



Date JUN 10 2020

CUSTOMS MEMORANDUM ORDER (CMO)
NO. 14-2020

MASTER COPY

SUBJECT: CREATION OF THE BUREAU OF CUSTOMS PROGRAM AND BUDGET ADVISORY COMMITTEE (PBAC) AND PROGRAM PERFORMANCE AND BUDGET EXECUTION REVIEW (PPBER)

Section 1. Scope. This Order covers the creation of the Bureau of Customs (BOC) PBAC and PPBER to further improve the management of its resources as it optimizes its utilization to support and sustain the strategic direction of the agency.

Section 2. Objectives.

- 2.1. To integrate and synchronize all the programs, activities, and projects (PAPs) of BOC to ensure that they are all aligned with the strategic roadmap of the BOC.
- 2.2. To track physical and financial performance as well as identify and address unworkable programs and correct deficiencies in the programming and budgeting process.
- 2.3. To improve transparency in the programming and utilization of resources.

Section 3. Structure.

- 3.1. Per Executive Order No. 127, s. 1986, the Financial Management Office, Internal Administration Group has direct supervision and control over the functions of planning, programming, budgeting, and disbursement of resources of the BOC.
- 3.2. The recent establishment of the Office for Strategy Management (OSM) and the Policy and Performance Review (PPR) to comply with the bureau's adoption of the Performance Governance System (PGS) framework further strengthened the overall planning processes of the Bureau.
- 3.3. Such strategic developments are hereby further supplemented in order for the Bureau to be more effective and efficient in optimizing available resources by integrating and synchronizing all

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programs, activities, and projects (PAPs) of all offices, ports, and sub-ports to ensure that they are all aligned with the strategic direction of the Bureau.

Section 4. Creation of Program and Budget Advisory Committee. A Program Budget and Advisory Committee (PBAC) is hereby established to assist in the systematic process in planning, programming, budgeting, and performance review and assessment for the limited resources among competing priorities across the wide range of BOC requirements. It shall be organized with the following composition and functions:

4.1. BOC PBAC Composition.

Chairperson	Deputy Commissioner, IAG
Vice-Chairperson	Director, FMO
Members	Chief, Accounting Division
	Chief, Budget Division, FMO, IAG
	Chief, Planning & Policy Research Division, FMO, IAG
	Chief, Personnel Matter Section, Human Resource Management Division, AO, IAG
	Chief, General Services Division, AO, IAG
	Chief, Interim Training & Development Division, AO, IAG
	Administrative Officer, Office of the Deputy Commissioner, AOCG
	Special Disbursing Officer, Office of the Deputy Commissioner, RCMG
	Chief, Administrative and Support Unit, IG
	Focal Person for Budget and Procurement, Office of the Deputy Commissioner, EG
	Chief, Planning & Management Information Division, PSDS, MISTG
	Administrative Officer, Office of the Assistant Commissioner, PCAG
Alternate Members	Designated Key Personnel of the Groups
Secretariat	FMO

4.2. BOC PBAC Functions.

4.2.1. Assist the Commissioner in coordinating and integrating the planning, programming, budgeting and execution,

and program performance review and assessment activities of the BOC;

- 4.2.2. Act as a reviewing body on matters pertaining to Program Performance and Budget Execution Reviews;
- 4.2.3. Recommend policies, objectives and goals in accordance with the current and future programs, and priority guidance;
- 4.2.4. Establish rational balance between objectives and resources; and
- 4.2.5. Review the results of operations and recommend revision(s) in BOC's **Annual Procurement Plan (APP)** to maintain optimum balance between resources and objectives.

