

**PROGRAMMED APPROPRIATION AND OBLIGATION
BY OBJECT OF EXPENDITURE**

OFFICE/SPECIAL PURPOSE APPROPRIATIONS:

OFFICE OF THE GENERAL SERVICES OFFICER

Object of Expenditure	Account Code	Past Year 2011 (Actual)	Current Year 2012 (Estimate)	Budget Year 2013 (Proposed)
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1.0 Current Operating Expenditures

1.1 Personal Services

Salaries and Wages – Regular	1061 70	10,590,562.30	12,018,348.00	12,942,108.00
	- 1			
Overtime/Night Pay	1061 72	583,731.88	200,000.00	200,000.00
	- 3			
PERA	1061 71	2,290,265.57	2,616,000.00	2,544,000.00
	- 1			
Representation Allowance	1061 71	62,700.00	62,700.00	62,700.00
	- 3			
Transportation Allowance	1061 71	62,700.00	62,700.00	62,700.00
	- 4			
Clothing and Uniform Allowance	1061 71	384,000.00	545,000.00	530,000.00
	- 5			
Productivity Enhancement Incentive	1061 71	3,014,000.00	218,000.00	212,000.00
	- 7			
Cash Gift	1061 72	475,000.00	545,000.00	530,000.00
	- 4			
Year-End Bonus	1061 72	912,294.00	1,001,529.00	1,078,509.00
	- 5			
Life & Ret. Ins. Premiums	1061 73	1,261,188.75	1,442,203.00	1,553,054.00
	- 1			
PAG-IBIG Contribution	1061 73	114,000.00	130,800.00	127,200.00
	- 2			
PHILHEALTH Contribution	1061 73	120,210.01	359,700.00	388,264.00
	- 3			
ECC Contribution	1061 73	101,357.34	130,800.00	127,200.00
	- 4			
Terminal Leave Benefits	1061 74	56,689.72	-	-
	- 2			
Other Personnel Benefits	1061 74	1,044,517.60	95,765.00	103,125.00
	- 9			
TOTAL PERSONAL SERVICES:		21,073,217.17	19,428,545.00	20,460,860.00

1.2 Maintenance and Other Operating Expenses

Travelling Expenses - Local	1061 75	72,642.00	165,600.00	145,728.00
	- 1			
Office Supplies Expenses	1061 75	297,402.00	368,000.00	323,840.00
	- 5			
Gasoline, Oil and Lubricants Expenses	1061 76	28,821,527.15	17,898,042.00	15,750,276.96
	- 1			
Telephone Expenses - Landline	1061 77	34,277.09	20,000.00	20,000.00
	- 2			
Telephone Expenses - Mobile	1061 77	12,000.00	12,000.00	12,000.00
	- 3			
Repair and Maintenance - Office Equipment	1061 82	4,600.00	20,000.00	17,600.00
	- 1			
Repair and Maintenance - IT Equipment and Software	1061 82	9,200.00	30,000.00	26,400.00
	- 3			
Repair and Maintenance - Construction and Heavy Equipment	1061 83	3,797,999.33	3,000,000.00	2,640,000.00
	- 0			
Repair and Maintenance - Motor Vehicles	1061 84	5,051,416.25	3,000,000.00	2,640,000.00
	- 1			
Insurance Expenses	1061 89	1,447,520.27	3,000,000.00	2,640,000.00
	- 3			
Other Maintenance. and Operating Expenses	1061 96	675,964.00	50,000.00	44,000.00
	- 9			
TOTAL MAINT. AND OTHER OPERATING EXPENSES:		40,224,548.09	27,563,642.00	24,259,844.96

2.0 Capital Outlay

NONE

TOTAL CAPITAL OUTLAY: - - -

3.0 Financial Expenses

NONE

TOTAL FINANCIAL EXPENSES

TOTAL APPROPRIATION:	61,297,765.26	46,992,187.00	44,720,704.96
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Prepared
:

Reviewed:

Approved:

JOCELYN G. GO, CE
Engineer IV

ERNESTO E. VARRERA
City Budget Officer

RAMON D. TORRES
City Mayor

PERSONNEL SCHEDULE

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OFFICE: **OFFICE OF THE CITY
GENERAL SERVICES
OFFICER**

Item Number	Position Title	Name of Incumbent	Current Year 2012 Authorized Rate/Annum		Budget Year 2013 Proposed Rate/Annum		Increase/Decrease
			SG/ Step	Amount	SG/ Step	Amount	

