.1 The PP shall contain the performance indicators (PIs) and targets of department/agency as follows:

- For Operations, PIs by MFOs, consistent with those embodied in Section 4 of the NEP-PIB.
- For Major Programs and Projects committed to the President and closely monitored by the Presidential Management Staff for 2015, especially those related to the five (5) KRAs under EO No. 43.
- For other projects, consider those milestones indicated in the approved project profile.

2.2 For the Budget Year, it is emphasized that MFOs and major programs and projects shall be the same as those appearing in the FP.

3.0 **BED No. 3 Monthly Disbursement Program (MDP)**

3.1 The MDP shall be used by DBM as **basis for determining the monthly level of NCAs/other disbursement authorities to be issued to departments/agencies/OU.**s.

- It shall reflect the total cash and non-cash program for the budget year by type of fund category, by allotment class and by type of disbursement authority, as follows:
 - ✓ Notice of Cash Allocation for cash requirements of departments/agencies' central, regional/provincial offices and OUs, through the authorized government servicing banks of the MDS.
 - ✓ Cash Disbursement Ceiling (CDC) for authorized disbursements charged against income collected and retained by the Foreign Service posts of DFA and DOLE.
 - ✓ Non-Cash Availment Authority (NCAA) for the cost of goods and services paid directly by lending institutions to creditors of the NGAs/GOCCs implementing a foreign assisted project.
 - ✓ Tax Remittance Advice (TRA) for the remittance of withheld taxes computed or estimated as follows:
 - For PS - 8%; and
 - For MOOE and CO - 5%
 - ✓ Others for tax expenditures, such as Customs Duties and Taxes, BTr Documentary Stamps, etc.

3.2 The total cash program to be covered by NCA for the budget year shall approximate the following requirements:

- Budget Year targeted commitments/obligations per FP
 - ✓ Disaggregated into Comprehensive Release and FLR; and
 - ✓ Automatic Appropriation (i.e., RLIP, SAGFs and other items classified as such).

- Current Year Obligations
 - ✓ Estimated Accounts Payable as of December 31 (delivered goods/ services but remained unpaid); and
 - ✓ Not Yet Due and Demandable Obligations as of December 31 (undelivered goods/services but covered by valid contracts)
- 3.3 The non-cash program for the budget year shall comprise the monthly requirements for all disbursements **other** than those covered by NCAs.
- 3.4 In preparing the MDP, the following assumptions and other factors shall be considered and disclosed by footnote:
- Seasonality (peak and slack times) of activities and other factors that will tend to influence programming, to wit:
 - ✓ PS shall consider the timing on the grant of PS benefits e.g., March program shall include Performance Incentive Bonus (PIB), April program shall include Uniform Allowance and May/November programs shall include one-half of the year-end benefits (YEB).
 - ✓ MOOE shall consider activities/work program that would require adjustments e.g. payment of rentals and procurement of supplies and materials.
 - ✓ CO shall consider the schedule of work targets, e.g., initial construction activities will only entail 15% mobilization cost and the balance shall be in accordance with the work program; purchase of equipment will require NCA only on the expected delivery date, not during procurement stage; construction of farm-to-market roads, irrigation projects, and other infrastructure projects shall be scheduled during the first quarter of the year in consideration of our country's good weather condition.
 - For foreign-assisted projects (FAPs), the timing of the peso counterpart and loan proceeds (LP) components shall be synchronized, i.e., cash portion of LP component shall depend on the expected receipt of the BTr certification on the availability of LP from the lending institution; and
 - Historical trend/data on actual disbursements, at least for the past three (3) years.
 - The MDP shall be submitted to DBM **on or before November 30**. Upon receipt of the MDP from agencies/OUs, the following activities/timelines in the approval of MDP shall be observed by DBM:
 - ✓ December 1 to 15 - DBM consultation, consolidation, evaluation and finalization
 - ✓ December 16 to 20 - Agency Confirmation
 - ✓ December 21 to 30 - DBCC approval

- ✓ January of the budget year – Notification to agency of approved MDP and posting of the same in the DBM and agency websites

4.0 BED No. 4 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)

4.1 The APP-CSE shall reflect the monthly quantity and cash requirements by items categorized into:

- Available at Procurement Service (PS) Stores;
- Other items not available at PS but regularly purchased from other sources.