4.3. Tasks.

4.3.1. Chairperson, BOC PBAC

- a. Preside over meetings/deliberations of the **PBAC**;
- b. Orchestrate and consolidate the programs and projects of the Bureau with approved allocations;
- c. Orchestrate the budget execution and advance procurement procedures to ensure timely completion of the procurement process;
- d. Recommend policies, objectives, and work costs in accordance with Bureau's priorities through the implementation of programs, projects and activities;
- e. Review and integrate program and budget directives;
- f. Ensure execution and delivery of services, outputs and outcomes according to the program of implementation; and
- g. Periodically review the results of operation and when appropriate, recommend revision to operating

programs and budget in order to maintain balance in operations and to ensure accomplishment of priority mission with available resources.

4.3.2. Vice-Chairperson, BOC PBAC

- a. Assist the Chairperson, PBAC during meetings/deliberations of the committee;
- b. Provide the Chairperson, PBAC with data to be deliberated in connection with their functional purview; and
- c. Sit as member of the committee in any meeting/deliberation when not acting as Vice-Chairperson under functional purview.

4.3.3. Member, BOC PBAC

- a. Assist the Chairperson, PBAC in coordinating and integrating the programming and budgeting activities;
- b. Serve as adviser concerning respective functional areas;
- c. Oversee and monitor the budget utilization, program and project implementation, administration and management of the Bureau's appropriations, and ensure prompt execution of the budget for the year;
- d. Ensure execution and delivery of services, outputs, and outcomes according to the program of implementation;
- e. Identify by the end of each quarter, programs and projects with historical trends of low disbursement rates and those with anticipated delays;
- f. Come up with delivery and execution strategy to address the anticipated bottlenecks and delays of these programs and projects;

- g. Ensure quarterly monitoring and evaluation of project execution to facilitate remedial measures; and
- h. Conduct quarterly conference for monitoring, review, and evaluation of BOC's budget utilization and implementation of PAPs.

4.3.4. Secretariat, BOC PBAC

- a. Initiate and manage the conduct of PBAC meetings;
- b. Issue Conference Notices for and in behalf of the Chairman;
- c. Prepare and provide necessary reference materials;
- d. Record and prepare the minutes of all PBAC meetings;
- e. Keep the records and other documents pertaining to the activities of the PBAC;
- f. Coordinate all administrative/logistical requirements of BOC PBAC activities;
- g. Invite resource persons to attend during deliberations/conferences of the committee as directed;
- h. Initiate the annual and quarterly deliberation of the Bureau's required specific deliverables as stated in the Unified Reporting System (URS) prior to the approval of the Commissioner; and
- i. Perform other functions as the Chairman may direct.

PBAC shall be replicated in the port and sub-port levels. As such, the respective Port District Collectors and Sub-Port Collectors shall determine its composition, with the functions and tasks aligned with those of BOC PBAC.

Section 5. Program Performance and Budget Execution Review. A Program Performance and Budget Execution Review (PPBER) is hereby established which shall

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account on the physical and financial performance on a quarterly, semi-annual, and annual basis highlighting the progress of implementation and the financial support provided to achieve set targets. This is based on Annual Procurement Plan/Budget Execution Documents, and Budget and Financial Accountability Reports (APP/BEDs and BFARs). The PPBER written and oral reports focus and structure shall have the following guidelines:

5.1. Written Report – shall be guided by the prescribed outline with the required enclosures and templates (**See Annex A**).

5.1.1. The Written Report shall provide the detailed discussion of the Oral Report; thus, all physical and financial figures in the Oral Report shall be with the Written Report. However, the physical and financial figures from the BFARs shall prevail during the assessment and evaluation of the PPBER Reports in instances where inconsistencies are encountered.

5.1.2. Submission of enclosures not included in the required enclosures for PPBER Written Report but deemed necessary is encouraged.

5.2. Oral Report – shall be guided by the prescribed outline and templates for the oral presentation (**See Annex B**).

5.2.1. The Program Expenditure Classification (PREXC) Structure shall be based on the current year Department of Budget and Management (DBM)-approved agency organizational outcomes per program and sub-program with corresponding agency output and outcome indicators. The presentation shall include the GAA Budget based on Budget Structure.

5.2.2. The contents for the **Annual Expenditure Program** shall be in accordance with the APP and/or BED Numbers 1 and 2.