**ADMINISTRATIVE
MANAGEMENT**

1	GENERAL SERVICES OFFICER	- V a c a n t -	25/1	534,072.00	25/1	534,072.00	-
2	STOREKEEPER III	M e l c a J a y o n a	9/6	180,600.00	9/7	182,952.00	2,352.00
3	CLERK I	M a r y j o e N . S e p i d a	3/3	112,584.00	3/3	112,584.00	-
4	UTILITY WORKER I	M a . D i o n e l a J u a r e z	1/5	99,420.00	1/6	100,704.00	1,284.00
5	UTILITY WORKER I	R o s a l i n d a N o b l e	1/6	100,704.00	1/6	100,704.00	-
<u>SUPPLY AND PROPERTY MANAGEMENT</u>							
6	SUPPLY OFFICER II	N o e l	14/5	252,780.00	14/6	256,032.00	3,252.00

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7	BUYER V	R a y m u n d o R o d r i g o	13/7	241, 896. 00	13 /7	241,896.00	-
8	MECHANICAL PLANT OPERATOR II	R a m i e T . D i z o n	6/4	142, 068. 00	6/ 4	142,068.00	-
9	CLERK I	A l l a n d e J e s u s	3/4	114, 048. 00	3/ 4	114,048.00	-
10	DRIVER I	A u g u s t o E s o n	3/8	120, 084. 00	3/ 8	120,084.00	-
11	UTILITY WORKER I	N e l s o n C a u t i v a r	1/8	103, 332. 00	1/ 8	103,332.00	-

12	UTILITY WORKER I	- V a c a n t - (R o d o l f o B a r n u e v o , d e c e a s e d 6 / 1 0 / 1 2)	1/8 103, 332. 00	1/ 1	94,476.00	(8,856.00)
13	UTILITY WORKER I	E d m u n d o P a l i c t e	1/6 100, 704. 00	1/ 6	100,704.00	-
14	UTILITY WORKER I	R o m e r o C e z a r , S r .	1/6 100, 704. 00	1/ 6	100,704.00	-
15	UTILITY WORKER I	E m m a n u e l	1/5 99,4 20.0 0	1/ 5	99,420.00	-

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**MOTOR POOL
MANAGEMENT
DIVISION**

16	ENGINEER III	C o r n e l i o M a l a c a d , J r .	19/8	381, 360. 00	19 /8	381,360.00	-
17	ENGINEER I	J o j i e G . M o n t i n o l a	12/5	219, 912. 00	12 /5	219,912.00	-
18	MECHANIC III	C h a r l i e J u a r e z , S r .	9/4	176, 004. 00	9/ 4	176,004.00	-
19	MECHANIC II	Q u i n t i n S u p e r	6/5	143, 916. 00	6/ 5	143,916.00	-

		a, J r.				
20	MECHANIC I	A l l a n A . M a r t i r	4/3	121, 140. 00	4/ 3	121,140.00 -
21	MECHANIC I	A r m a n d o C e z a r , J r.	4/4	122, 700. 00	4/ 4	122,700.00 -
22	MECHANICAL PLANT OPERATOR I	J o s e B e a t i n g	4/8	129, 216. 00	4/ 8	129,216.00 -
23	MECHANIC I	N e l s o n B u g n a	4/7	127, 560. 00	4/ 7	127,560.00 -
24	MECHANIC I	E d m a n M o n d e j a r	4/7	127, 560. 00	4/ 7	127,560.00 -

25	MECHANIC I	S e l f r e d R o b a t o n	4/7	127, 560. 00	4/ 7	127,560.00	-
26	WELDER I	F e l i p e V i l l a r u z , J r .	4/7	127, 560. 00	4/ 7	127,560.00	-
27	DRIVER I	A l a n E . R o d r i g u e z	3/4	114, 048. 00	3/ 4	114,048.00	-
28	DRIVER I	B u e n a v e n t u r a O q u i a s , J r .	3/4	114, 048. 00	3/ 4	114,048.00	-
29	DRIVER I	W i l f r e	3/4	114, 048. 00	3/ 4	114,048.00	-

		d o S a n c h e z				
30	DRIVER I	L e d i o M e n d o z a	3/8	120, 084. 00	3/ 8	120,084.00 -
31	DRIVER I	N i l o L a c s o n	3/4	114, 048. 00	3/ 4	114,048.00 -
32	DRIVER I	- V a c a n t -	3/1	-	3/ 1	- -
33	DRIVER I	J o s e p h P . T r a y c o , 0 2 / 0 1 / 1 2	3/1	109, 764. 00	3/ 1	109,764.00 -
34	DRIVER I	R o m e o S . C o n	3/3	112, 584. 00	3/ 3	112,584.00 -