4.2 The quarterly cash requirements as reflected in the APP-PSE, shall serve as guide of the agency for payment of purchases made.

4.3 The accomplished APP-CSE (BED No. 4) shall be submitted in the following manner to the DBM offices concerned through:

- E-mail to DBM-PS at app@procurementservice.org and PhilGEPS at app@philgeps.gov.ph;
- Submit one (1) printed hardcopy to the:
 - ✓ Budget and Management Bureau (BMB) of DBM-CO – for entities in the Central Office; and
 - ✓ DBM Regional Office (RO) – for ROs and operating units (OUs) of DepEd, DOH, DPWH, CHED, TESDA and SUCs.

4.4 The APP-CSE format shall be:

- Downloaded through the DBM-PS website at <http://www.procurementservice.org> – Downloads tab and the PhilGEPS website at <http://www.philgeps.gov.ph>- About PhilGEPS tab – Useful Downloads.
- Accomplished/submitted using the prescribed format. Those submitted APP-CSE not using the prescribed format will be considered invalid due to incompatibility with IT system requirements, e.g.:
 - ✓ form used other than the prescribed format downloaded at philgeps.gov.ph; and
 - ✓ correct format but fields were deleted and/or inserted in Portion A (Available at PS Stores) of the APP-CSE.

Department : _____
 Agency : _____
 Operating Unit : _____
 Organization Code (UACS) : _____

Particulars	UACS CODE	Current Year's Obligations (FY 2014)			Budget Year Obligation Program (FY 2015)											
		Actual Jan. 1-Sept. 30	Estimate Oct.1- Dec.31	Total 5=3+4	TOTAL 6=11+16	COMPREHENSIVE RELEASE					FOR LATER RELEASE (Negative List)					
						Q1	Q2	Q3	Q4	Sub-Total 11=7+8+9+10	Q1	Q2	Q3	Q4	Sub-Total 16=12+13+14+15	
1	2	3	4	5=3+4	6=11+16	7	8	9	10	11=7+8+9+10	12	13	14	15	16=12+13+14+15	
II. Automatic Appropriations																
Retirement and Life Insurance Premiums																
General Administration and Support																
General Administration and Supervision																
PAP																
PS																
MOOE																
Fin Exp.(if applicable)																
CO																
Support to Operations																
PAP																
PS																
MOOE																
Fin Exp.(if applicable)																
CO																
Operations																
MFO 1 - [MFO Description]																
PAP																
PS																
MOOE																
Fin Exp.(if applicable)																
CO																
...continue down to the last PAP																
...continue down to the last MFO																
Special Account in the General Fund (Please specify)																
Motor Vehicle Users Charge Fund																
General Administration and Support																
General Administration and Supervision																
PAP																
PS																
MOOE																
Fin Exp.(if applicable)																
CO																
Support to Operations																
PAP																
PS																
MOOE																
Fin Exp.(if applicable)																
CO																
Operations																
MFO 1 - [MFO Description]																
PAP																
PS																
MOOE																
Fin Exp.(if applicable)																
CO																
...continue down to the last PAP																
...continue down to the last MFO																

FY _____ FINANCIAL PLAN
(In Thousand Pesos)

Department : _____
 Agency : _____
 Operating Unit : _____
 Organization Code (UACS) : _____

Particulars	UACS CODE	Current Year's Obligations (FY 2014)			Budget Year Obligation Program (FY 2015)											
		Actual Jan. 1-Sept. 30	Estimate Oct.1- Dec.31	Total	TOTAL	COMPREHENSIVE RELEASE					FOR LATER RELEASE (Negative List)					
						Q1	Q2	Q3	Q4	Sub-Total	Q1	Q2	Q3	Q4	Sub-Total	
1	2	3	4	5=3+4	6=11+16	7	8	9	10	11=7+8+9+10	12	13	14	15	16=12+13+14+15	
III. Special Purpose Fund (Please specify) Pension and Gratuity Fund (Pension Benefits) MFO - [MFO Description] PAP																
TOTAL, Current Year Budget / Appropriations PS MCOE Fin. Exp. (if applicable) OO																
Recapitulation by MFO: MFO 1 - [MFO Description] MFO 2 - [MFO Description] ...continue down to the last MFO																
Part B Major Programs/Projects KRA No. 1 - Anti-Corruption, Transparent, Accountable and Participatory Governance Program Budgeting: MPP Other Major Programs and Projects and monitored by the President through PMS PAP ...continue down to the last major PAP ...continue down to the last Program Budgeting ...continue down to the last KRA																