5.2.3. The contents for the **Financial Performance** shall be in accordance with the **Adjusted Appropriations, Budget Utilization** (Obligation to Allotment, and Disbursement to Obligation) and **Notice of Cash Allocation (NCA) Utilization** (NCA Utilized to NCA Releases), as of the period in review. (Note: *The particulars/details of the financial performance in the oral*

presentation shall be indicated and verified in the Written Report and Financial Accountability Reports (FARs).

The following is the financial performance threshold based on appropriations for the period in review:

Performance Parameters	Period in Review	Threshold	
		Annual	Quarterly Program
Disbursement to Obligation	1 st Quarter	20%	96% - 98%
	Semi-Annual	40%	
	As of 3 rd Quarter	60% - 70%	
	Annual	90% - 95%	98% - 100%
Obligation to Allotment	1 st Quarter	25%	96% - 98%
	Semi-Annual	50%	
	As of 3 rd Quarter	75%	
	Annual	98% - 100%	98% - 100%

Performance Parameters	Period in Review	Threshold	
		Annual	Quarterly Program
Disbursement to Obligation	1 st Quarter	20%	96% - 98%
	Semi-Annual	40%	
	As of 3 rd Quarter	60% - 70%	
	Annual	90% - 95%	98% - 100%
Obligation to Allotment	1 st Quarter	25%	96% - 98%
	Semi-Annual	50%	
	As of 3 rd Quarter	75%	
	Annual	98% - 100%	98% - 100%

If financial performance is less than the performance threshold, please indicate reason (be as specific as possible).

- a. **NCA Utilization** – This shall be based on FAR as of the period in review.

The following is the financial performance threshold for NCA utilization for a period in review:

Performance Parameters	Period in Review	Threshold
NCA Utilization (Disbursement to NCA Releases)	For the period in review	96% - 98%

- b. **Status of Funds Allocated to Ports and Sub-Ports** – This shall highlight utilization as of the period in review.
- c. **Status of Capital Outlay Funds** – This shall emphasize utilization and corresponding rate of project completion as of the period in review.
- d. **Status of Special Account in the General Fund** – This shall include utilization of the Super Green Lane Fund and the Non-intrusive Container Inspection System Project Fund as of the period in review.
- e. **Status of Continuing Appropriations** – This shall highlight utilization as of the period in review.
- f. **Status of Disbursements and Liquidations of Cash Advances and Interagency Transferred Funds (IATF)** – This shall include the following **ageing of funds** as of the period in review: Less than one (1) year; More than one (1) year but less than three (3) years; More than three (3) years but less than five (5) year; and, More than five (5) years.

Status of IATF shall highlight funds transferred to implementing bureaus and agencies, as source agencies, and from departments and agencies, as implementing agencies. This shall, likewise, include the status of IATF to or prepayments in favor of

Philippine International Trading Corporation (PITC) and Procurement Service-Department of Budget and Management (PS-DBM).

- g. Status of Compliance to Commission on Audit (COA) Findings and Recommendations** – This shall be based on the Annual Audit Report and annual Agency Action Plan and Status of Implementation (AAPSI) for current year's COA audit findings and recommendations, as evaluated by COA. Offices/ports/sub-ports shall report actions taken/status on their respective Audit Observations Memorandum (AOMs) prior to consolidation.
- h. Projected Obligations for 3rd and 4th Quarters** – This shall highlight major expense items and shall, as much as practicable, identify specific programs/projects as of the period in review.
- i. Inventory of Bank Accounts (MDS Accounts)** – This shall highlight bank, account number, purpose, book and bank balances, and reason/s for any discrepancy as of the period in review.
- j. The Catch-Up Plans**, if any, shall highlight specific measures to improve spending.

5.2.4. The contents for the **Physical Performance** shall be in accordance with the APP and/or BED Number 2 as of the period in review. (Note: *The presentation shall stress the variance analysis for Physical Performance*).