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35	DRIVER I	A n t o n i o L . B a i l o n	3/3	112, 584. 00	3/ 3	112,584.00	-
36	DRIVER I	E r n e s t o C a r m o n a	3/7	118, 536. 00	3/ 7	118,536.00	-
37	DRIVER I	E m m a n u e l A r a n g o t e	3/7	118, 536. 00	3/ 7	118,536.00	-
38	DRIVER I	G u i d o T o q u i r r e	3/7	118, 536. 00	3/ 7	118,536.00	-
39	DRIVER I	R u s	3/1	109,	3/ 1	109,764.00	-

		t y L · V i l l a r t a , 0 2 / 0 1 / 1 2		764. 00			
40	DRIVER I	E d u a r d o B e n g u e l o	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00
41	DRIVER I	- V a c a n t -	3/1	109, 764. 00	3/ 1	109,764.00	-
42	DRIVER I	E s t e b a n M o n d e j a r	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00
43	DRIVER I	R e y n o l d V i l l a r	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00

44	DRIVER I	- V a c a n t - (E l i s e o G a l l e g o , r e t i r e d 1 2 / 0 1 / 1 1)	3/6	117, 024. 00	3/ 1	109,764.00	(7,260.00)
45	DRIVER I	R o g e l i o G a l l e g o	3/6	117, 024. 00	3/ 6	117,024.00	-
46	DRIVER I	W i l f r e d o P r u d e n t e	3/6	117, 024. 00	3/ 6	117,024.00	-
47	DRIVER I	N i l o V a l e r o	3/5	115, 512. 00	3/ 6	117,024.00	1,512.00

48	DRIVER I	J o e l M o n t u y a , S r .	3/5	115, 512. 00	3/ 6	117,024.00	1,512.00
49	DRIVER I	C e f e r i n o T o q u i r r e , J r .	3/5	115, 512. 00	3/ 6	117,024.00	1,512.00
50	WATCHMAN I	V i r g i l i o L a y o s o , J r .	2/7	109, 968. 00	2/ 8	111,396.00	1,428.00
51	WATCHMAN I	M a n u e l E s c o b a r	2/7	109, 968. 00	2/ 8	111,396.00	1,428.00
52	UTILITY WORKER I	N e r i B e	1/4	98,1 60.0 0	1/ 4	98,160.00	-

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53	UTILITY WORKER I	- Vacant -	1/1	-	1/1	-	-
54	UTILITY WORKER I	Norman Abelilar	1/3	96,912.00	1/3	96,912.00	-
55	UTILITY WORKER I	- Vacant - (Vicente Javeliana, retired 02/25/12)	1/4	98,160.00	1/1	94,476.00	(3,684.00)
56	LABORER I	David A	1/5	99,420.00	1/6	100,704.00	1,284.00

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**SOLID WASTE
MANAGEMENT
SECTION**

57	LABOR GENERAL FOREMAN	- V a c a n t -	8/1	157, 692. 00	8/ 1	157,692.00	-
58	CLERK I	R y a n S . A n a u d	3/2	111, 156. 00	3/ 3	112,584.00	1,428.00
59	CARPENTER I	- V a c a n t -	3/1	-	3/ 1	-	-
60	CARPENTER I	L e m u e l C o s a s	3/7	118, 536. 00	3/ 7	118,536.00	-
61	CARPENTER I	R o n i e C a s t i l l o	3/6	117, 024. 00	3/ 6	117,024.00	-
62	CARPENTER I	H u	3/6	117,	3/ 6	117,024.00	-

		m b e r t o C o r d o v a		024. 00			
63	CARPENTER I	R o b e r t o P e r a t e r ; J r .	3/6	117, 024. 00	3/ 6	117,024.00	-
64	CONST. & MAINT. MAN	- V a c a n t -	2/1	101, 820. 00	2/ 1	101,820.00	-
65	UTILITY WORKER I	- V a c a n t - (L i b e r a t o J a b a j a b , r e t i r e d 1 0 / 0 1 /	1/8	103, 332. 00	1/ 1	94,476.00	(8,856.00)

66	UTILITY WORKER I	1 1) E d i l b e r t o P . D e m e c i n a	1/3 96,9 12.0 0	1/ 3	96,912.00	-
67	LABORER I	J o e l F r a n c o	1/8 103, 332. 00	1/ 8	103,332.00	-
68	UTILITY WORKER I	- V a c a n t - (A n t o n i o G u a n z o n , r e t i r e d 1 / 2 3 / 1 1)	1/1 94,4 76.0 0	1/ 1	94,476.00	-
69	UTILITY WORKER I	D i o n e l o	1/4 98,1 60.0 0	1/ 4	98,160.00	-