Prepared By: _____ In coordination with: _____ Approved By: _____
 Financial Services Head/Budget Officer Planning Head/Planning Officer Agency Head/Department Secretary
 Date: _____ Date: _____ Date: _____

Instructions

The Financial Plan (FP) shall contain the OU/agency's performance in the current year and plans during the budget year, in terms of obligation program, consistent with its budget level per National Expenditure Program (NEP) inclusive of automatic appropriations for the budget year. *For FY 2015, agencies should align their 2014 PAP/MFO as reflected in the NEP - Performance-Informed Budget (PIB), if feasible. Otherwise, current year's obligations shall be submitted separately.*

Column 1 Part A includes all programs, activities and projects (P/A/P) to be implemented, categorized by cost structure, by allotment class and by fund source, including automatic appropriations and special purpose funds. This shall also disclose the Major Final Outputs (MFOs) where the specific P/A/Ps under Operations shall be attributed. MFOs are goods/ services that a department / agency is mandated to deliver to external clients through the implementation of programs, activities, and projects.

Part B shall highlight the Major Programs and Projects enrolled/attributed to the Budget Priorities Framework per NBM No. 119, and those committed to the President and whose outputs are being closely monitored by the Presidential Management Staff (PMS). These Major Programs and Projects must be duly aligned to one or several priority areas of spending of the government, otherwise known as the Key Results Areas (KRAs) pursuant to EO No. 43, as follows:

- (1) Anti-Corruption, Transparent, Accountable and Participatory Governance;
- (2) Poverty Reduction and Empowerment of the Poor and the Vulnerable;
- (3) Rapid, Inclusive and Sustained Economic Growth;
- (4) Just and Lasting Peace and Rule of Law; and
- (5) Integrity of the Environment and Climate Change Mitigation and Adaption.

These identified key or major programs/projects shall be correspondingly presented in the Physical Plan to ensure that funding and work implementation schedule are synchronized.

Column 2 Adopt the UACS Code per COA-DBM-DOF Joint Circular No. 2013-1 dated 6 August 2013.

Columns 3 to 5 Total current year's obligations, composed of actual obligations for the period Jan. 1 to Sept. 30 and estimated obligations for October 1 to December 31.

Column 6 The total approved budget level of the agency under its specific budget including agency specific allocations under special purpose fund (e.g., School Building Program and pension requirements under Pension and Gratuity Fund). It is understood that funding requirements which shall be covered by the Special Budget Requests (SBRs) for the release of items categorized "For Later Release" (Negative List) are already included in this FP.

Columns 7 to 16 Obligation program for the Budget Year under the Agency Specific Budget i.e., the estimated quarterly commitments/obligations that could be made/incurred, broken down into:

- a) Comprehensive Release, by quarter (Columns 7-11). This shall be the basis of the agencies to enter into commitments / obligations as reflected under DBM National Budget Circular to be issued for the purpose.
- b) For Later Release (Columns 12-16). This pertains to the negative list enumerated under the aforementioned DBM Circular. Release of which shall be made through a SARO subject to compliance of certain documentary requirements or specific authorizations.

The FP shall be submitted to DBM on or before **November 30 of the year.**

This form shall likewise be filled up separately and submitted to DBM to support SBRs covering multi-user Special Purpose Funds e.g., Calamity Fund and e-Gov Fund.