The following shall be based on APP targets, and supported by the corresponding tables:

- a. Personnel Fill-Up** – This shall highlight targets and actual accomplishments according to salary grade.
- b. Status of Training** – This shall highlight targets and actual accomplishments according to type of training.

- c. **Status of Repair and Maintenance of Buildings and Other Structures** – This shall highlight targets and actual accomplishments on the repair and maintenance of buildings and other structures.
- d. **Status of Repair and Maintenance of Machinery and Equipment** – This shall highlight targets and actual accomplishments on the repair and maintenance of machinery and equipment.
- e. **Status of Repair and Maintenance of Furniture and Fixtures** – This shall highlight targets and actual accomplishments on the repair and maintenance of furniture and fixtures.
- f. **Status of FOL and Ammunition** – This shall highlight programmed targets and actual accomplishment on FOL and Ammunition, respectively.
- g. **Status of Procurement Projects/Activities** – This shall be based on the APP of the current year's budget. This shall highlight targets and actual number of projects/activities conducted, respectively, per mode of procurement. This shall show the overall physical performance of the Bureau in relation to its procurement activities.
- h. **Status of GAD Implementation** – This shall highlight total number of targets and actual number conducted of client-focused and organization-focused activities, respectively, on GAD accomplishment. This shall show the overall physical performance of the Bureau in relation to its GAD implementation.

5.2.5. Tasks.

- a. **Deputy Commissioner, IAG** – provide full authority and oversight over the BOC PPBER reporting and its deliverables prior to its submission and presentation to the Commissioner.

b. Director, FMO

- i. Have direct accountability and responsibility to the Deputy Commissioner, IAG in terms of the submission and presentation of respective PPBER reports;
- ii. Ensure, through the BOC PBAC, the development and implementation of the PPBER;
- iii. Initiate the conduct of an effective performance review of major programs and projects based on the 10-Point Priority Program;
- iv. Initiate the conduct of management reviews of physical and financial performance during budget execution;
- v. Ensure the timely submission of Quarterly, Semi-Annual, and Annual PPBER reports to the Commissioner;
- vi. Initiate the conduct of the BOC PPBER prior to the presentation of same to the Commissioner;

c. BOC PBAC

- i. Assist the Deputy Commissioner, IAG in the conduct of the PPBERs and reporting prior to its submission and presentation to the Commissioner.
- ii. Review and assess respective functional concern and supervision on matters arising from the BOC-Wide PPBER reporting.

d. Accounting and Budget Divisions, FMO

- i. Prepare and consolidate all PPBER-required data such as Budget and Financial Accountability Reports (BFARs) and enclosures, and other financial-related data;

- ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

e. Planning and Policy Research Division, FMO

- i. Prepare and consolidate all PPBER-required data such as Physical Report, and other planning and programming-related data;
- ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

f. General Services Division, AO

- i. Prepare and consolidate all PPBER-required data such as Annual Procurement Plan, and other procurement-related data;
- ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

g. Human Resource Management Division, AO

- i. Prepare and consolidate all PPBER-required data such as Personnel Fill-Up, and other personnel-related data;
- ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

h. Interim Training and Development Division, IAG

- i. Prepare and consolidate all PPBER-required data such as Status of Training, and other training-related data;

ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

i. AOCG, RCMG, IG, EG, MISTG, and PCAG

i. Prepare and consolidate all PPBER-required data under respective functional areas;

ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

j. Ports and Sub-Ports

i. Prepare and consolidate all PPBER-required data under respective areas of responsibility;

ii. Provide responsive support and perform other functions as may be directed to effectively implement the PPBER reporting and its deliverables.

Section 6. Periodic Review. Unless otherwise provided, this CMO shall be subject to review every three (3) years, and be amended or revised, if necessary.

Section 7. Separable Clause. If any part of this CMO is declared unconstitutional or contrary to existing laws, rules and regulations, the other parts not so declared shall remain in full force and effect.

Section 8. Effectivity. This CMO shall take effect immediately.