		T a g o b a d e r				
70	UTILITY WORKER I	G u i l l e r m o G a s e n d o , J r .	1/6	100, 704. 00	1/ 7	102,012.00 1,308.00
71	UTILITY WORKER I	- V a c a n t -	1/1	-	1/ 1	- -
72	UTILITY WORKER I	C l e m e n t e d e l C a s t i l l o	1/4	98,1 60.0 0	1/ 4	98,160.00 -
73	LABORER I	R o b e r t B e b i a t o	1/6	100, 704. 00	1/ 7	102,012.00 1,308.00

**MAINTENANCE OF
PUBLIC MARKETS**

74	MECHANICAL PLANT OPERATOR I	R o g e l i o Y a n g u a s	4/8	129, 216. 00	4/ 8	129,216.00	-
75	UTILITY WORKER I	- V a c a n t -	1/1	-	1/ 1	-	-
76	UTILITY WORKER I	- V a c a n t -	1/1	-	1/ 1	-	-
77	UTILITY WORKER I	R o l a n d o L a m p r i a	1/8	103, 332. 00	1/ 8	103,332.00	-
78	UTILITY WORKER I	J u a n i t o T . L i l a	1/4	98,1 60.0 0	1/ 4	98,160.00	-
79	UTILITY WORKER I	- V a c a n t - (J o s e S a	1/8	103, 332. 00	1/ 1	94,476.00	(8,856.00)

		I a z a r , r e t i r e d 1 2 / 1 6 / 1 1)				
80	UTILITY WORKER I	- V a c a n t - (J e s u s I b a n e z , r e t i r e d 0 6 / 0 1 / 1 2)	1/8	103, 332. 00	1/ 1	94,476.00 (8,856.00)
81	UTILITY WORKER I	R u b e n A n a v a	1/8	103, 332. 00	1/ 8	103,332.00 -
82	UTILITY WORKER I	S a m s o n S e v a	1/8	103, 332. 00	1/ 8	103,332.00 -

83	UTILITY WORKER I	J o s e S u b a y c o	1/8	103, 332. 00	1/ 8	103,332.00	-
84	UTILITY WORKER I	M e r l y n D . H e r i d a	1/3	96,9 12.0 0	1/ 3	96,912.00	-
85	UTILITY WORKER I	V i v i a n L o m i o	1/4	98,1 60.0 0	1/ 4	98,160.00	-
86	UTILITY WORKER I	- V a c a n t -	1/1	-	1/ 1	-	-
87	UTILITY WORKER I	V i c t o r i n o L a g d a m a t	1/7	102, 012. 00	1/ 7	102,012.00	-
88	UTILITY WORKER I	C r i s t i t a A	1/7	102, 012. 00	1/ 7	102,012.00	-

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89	UTILITY WORKER I	M a j a h S a n i c o	1/7	102, 012. 00	1/ 7	102,012.00	-
90	UTILITY WORKER I	D a n i l o B e g a f r i a	1/7	102, 012. 00	1/ 7	102,012.00	-
91	UTILITY WORKER I	- V a c a n t -	1/1	94,4 76.0 0	1/ 1	94,476.00	-
92	UTILITY WORKER I	M a . F e B u s t i l l o	1/7	102, 012. 00	1/ 7	102,012.00	-
93	UTILITY WORKER I	A n d r e w P u e r t o	1/5	99,4 20.0 0	1/ 6	100,704.00	1,284.00
94	UTILITY WORKER I	A r t u	1/5	99,4 20.0 0	1/ 5	99,420.00	-

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95	UTILITY WORKER I	M a r r o M a g a l l o n	1/6	100, 704. 00	1/ 7	102,012.00	1,308.00
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96	UTILITY WORKER I	- V a c a n t -	1/1	94,4 76.0 0	1/ 1	94,476.00	-
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**MAINTENANCE OF
PUBLIC BUILDINGS**