Upon effectivity of the GAA, in case there were any changes made by Congress i.e., decrease or increase on the NEP level, the OU/agency concerned shall submit a revised Financial Plan on or before **January 07.**

FY _____ PHYSICAL PLAN

Department : _____
 Agency : _____
 Operating Unit : _____
 Organization Code (UACS) : _____

Particulars	UACS CODE	Current Year's Accomplishments			Physical Targets (Budget Year)				Variance	Remarks	
		Actual Jan. 1- Sept. 30	Estimate Oct.1- Dec.31	TOTAL	TOTAL	1st Quarter	2nd Quarter	3rd Quarter			4th Quarter
1	2	3	4	5=3+4	6=7+8+9+ 10	7	8	9	10	11=6-5	12
Part A											
1. OPERATIONS											
MFO 1 - [Description] Performance Indicators Quantity Quality Timeliness ...continue down to the last set of PIs ...continue down to the last MFO											

FY _____ PHYSICAL PLAN

Department _____
 Agency _____
 Operating Unit _____
 Organization Code (UACS) _____

Particulars	UACS CODE	Current Year's Accomplishments			Physical Targets (Budget Year)					Variance	Remarks
		Actual Jan. 1- Sept. 30	Estimate Oct.1- Dec.31	TOTAL	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
1	2	3	4	5=3+4	6=7+8+9+ 10	7	8	9	10	11=6-5	12
Part B Major Programs/Projects KRA No. 1 - Anti-Corruption, Transparent, Accountable and Participatory Governance Program Budgeting: MPP Target 1 Target 2 ... Other Major Programs and Projects and monitored by the President through PMS PAP Target 1 Target 2continue down to the last PAP ...continue down to the last Program Budgeting ...continue down to the last KRA											
Prepared by: _____			In coordination with: _____			Approved by: _____					
Planning Services Head / Planning Officer			Financial Services Head/ Budget Officer			Agency Head/ Department Secretary					
Date: _____			Date: _____			Date: _____					

The **Physical Plan** shall contain the performance targets of the department/agency consistent with the targets embodied in the National Expenditure Program (NEP): Section 4 -Performance Informed Budget. *For FY 2015, agencies shall align their 2014 MFO/PI as reflected in the NEP- Performance Informed Budget (PIB), if feasible. Otherwise, current years' accomplishments shall be submitted separately.*

Column 1 Part A shall reflect the Cost Structure, Major Final Outputs (MFOs) and the corresponding Performance Indicators (PIs).

MFOs are goods/ services that a department / agency is mandated to deliver to external clients through the implementation of programs, activities, and projects.

PI is a characteristic of performance (quantity, quality, and timeliness) which will be measured to illustrate the standard of performance by which a department/agency has delivered its MFOs.

It is understood that the corresponding MFOs and PIs for Automatic Appropriations (i.e., Special Account in the General Fund) are subsumed in MFOs under Operations if applicable.

Part B shall highlight the targets of the Major Programs and Projects that are enrolled/attribution to the Budget Priorities Framework per NBM No. 119, and those committed to the President and whose outputs are being closely monitored by the Presidential Management Staff (PMS). These Major Programs and Projects must be duly aligned to any five (5) priority areas of spending of the government, otherwise known as the Key Result Areas (KRAs) pursuant to EO No. 43, follows:

- (1) Anti-Corruption, Transparent, Accountable and Participatory Governance;
- (2) Poverty Reduction and Empowerment of the Poor and the Vulnerable;
- (3) Rapid, Inclusive and Sustained Economic Growth;
- (4) Just and Lasting Peace and Rule of Law; and
- (5) Integrity of the Environment and Climate Change Mitigation and Adaption.

For Programs/Projects closely monitored by the Office of the President, targets shall be consistent with Section 4 - Performance Information of the NEP and Form B of the Performance-Based Bonus (PBB) forms. For other Projects consider those milestones indicated in the approved project profile.

Column 2 Adopt the UACS Code per COA-DBM-DOF Joint Circular No. 2013-1 dated 6 August 2013.

Columns 3-5 Current year's accomplishments, composed of actual performance for the period Jan. 1 to Sept. 30 and estimated accomplishments for October 1 to December 31.

Columns 6-10 Refers to the Physical Targets of a department/agency for the entire year with quarterly targets.

Column 11 The difference between columns 6 and 5.

Column 12 As a rule, the target for the budget year should indicate an improving trend over the accomplishments in current year. Any variance that may arise from current year's accomplishment versus the budget year's targets shall be disclosed/justified under the remarks column.

Upon effectivity of the GAA, in case there were any changes made by Congress i.e., decrease or increase on the NEP level, the OU/agency concerned shall submit a revised Physical Plan on or before January 07.

This shall be submitted to DBM on or before November 30 of the year.