REY LEONARDO B. GUERRERO
Commissioner

JUN 10 2020



BOC-02-02077

FORMAT FOR THE WRITTEN REPORT FOR THE BOC PPBER

Quarterly, Semi-Annual, and Annual

- I. Executive Summary
- II. Discussions by Each Enclosure
 - A. Physical Performance
 - B. Financial Performance
- III. Discussions of Accomplishments based on APP Guidelines (Semi-Annual and Annual)
- IV. Assessment and Recommendation

Enclosures: (by Focused Area)

Financial Performance (Requirement for Consolidation of AD)

- Enclosure 1 - Financial Statements (Appropriations, Allotments, Obligations, and Disbursements) Based on Budget Structure
- Enclosure 2 - NCA Utilization
- Enclosure 3 - Status of Funds Released to Ports and Sub-Ports
- Enclosure 4 - Status of Capital Outlay Funds
- Enclosure 5 - Status of Special Account in the General Fund
- Enclosure 6 - Status of Continuing Appropriations
- Enclosure 7 - Status and Ageing of Cash Advances
- Enclosure 8 - Status and Ageing of Interagency Fund Transfer
- Enclosure 9 - Status of Compliance to COA Findings and Recommendations
- Enclosure 10 - Projected Obligations, 3rd and 4th Quarters
- Enclosure 11 - Inventory of Bank Accounts – MDS Accounts (Semi-Annual and Annual Report)

Physical Performance (Requirement for Consolidation of PPRD)

- Enclosure 1 - Personnel Fill-Up
- Enclosure 2 - Status of Training
- Enclosure 3 - Status of Repair and Maintenance of Buildings and Other Structures
- Enclosure 4 - Status of Repair and Maintenance of Machinery and Equipment
- Enclosure 5 - Status of Repair and Maintenance of Furniture and Fixtures
- Enclosure 6 - Status of FOL and Ammunition
- Enclosure 7 - Status of Procurement Projects / Activities based on APP
- Enclosure 8 - Status of GAD Implementation

Annex B of the BOC PPBER Guidelines

OUTLINE OF THE ORAL PRESENTATION FOR THE BOC PPBER

Quarterly, Semi-Annual and Annual

- Mandate
- Program Expenditure Classification (PREXC) Structure
- Annual Expenditure Program
- **Financial Performance (For the period in review)**
 - Financial Statements (Appropriations, Allotments, Obligations, and Disbursements) Based on Budget Structure
 - NCA Utilization
 - Status of Funds Released to Ports and Sub-Ports
 - Status of Capital Outlay Funds
 - Status of Special Account in the General Fund
 - Status of Continuing Appropriations
 - Status and Ageing of Cash Advances
 - Status and Ageing of Interagency Fund Transfer
 - Status of Compliance to COA Audit Findings and Recommendations
- **Physical Performance (For the period in review)**
 - Personnel Fill-Up
 - Status of Training
 - Status of Repair and Maintenance of Buildings and Other Structures
 - Status of Repair and Maintenance of Machinery and Equipment
 - Status of Repair and Maintenance of Furniture and Fixtures
 - Status of FOL and Ammunition
 - Status of Procurement Projects based on APP
 - Status of GAD Implementation

Semi-Annual

- Projected Obligations for 3rd and 4th Quarters of Major line items and/or P/A/P
- Inventory of Bank Accounts – MDS Accounts
- Catch-Up Plans, if any

Annual

- Assessments and Recommendations

Program Performance and Budget Execution Review/Report
(BOC – 2020)

A. Financial Performance Templates - Enclosures

1. Financial Statements (Appropriations, Allotments, Obligations, and Disbursements) based on Budget Structure

Particulars	Appropriation	Allotment	Obligation		Disbursement	
			Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)	Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)
1 Agency Specific Budget						
1.1 GAS						
1.1.1 Project / Activity						
1.1.1.1 PS						
1.1.1.2 MOOE						
1.1.1.3 CO						
Sub-Total						
Total						

