

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

OFFICE/SPECIAL PURPOSE APPROPRIATIONS:

OFFICE OF THE CITY BUDGET 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	1071	70	2,339,098.02	2,699,724.00	2,982,540.00
	-	1			
Overtime/Night Pay	1071	72	599,786.71	400,000.00	400,000.00
	-	3			
PERA	1071	71	280,799.92	312,000.00	312,000.00
	-	1			
Representation Allowance	1071	71	62,700.00	62,700.00	62,700.00
	-	3			
Transportation Allowance	1071	71	62,700.00	62,700.00	62,700.00
	-	4			
Clothing and Uniform Allowance	1071	71	48,000.00	65,000.00	65,000.00
	-	5			
Productivity Enhancement Incentive	1071	71	384,000.00	26,000.00	26,000.00
	-	7			
Cash Gift	1071	72	60,000.00	65,000.00	65,000.00
	-	4			
Year-End Bonus	1071	72	198,503.00	224,977.00	248,545.00
	-	5			
Life & Ret. Ins. Premiums	1071	73	280,090.34	323,968.00	357,906.00
	-	1			
PAG-IBIG Contribution	1071	73	14,000.00	15,600.00	15,600.00
	-	2			
PHILHEALTH Contribution	1071	73	26,836.50	42,900.00	89,477.00
	-	3			
ECC Contribution	1071	73	13,531.68	15,600.00	15,600.00
	-	4			
Other Personnel Benefits	1071	74	234,140.82	21,513.00	23,766.00
	-	9			
TOTAL PERSONAL SERVICES:			4,604,186.99	4,337,682.00	4,726,834.00

1.2 Maintenance and Other Operating Expenses

Travelling Expenses - Local	1071	75	250,846.00	248,400.00	218,592.00
	-	1			
Office Supplies Expenses	1071	75	189,764.00	147,200.00	129,536.00
	-	5			
Telephone Expenses - Landline	1071	77	35,210.58	70,000.00	70,000.00
	-	2			
Telephone Expenses - Mobile	1071	77	12,000.00	12,000.00	12,000.00
	-	3			
Internet Expenses	1071	77	40,320.00	50,000.00	50,000.00
	-	4			
Printing and Binding Expenses	1071	78	-	10,000.00	8,800.00
	-	1			
Repair and Maintenance - Office Equipment	1071	82	-	10,000.00	8,800.00
	-	1			
Repair and Maintenance - IT Equipment and Software	1071	82	2,150.00	20,000.00	17,600.00
	-	3			
Other Maintenance. and Operating Expenses	1071	96	29,361.00	25,000.00	22,000.00
	-	9			
TOTAL MAINT. AND OTHER OPERATING EXPENSES:			559,651.58	592,600.00	537,328.00

2.0 Capital Outlay

NONE

TOTAL CAPITAL OUTLAY:

- - -

3.0 Financial Expenses

NONE

TOTAL FINANCIAL EXPENSES

TOTAL APPROPRIATION:	5,163,838.57	4,930,282.00	5,264,162.00
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Prepared:

Reviewed:

Approved:

ERNESTO E. VARRERA
City Budget Officer

ERNESTO E. VARRERA
City Budget Officer

RAMON D. TORRES
City Mayor

PERSONNEL SCHEDULE

Budget Year : 2013
Province/City/Municipality : Bago City

OFFICE : **OFFICE OF THE CITY BUDGET 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	
1	CITY BUDGET OFFICER	Ernesto E. Varrera	25/3	548,004.00	25/3	548,004.00	-
2	BUDGET OFFICER IV	Haide M. Lirazan	22/2	436,728.00	22/2	436,728.00	-
3	BUDGET OFFICER III	-Vacant-	18/1	322,680.00	18/1	322,680.00	-
4	BUDGET OFFICER III	-Vacant-	18/1	-	18/1	-	-
5	BUDGET OFFICER II	Lourdes Alindao	15/7	280,416.00	15/7	280,416.00	-
6	BUDGET OFFICER I	Gelyn Guevarra	11/6	207,792.00	11/7	210,492.00	2,700.00
7	BUDGETING ASSISTANT	Mary Jean de Nicolas	8/3	161,784.00	8/3	161,784.00	-
8	BUDGETING ASSISTANT	Emelyn Pellejo	8/7	170,340.00	8/7	170,340.00	-
9	BUDGETING ASSISTANT	Monica Ofelia M. Narazo	8/7	170,340.00	8/7	170,340.00	-
10	BUDGETING ASSISTANT	Belen Bandiola	8/7	170,340.00	8/7	170,340.00	-
11	COMPUTER OPERATOR I	Bernie Divinagracia	7/4	152,580.00	7/4	152,580.00	-

12	COMPUTER OPERATOR I	-Vacant- (Sharon M. Amot, resigned 03/09/12)	7/4	152,580.00	7/1	146,832.00	(5,748.00)
13	CLERK I	Romela Dela Rama Esporma	3/3	112,584.00	3/3	112,584.00	-
14	UTILITY WORKER I	Danilo A. Mondia	1/4	98,160.00	1/5	99,420.00	1,260.00
TOTAL OFFICE OF THE CITY BUDGET OFFICER				2,984,328.00		2,982,540.00	(1,788.00)

Prepared:

TRICIA Y. MATTI, MGS
Human Resource Management Officer IV

Reviewed:

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D. TORRES
City Mayor

Functional Statement, Objectives and Expected Results

Department/ Office: Office of the City Budget Officer

Budget Year: 2013

I. FUNCTIONAL STATEMENT

1. Executive and Annual Budget

Assists the City Mayor in the preparation of the executive and annual budgets for legislative authorization.

2. Supplemental Budgets

Prepare the Supplemental Budget for legislative authorization and approval and for final submission and approval of the Sangguniang Panlungsod.

3. Barangay Budgets

Review and approves the budget of the different barangays in the City as amended under Section 3 of PD 1375 OF THE Office of the President.

4. Allotment System

Issues allotment advice in support of the fund requirement for the conduct of the operations under each program. Allocates in accordance with planning services, available funds to program on the basis of approved guideline and priorities.

5. Technical Assistance

Develop and improves budgetary methods, procedures and guideline and justifications. Provides technical assistance in the application and utilization of budgetary methods and budget system.

II. OBJECTIVES

To provide technical, secretarial staff services to the City Mayor and other local officials on budgeting and other related matters.

III. PROGRAMS/PROJECTS/ACTIVITIES

Reference Code	Program/Activity/Project Description	Cost	Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
	Alignment of AIP with LDP		AIP for the Budget year	Planning Dev't Office, Local Dev't Council & Local Sanggunian	January 2013	June 2013

	Formulation of fiscal policies & redirections for the Budget year.		Local Budget Call for the budget year	Expanded Local Finance Committee & Local Chief Executive	July 1, 2013	July 31, 2013
	Review of existing programs/activities and preparation of budget proposal for the budget year		Budget Proposals of Departments/Offices	All Department Heads	July 1, 2013	July 31, 2013
	Target Setting for each major final Output by program/project/activity		Performance measures & targets for the budget year	All Department Heads	July 1, 2013	July 31, 2013
	LFC & LCE conducts technical budget hearings on budget proposals submitted by Department Heads		Performance measures & targets for the budget year	All Department Heads	August 16, 2013	September 30, 2013
	Budget Proposals are consolidated by LFC into a Local Expenditure Program		Performance measures & targets for the budget year	Executive Budget	September 16, 2013	September 30, 2013
	Budget message is prepared by the LCE & is submitted to the Sangguniang Panlungsod together with the Executive Budget.		Focused & Transparent Budget	Sangguniang Panlungsod	October 1, 2013	October 15, 2013

Prepared:

Reviewed:

Approved:

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