FY _____ MONTHLY DISBURSEMENT PROGRAM
(In Thousand Pesos)

Department : _____
 Agency : _____
 Operating Unit : _____
 Organization Code (UACS) : _____

PARTICULARS	UACS CODE	TOTAL PROGRAM	TAX REM. ADVICE (TRA)	NET PROGRAM	FULL YEAR REQUIREMENT																	
					QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4				FULL YEAR	
					JAN	FEB	MAR	TOTAL	APR	MAY	JUN	TOTAL	JUL	AUG	SEPT	TOTAL	OCT	NOV	DEC	TOTAL	TOTAL	
1	2	3	4	5	6	7	8	9=6+7+8	10	11	12	13=10+11+12	14	15	16	17=14+15+16	18	19	20	21=18+19+20	22	
Part A																						
I. NOTICE OF CASH ALLOCATION																						
A. Fiscal Year's (FY) Budget																						
New GAA																						
Comprehensive Release																						
Specific Budget of National Govt. Agencies (Programs and Locally Funded Projects)																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
GOP Counterpart																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
Loan Proceeds																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
For Later Release																						
Specific Budget of National Govt. Agencies (Programs and Locally Funded Projects)																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
GOP Counterpart																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
Loan Proceeds																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
Automatic Appropriation																						
RLIP (PS)																						
Special Account in the General Fund (please specify)																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
Special Purpose Fund (Agency specific only)																						
PS																						
MOOE																						
CO																						
TOTAL PROGRAM, FY BUDGET																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						

NOTE: THE AGGREGATE SUM OF THE FOUR (4) QUARTERS PER COLUMN 22 MAY OR MAY NOT BE EQUAL TO THE PROGRAM, NET OF TRA

FY _____ MONTHLY DISBURSEMENT PROGRAM
(In Thousand Pesos)

Department _____
 Agency _____
 Operating Unit _____
 Organization Code (UACS) _____

PARTICULARS	UACS CODE	TOTAL PROGRAM	TAX REM. ADVICE (TRA)	NET PROGRAM	FULL YEAR REQUIREMENT																	
					QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4				FULL YEAR	
					JAN	FEB	MAR	TOTAL	APR	MAY	JUN	TOTAL	JUL	AUG	SEPT	TOTAL	OCT	NOV	DEC	TOTAL	TOTAL	
1	2	3	4	5	6	7	8	9=6+7+8	10	11	12	13=10+11+12	14	15	16	17=14+15+16	18	19	20	21=18+19+20	22	
B. Prior Year (PY) Obligation *																						
Prior Year Accounts Payable																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
Not yet Due and Demandable Obligations																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
TOTAL PROGRAM, PY OBLIGATION																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
TOTAL NCA PROGRAM																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
II. CASH DISBURSEMENT CEILING (For DFA and DOLE only)																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
III. NON-CASH AVAILMENT AUTHORITY																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
IV. TAX REMITTANCE ADVICE																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
V. OTHERS																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						
VI. TOTAL DISBURSEMENT PROGRAM																						
PS																						
MOOE																						
Fin Exp.(if applicable)																						
CO																						

FY _____ MONTHLY DISBURSEMENT PROGRAM
(In Thousand Pesos)

Department _____
 Agency _____
 Operating Unit _____
 Organization Code (UACS) _____

PARTICULARS	UACS CODE	TOTAL PROGRAM	TAX REM. ADVICE (TRA)	NET PROGRAM	FULL YEAR REQUIREMENT																	
					QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4				FULL YEAR	
					JAN	FEB	MAR	TOTAL	APR	MAY	JUN	TOTAL	JUL	AUG	SEPT	TOTAL	OCT	NOV	DEC	TOTAL	TOTAL	
1	2	3	4	5	6	7	8	9=6+7+8	10	11	12	13=10+11+12	14	15	16	17=14+15+16	18	19	20	21=18+19+20	22	
Part B Major Programs/Projects																						
KRA No. 1 - Anti-Corruption, Transparent, Accountable and Participatory Governance																						
Program Budgeting: MPP																						
Other Major Programs and Projects and monitored by the President through PMS PAP																						
...continue down to the last major PAP																						
...continue down to the last Program Budgeting																						
...continue down to the last KRA																						