Particulars	Appropriation	Allotment	Obligation		Disbursement	
			Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)	Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)
1.2 Opns						
1.2.1 Org'l Outcome						
1.2.1.1 Prog						
1.2.1.1.1 Sub-Program						
1.2.1.1.1.1 PS						
1.2.1.1.1.2 MOOE						
1.2.1.1.1.3 CO						
Sub-Total						
Total						

Particulars	Appropriation	Allotment	Obligation		Disbursement	
			Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)	Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)
2. Special Purpose Fund (SPF)						

2.1 GAS						
2.1.1 PS (Pls specify)						
2.1.2 MOOE (Pls specify)						
2.1.3 CO (Pls specify)						
Total						
2.2 Opns						
2.2.1 PS (Pls specify)						
2.2.2 MOOE (Pls specify)						
2.2.3 CO (Pls sprcify)						
Total						
Overall Total						

Particulars	Appropriation	Allotment	Obligation		Disbursement	
			Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)	Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)
3. Automatic Appropriations						
3.1 GAS						
3.1.1 PS (Pls specify)						
3.1.2 MOOE (Pls specify)						
3.1.3 CO (Pls specify)						
Total						
3.2 Opns						
3.2.1 PS (Pls specify)						
3.2.2 MOOE (Pls specify)						
3.2.3 CO (Pls sprcify)						
Total						
Overall Total						

Particulars	Appropriation	Allotment	Obligation		Disbursement	
			Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)	Program (Based on BED) (As of the Quarter Reported)	Actual (Based on FAR) (As of the Quarter Reported)
4. Supplemental Appropriations						
4.1 GAS						
4.1.1 PS (Pls specify)						
4.1.2 MOOE (Pls specify)						
4.1.3 CO (Pls specify)						
Total						
4.2 Opns						
4.2.1 PS (Pls specify)						

4.2.2 MOOE (Pls specify)						
4.2.3 CO (Pls specify)						
Total						
Overall Total						

2. NCA Utilization (NCA Releases vs Disbursements)

Month	NCA Release (A)	Disbursement / NCA Utilized				Unutilized NCAs (A-E)=(F)	Utilization Rate (%) (E/A)=(G)	Reason/s for Underspending/O verspending (If Utilization is below 95% /above 100%)
		LDDAP (B)	ADA (C)	MDS (D)	Total (B+C+D)=(E)			
Jan								
Feb								
Mar								
Total (1 st Qtr)								
Apr								
May								
Jun								
Total (2 nd Qtr)								
Jul								
Aug								
Sep								
Total (3 rd Qtr)								
Oct								
Nov								
Dec								
Total (4 th Qtr)								
Grand Total								

3. Status of Funds Released to Ports and Sub-Ports

Month	Appropriation	Allotment	Obligation		Disbursement		Reason/s for Underspending/ Overspending (if DR is below 95% /above 100%)
			Amount	% To Allot ment	Amount	% To Obliga tion	
Jan							
Feb							
Mar							
Total (1 st Qtr)							
Apr							
May							
Jun							
Total (2 nd Qtr)							
Jul							
Aug							
Sep							
Total (3 rd Qtr)							
Oct							
Nov							

Dec							
Total (4 th Qtr)							
Grand Total							

4. Status of Capital Outlay Funds

Particulars	Appropriation	Allotment	Obligation		Disbursement		Completion Rate
			Amount	% To Allotment	Amount	% To Obligation	
1. Construction of Customs Building at the Port of Cagayan De Oro							
2. Virtual Desktop Infrastructure (MISTG Project)							
3. Construction of Customs Building at the Port of Iloilo							
Total							

5. Status of Special Account in the General Fund

Particulars	Appropriation	Allotment	Obligation		Disbursement	
			Amount	% To Allotment	Amount	% To Obligation
1. Super Green Lane (SGL) Fund						
2. Non-intrusive Container Inspection System Project (NCISP) Fund						
Total						