97	LABOR FOREMAN	- V a c a n t -	6/1	136, 704. 00	6/ 1	136,704.00	-
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98	WATCHMAN I	F r a n k l i n A r a n e t a	2/8	111, 396. 00	2/ 8	111,396.00	-
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99	WATCHMAN I	- V a c a n t - (2/1	101, 820. 00	2/ 1	101,820.00	-
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100	WATCHMAN I	E f r e n M o n t a ñ e z	2/8	111, 396. 00	2/ 8	111,396.00	-
101	WATCHMAN I	G o n y M i r a f l o r e s	2/8	111, 396. 00	2/ 8	111,396.00	-
102	WATCHMAN I	N o e l T a y c o	2/7	109, 968. 00	2/ 8	111,396.00	1,428.00
103	WATCHMAN I	K e n n e t h T o r	2/7	109, 968. 00	2/ 8	111,396.00	1,428.00

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104	WATCHMAN I	G i m m y A n a c l e t o	2/5	107, 160. 00	2/ 6	108,552.00	1,392.00
105	WATCHMAN I	- V a c a n t - (C o r n e l i o Y a b i a , r e t i r e d 0 7 / 0 1 / 1 2)	2/8	111, 396. 00	2/ 1	101,820.00	(9,576.00)
106	WATCHMAN I	Q u i r i n o R u i z	2/6	108, 552. 00	2/ 6	108,552.00	-
107	WATCHMAN I	V i c e n t e F a m	2/7	109, 968. 00	2/ 7	109,968.00	-

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108	SECURITY GUARD I	N a t h a n i e l V a l e n z u e l a , S r .	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00
109	SECURITY GUARD I	R e n a t o G u e v a r r a	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00
110	SECURITY GUARD I	A n t o n i o A l v a r e z	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00
111	SECURITY GUARD I	R i c h a r d M e l o c o t o n	3/6	117, 024. 00	3/ 7	118,536.00	1,512.00
112	SECURITY GUARD I	J a	3/6	117,	3/ 7	118,536.00	1,512.00

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113	SECURITY GUARD I	- V a c a n t - (R o s i t a L a m a , r e t i r e d 0 3 / 0 9 / 1 2)	3/6	117, 024. 00	3/ 1	109,764.00	(7,260.00)
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114	SECURITY GUARD I	- V a c a n t -	3/1	-	3/ 1	-	-
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TOTAL OFFICE OF THE CITY	12,9		
GENERAL SERVICES	66,7		
OFFICER	68.0	12,942,108.00	(24,660.00)
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Prepared:

Reviewed:

TRICIA Y. MATTI,
MGS
Human Resource
Management Officer IV

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D.
TORRES
City Mayor

FUNCTIONAL STATEMENTS, OBJECTIVES and EXPECTED RESULTS

Department/ Office: OFFICE OF THE GENERAL SERVICES OFFICER

Budget Year: 2013

I. FUNCTIONAL STATEMENT

1. Develop plans and strategies on general services supportive of the welfare of the inhabitants and implement them upon approval thereof by the City Mayor.
2. Take custody of and be accountable for all properties, real and personal, owned by the City of Bago and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects.
3. Maintains and supervises janitorial, security, landscaping and other related activities in all public buildings and other real property, whether owned or leased by the City of Bago.
4. Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of wastes materials or debris particularly during and after natural calamities and disasters.
5. Recommends to the Sangguniang Panlungsod and advises the City Mayor as the case may be, on matters relative to general services.

II. OBJECTIVES

1. To ensure for the effective delivery of basic services including management of supply, property, solid waste disposal and general sanitation.
2. To provide for the maintenance of janitorial, security, landscaping and other related services in all public buildings and other real property owned by the City.

III. PROGRAMS/PROJECTS/ACTIVITIES

- a. Inventory of all properties and supplies owned by the City Government of Bago.
- b. Garbage/Waste management program.
- c. Maintenance of parks/plazas and other government facilities.
- d. Purchase of office supplies and office equipments.

Reference Code	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	Inventory of properties and supplies owned by the City Government of Bago		100% of government's properties and supplies accounted for	Physical inventory to be continuously conducted in 1-2 office /department every month Established property and supplies records for the City of Bago by June 2010 or earlier	January 2013	June 2013
2	Garbage/Waste Management Program/ KABAHAH KA Program	P4 Million	30% reduction of garbage/ wastes 30% increase in proper waste/garbage segregation in the City	Effective City Garbage/ Waste Management Program in the 24 Brgys. Through proper segregation of wastes at source. Establishment of 1 RA 9003 compliant final disposal site by December 2011	January 2013	December 2013
3	Maintenance of public parks / plazas and other government facilities		Reduced cases of complaints, theft and destruction of government owned facilities	Efficient maintenance of government owned facilities	January 2013	December 2013

Prepared:

Reviewed:

Approved:

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General Services Officer
Designate

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RAMON D. TORRES
City Mayor