Footnote: Please cite assumptions/parameters used

Prepared By: _____

Prepared By: _____

Approved By: _____

Budget Officer

Accountant *

Agency Head/Department Secretary

Date: _____

Date: _____

Date: _____

INSTRUCTIONS

1. The Monthly Disbursement Program (MDP) shall reflect the monthly disbursement requirements of agencies/operating units (OUs), by fund category. This shall be used by DBM as basis for determining the monthly level of NCAs/other disbursement authorities to be issued to agencies/OUs. In preparing the MDP, the agency/OU shall consider and disclose by footnote the following assumptions and other factors:
 - Seasonality (peak and slack times) of activities and other factors that will tend to influence programming, to wit:
 - PS** shall consider the timing on the grant of PS benefits e.g., March program shall include PIB, April program shall include Uniform Allowance and May program shall include one-half of the year-end benefits (YEB), as well as the November program.
 - MOOE** shall consider activities/work program that would require adjustments e.g. payment of rentals and procurement of supplies and materials.
 - CO** shall consider the schedule of work targets e.g., initial construction activities will only entail 15% mobilization cost and the balance shall be in accordance with the work program; purchase of equipment will require NCA only on the expected delivery date, not during procurement stage; construction of farm-to-market roads, irrigation projects and other infrastructure projects shall be scheduled during the first quarter of the year in consideration of our country's good weather condition.
 - For foreign-assisted projects (FAPs), the timing of the peso counterpart and loan proceeds (LP) components shall be synchronized i.e., cash portion of LP component shall depend on the expected receipt of the BTr certification on the availability of LP from the lending institution.
2. The total requirement under the MDP may or may not be equal to the department/agency/OU's total obligation program per Financial Plan (BED No. 1). The disbursement requirements of agency/OU shall be presented in the MDP by disbursement authority, by fund category, and by allotment class.
 - * **Notice of Cash Allocation (NCA)** requirements under:
 - Current Year Budget
 - Agency specific budget for the current year per NEP level, further disaggregated into "Comprehensive Release" and "For Later Release - Negative List" portions per Financial Plan;
 - Foreign Assisted Projects GOP Counterpart and Loan Proceeds;
 - Special Purpose Fund - Agency specific only (e.g., School Building Program and Miscellaneous Personnel Benefits Fund for creation/unfilled positions for DepEd);
 - Automatic Appropriations i.e., RLIP and Special Account in the General Fund.
 - Prior Year Obligation **(to be prepared by the Accountant)**
 - Prior Years' Accounts Payable - goods/services already delivered by the creditors to the agency but remained unpaid as of December 31.
 - Not Yet Due and Demandable Obligations - commitment/obligation covered with valid contract not yet delivered by the creditor as of December 31 but are projected to become **A/Ps during the Budget Year (actual as of September plus estimated obligation for the fourth quarter)**.
 - * **Cash Disbursement Ceiling (CDC)** for authorized disbursements charged against income collected and retained by the foreign service posts of DFA and DOLE.
 - * **Non-Cash Availment Authority (NCAA)** for the cost of goods and services paid directly by lending institutions to creditors of the NGAs/GOCCs implementing a foreign assisted project.
 - * **Tax Remittance Advice (TRA)** - The estimated requirements pertaining to remittance of taxes thru TRA shall be presented as a deduction to the total program under a separate column (Column 4). The estimated taxes shall be based on the following: For PS - 8% withholding tax for salaries; and for MOOE/CO - 5% withholding tax
 - * **Others for other tax expenditures such as Custom Duties and Taxes, BTr Documentary Stamp, etc**
3. Part B shall highlight the MDP for the Major Programs and Projects enrolled/attribution to the Budget Priorities Framework per NBM No. 119, and those committed to the President and whose outputs are being closely monitored by the Presidential Management Staff (PMS). These Major Programs and Projects must be duly aligned to any five (5) priority areas of spending of the government, otherwise known as the Key Results Areas (KRAs) pursuant to EO No. 43, as follows:
 - (1) Anti-Corruption, Transparent, Accountable and Participatory Governance;
 - (2) Poverty Reduction and Empowerment of the Poor and the Vulnerable;
 - (3) Rapid, Inclusive and Sustained Economic Growth;
 - (4) Just and Lasting Peace and Rule of Law; and
 - (5) Integrity of the Environment and Climate Change Mitigation and Adaption.
4. UACS Code, per COA-DBM-DOF Joint Circular No. 2013-1 dated 6 August 2013 shall be adopted.
5. The MDP shall be submitted to DBM on or before November 30 of the year. This form shall likewise be filed up separately and submitted to DBM to support SBRs covering Multi-User Special Purpose Funds e.g., Calamity Fund and e-Gov Fund.
6. In case there is necessity to modify the cash requirement estimates, the agency may submit a revised MDP **once** a year (not later than May 31), supported with justification.

