

**PROPOSED WORK AND FINANCIAL PLAN FOR CY 2022 (TIER 1)
Mines and Geosciences Bureau - REGIONAL OFFICE NO. VI**

P A P Code / Component Activity Statement	PERFORMANCE INDICATOR (UWM)	Key Program Code (UACS)	PHYSICAL TARGET					GROSS TOTAL (PS, MOOE, CO)	DETAILED OBLIGATIONS, BY OBJECT OF EXPENDITURES (in P'000)																															
			Q1	Q2	Q3	Q4	TOTAL		PERSONAL SERVICES (with RLIP)					CAPITAL OUTLAY					MAINTENANCE AND OTHER OPERATING EXPENSES (MODE)					MANDATORY EXPENSES					IMPOSITION					NET BUDGET ALLOCATION						
									Q1	Q2	Q3	Q4	TOTAL	Q1	Q2	Q3	Q4	TOTAL	Q1	Q2	Q3	Q4	TOTAL	Q1	Q2	Q3	Q4	TOTAL	Q1	Q2	Q3	Q4	TOTAL	Q1	Q2	Q3	Q4	TOTAL		
GRAND TOTAL - FUND 101 (REGULAR FUND)							55,878	7,716	10,137	7,719	10,340	35,912	-	-	-	-	-	4,429	5,116	5,973	4,448	19,966	2,109	1,853	2,000	1,870	7,832	100	290	57	897	1,344	2,220	2,973	3,916	1,681	10,790			
A.01	GENERAL ADMINISTRATION AND SUPPORT	1000000000000000					16,447	2,982	3,933	2,983	4,034	13,932						529	802	543	641	2,515	345	321	326	308	1,300	100	290	57	177	624	84	191	160	156	591			
A.01.a	General Management and Supervision	10000100001000																																						
1	Administrative Services						1,865											355	641	376	493	1,865	171	160	159	160	650	100	290	57	177	624	84	191	160	156	591			
	Management and Administrative Support																																							
	Participation to various special events	Special Orders and memoranda prepared (no.)		1	1	1	1	4																																
	Public Assistance Desk	Clients served (no.)		3	3	3	3	12																																
		Survey Report on complaint/feedback received (no.)		3	3	3	3	12																																
		Signage installed and lounge maintained (no.)		0	0	0	1	1																																
	Property Management	Monthly accomplishment report prepared (no.)		3	3	3	3	12																																
		Inventory for PPE 2021 conducted (no.)		0	0	0	1	1																																
		Inventory report of PPE prepared (no.)		1	0	0	0	1																																
		Inventory of vehicles conducted (no.)		1	0	0	0	1																																
		Office building and its contents insured (no.)		0	0	0	1	1																																
		Inventory Report of Common Use Supplies and Materials prepared (no.)		1	0	1	0	2																																
		Appraisal Report of Unserviceable Equipment and Semi-Expendable Items prepared (no.)		0	0	0	1	1																																
		Disposal of Unserviceable Equipment and Semi-Expendable Items conducted (no.)		0	0	0	1	1																																
	Implementation of Procurement	Updated APP for Non-CSE based on approved GAA FY 2021 prepared (no.)		1	0	0	0	1																																
		Indicative APP for Non-CSE FY 2022 prepared (no.)		0	0	1	0	1																																
		APP-CSE FY 2022 prepared (no.)		0	0	0	1	1																																
		Early procurement conducted (no.)		0	0	0	1	1																																
		PhilGEPS posting compiled for FY 2020 (no.)		1	0	0	0	1																																
		Procurement Monitoring Report prepared (no.)		1	0	1	0	2																																
	Records Management	Monthly Accomplishment Report prepared (no.)		3	3	3	3	12																																
		Freedom of Information (FOI) Reports prepared (no.)		3	3	3	3	12																																
	Cash Management	Monthly Accomplishment Report prepared (no.)		3	3	3	3	12																																
		Report of Advice to Debit Account Issued (RADAI) prepared (no.)		6	6	6	6	24																																
		Report of Deposited Collection (RDC) prepared (no.)		6	6	6	6	24																																
	Motor Vehicle Operation and Maintenance	Maintenance, Housekeeping, Building and Ground Improvement		0	0	0	0	0																																
	Motor Vehicle Operation and Maintenance	Vehicles repaired (no.)		0	0	0	0	0																																
		Vehicles maintained (no.)		0	0	0	1	1																																
		Vehicles insured and registered (no.)		0	0	0	1	1																																
	Building maintenance and ground improvement Program	Monthly accomplishment report prepared (no.)		0	0	0	0	0																																
		Office Building constructed (Phase _ of _)		0	0	0	0	0																																
		Office Building maintained (no.)		0	0	0	0	0																																
		Furniture and fixtures repaired (no.)		0	0	0	0	0																																
		Office equipment repaired (no.)		0	0	0	1	1																																
		Office equipment maintained (no.)		0	0	0	1	1																																
		Survey equipment repaired (no.)		0	0	0	0	0																																
		Survey equipment maintained (no.)		0	0	0	1	1																																
	Housekeeping Program	Maintenance of Fire Extinguishers conducted (no.)		1	1	1	1	4																																
	Human Resource Management	Monthly accomplishment report prepared (no.)		3	3	3	3	12																																
	Recruitment and Selection	Appointment Paper and its supported documents prepared (no.)		0	0	0	1	1																																
	Youth, Senior Citizens and Persons With Disabilities	Monthly Accomplishment Report prepared (no.)		0	0	0	0	0																																
		Youth, SC, PWD Plans and Program prepared (no.)		1	0	0	0	1																																
2	Financial Management Services						557																																	
	Budget Proposals	Forward Estimates submitted (no.)		0	0	1	0	1																																
	Budget Proposals and Report Forms	Proposed budget report submitted to DBM (no.)		27	0	0	0	27																																
	Proposal to Senate / Congress																																							