6. Status of Continuing Appropriations

Particulars	2019 Balance	2020 Obligation		2020 Disbursement	
		Amount	% To Balance	Amount	% To Obligation
Travel (Local)					
Travel (Foreign)					
ICT Training					
Training and Seminar					
Office Supplies					
Accountable Forms					
Medical, Dental, and Laboratory					
Fuel, Oil, and Lubricants					
Semi-Expendable Machinery					
Semi-Expendable					

Office Equipment					
Semi-Expendable ICT Equipment					
Semi-Expendable Furniture and Fixtures					
Semi-Expendable Books					
Semi-Expendable Communication					
Semi-Expendable Military, Police					
Water					
Electricity					
Postage and Courier Services					
Telephone – Landline					
Telephone Mobile					
Internet Subscription					
Advertising					
Printing and Publication					
Rents – Buildings and Structures					
Rents – Office Equipment					
Transportation and Delivery					
ICT Subscription					
Subscription					
Other Subscription					
Auditing Services					
Environment/Sanitary Services					
Other General Services					
Janitorial					
Other Professional Services					
Repair and Maintenance – Buildings & Structures					
Repair and Maintenance – Machinery					
Repair and Maintenance – Office Equipment					
Repair and Maintenance – ICT Equipment					
Repair and Maintenance – Motor Vehicles					
Repair and Maintenance – Furniture & Fixtures					
Extraordinary and Miscellaneous					
Taxes, Duties, and Licenses					
Fidelity Bond Premiums					
Insurance Expenses					
Insurance					
Total					

7. Status and Ageing of Cash Advances

Fund	Beginning Balance (as of 01 Jan of the year in review) (A)	Disbursements/ New Cash Advances (for the period in review) (B)	Liquidations (for the period in review) (C)	Outstanding Balance (as of the period in review) (D)=(A+B)-C (D)=E+F+G+H	Ageing			
					Less than 1 year (E)	More than 1 year but less than 3 years (F)	More than 3 years but less than 5 years (G)	More than 5 years (H)
Local Travel								
Foreign Travel								
SDOs								
Others (pls specify)								
Total								

8. Status and Ageing of Inter-agency Transferred Funds

Fund (Specify Implementing agencies)	Total Transfer	Beginning Balance (as of 01 Jan of the year in review) (A)	Disbursements/ New Transfers (for the period in review) (B)	Liquidations (for the period in review) (C)	Outstanding Balance (as of the period in review) (D)=(A+B)-C (D)=E+F+G+H	Ageing			
						Less than 1 year (E)	More than 1 year but less than 3 years (F)	More than 3 years but less than 5 years (G)	More than 5 years (H)
PS-DBM									
PITC									
Others (pls specify)									
Total									

9. Status of Compliance to COA Findings and Recommendations

Particulars	Prior Year's COA Findings and Recommendations			
	Total	Status of Implementation		
		Fully Implemented	Partially Implemented	To Be Implemented
Financial (Pls. specify)				
2017 below				
2018				
2019				
Operations (Pls. specify)				
2017 below				
2018				
2019				
TOTAL				
Percentage (%)				

10. Projected Obligations, 3rd and 4th Quarters

FOL (Pls. specify)																			
Ammunition (Pls. specify)																			
Total																			

7. Status of Procurement Projects / Activities based on APP

Mode of Procurement	Physical Performance			Financial Performance		
	Target (A)	Actual (B)	% B/A=(C)	Target (D)	Actual (E)	% E/D=(F)
Public Bidding						
Direct Contracting						
Negotiated Procurement						
Agency-to-Agency						
Shopping						
Small Value						
Pre-Payment						
- PS-DBM						
- PITC						
Others (Pls. specify)						
TOTAL						

8. Status of GAD Implementation

Particular	Physical Performance			Financial Performance		
	Program (A)	Actual (B)	% B/A=(C)	Program (D)	Actual (E)	% E/D=(F)
Client-Focused						
Organization-Focused						
TOTAL						