**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- The agency's APP-CSE shall serve as the Agency Procurement Request.
- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Croquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurementservice.org or at app.psd@m@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)551-5116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: _____
 Organization Code (UACS) _____
 Region: _____
 Address: _____

Contact Person: _____
 Position: _____
 E-mail: _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BALLAST, 18 watts	piece																		0	66.77	-
2. BALLAST, 36 watts	piece																		0	71.03	-
14. TAPE, electrical	roll																		0	19.24	-
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box																		0	445.64	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box																		0	676.00	-
	cart																		0	3,785.60	-
3B2. MOUSE, optical, USB connection type	piece																		0	144.04	-
COMMON OFFICE SUPPLIES																					
1. ACETATE, gauge #3, 50m in length	roll																		0	561.60	-
2. AIR FRESHENER, 280mL/can	can																		0	89.44	-
	roll																		0	41.58	-

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	(07.11.13)	AMOUNT	
129. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll															0	148.72	-	
COMMON OFFICE DEVICES																			
1. BLADE, heavy duty cutter(1500), 10 pcs./pack	pack															0	8.30	-	
2. CUTTER, heavy duty	piece															0	29.62	-	
	piece															0	40.23	-	
13. WASTE BASKET, plastic	piece															0	26.00	-	
COMMON JANITORIAL SUPPLIES																			
1. BATHROOM SOAP, 70gms.	piece															0	22.88	-	
2. BROOM, soft (tambo)	piece															0	88.40	-	
																0		-	
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll															0	144.25	-	
LEGAL SIZE PAPER																			
1. PAPER, bond, Premium Grade	ream															0	98.28	-	
2. PAPER, mimeograph, Groundwood	ream															0	81.00	-	
																0		-	
5. PAPER, multcopy, legal, for laser printing	ream															0	121.18	-	
COMMON OFFICE EQUIPMENT																			
1. AIRPOT, 4.0 liters, w/ dispenser	unit															0	1,300.00	-	
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit															0	2,059.20	-	
	unit															0		-	
27. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru.	unit															0	1,037.92	-	
HANDBOOKS ON PROCUREMENT																			
HANDBOOK ON PUBLIC BIDDING DOCUMENTS,																			
8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																			
a. Procurement of Goods & Services, 110-115 pages	piece															0	32.24	-	
b. Procurement of Civil Works, 139-149 pages	piece															0	37.65	-	
c. Procurement of Consulting Services, 139-149 pages	piece															0	22.36	-	
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece															0	88.40	-	
e. for LGUs	piece															0	113.36	-	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(6th Edition), 6" x 9", 300 pages,	piece															0	39.52	-	
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece															0	13.52	-	
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), folkcote 12 w/ plastic lamination, one(1) set of four	set															0	130.00	-	

	Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	(07.11.13)	AMOUNT
2																	0		
FD																	0		
*Other Categories																	0		
1																	0		
10																	0		

C. GRAND TOTAL (A+B)

D. ADDITIONAL PROVISION FOR INFLATION (10% of GRAND TOTAL)

E. APPROVED BUDGET (C+D)

F. MONTHLY CASH REQUIREMENTS (In Pesos)

F.1 Available at Procurement Service																		0		
F.2 Other Items not available at PS but regularly purchased from other sources																		0		
TOTAL CASH REQUIREMENT																				

1/ Other categories that are not indicated herein
 2/ Prices are FD3 Manila Applicable for Items under A

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
 Certified Appropriate Funds Available:

Approved by:

 Property/Supply Officer

 Accountant

 Head of Office/Agency

Date: _____

Date: _____

Date: _____