

**DETAILED WORK AND FINANCIAL PLAN FOR CY 2021
Mines and Geosciences Bureau- REGIONAL OFFICE NO. VII**

P AP Code/Component Activity Statement	PERFORMANCE INDICATOR (UWM)	Key Program Code (UAC)	PHYSICAL TARGET					GROSS TOTAL (P\$, MOOE, CO)	DETAILED OBLIGATIONS, BY OBJECT OF EXPENDITURES (In P'000)																								
									PERSONAL SERVICES (with RLIP)					MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)					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	Q2	Q3	Q4	TOTAL	
GRAND TOTAL - FUND 101 (REGULAR FUND)							57,878	7,761	10,190	7,761	10,382	36,093	3,691	4,295	6,759	7,039	21,783	2,406	2,406	2,406	2,406	9,626	-	-	104	1,474	1,578	1,284	1,814	3,866	2,745	9,708	
A.01 GENERAL ADMINISTRATION AND SUPPORT		1000000000000000					14,896	2,741	3,613	2,741	3,701	12,796	657	493	467	482	2,100	315	315	315	315	1,259	-	-	104	85	189	342	179	48	82	652	
A.01.a General Management and Supervision		100000100001000																															
1 Administrative	Report prepared (no.)												455	365	374	362	1,556	278	278	278	278	1,111			72	42	114	177	87	24	42	331	
100000100001000-1 General Management and Supervision																																	
1. Administrative Service																																	
A. Management and Administrative Support	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
Participation of various special events	No. of Special Orders (SOs) Memoranda (Memos) prepared		100% of the total number of SOs/Memos to be prepared																														
Public Assistance Desk	No. of clients served		3	3	3	3	12																										
	No. of survey report on Complaint/Feedback received		3	3	3	3	12																										
	Signages installed and lounge maintained		3	3	3	3	12																										
Property Management	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
	No. of Inventory conducted (PPE 2021)					1	1																										
	No. of Inventory Report of PPE prepared		1				1																										
	No. of Inventory of Vehicles**		1				1																										
	No. of Office buildings and its Content insured*					1	1																										
	No. of Inventory Report of Common Supplies and Materials prepared**		1		1		2																										
	No. of Appraisal Report of Unserviceable Equipment and Semi-Expendable Items conducted/prepared*					1	1																										
	No. of Disposal of Unserviceable Equipment and Semi-Expendable Items *					1	1																										
Implementation of Procurement	No. of Updated APP for Non-CSE based on approved GAA FY 2021 prepared*		1				1																										
	No. of Indicative APP for Non-CSE FY 2022 prepared*				1		1																										
	No. of APP-CSE FY 2022 prepared**					1	1																										
	Early procurement conducted					1	1																										
Implementation of Procurement	PhilGEPS posting complied for FY 2020*		1				1																										
	No. of Procurement Monitoring Report prepared*		1		1		2																										
Records Management	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
	No. of Freedom of Information (FOI) Reports prepared**				3	3	6	12																									
	No. of urgent documents Received and Released**		100% of the total number of URGENT documents to be received and released																														
Cash Management	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
	No. of Report of Advice to Debit Account Issued (RADAI) prepared**		6	6	6	6	24																										
	No. of Report of Deposited Collection (RDC) prepared**		6	6	6	6	24																										
B. Motor Vehicle Operation and Maintenance, Housekeeping, Building and Ground Improvement	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
Motor Vehicle Operation and Maintenance	No. of vehicles repaired*		1	2	1	1	5																										
	No. of vehicles maintained*		1	2	1	1	5																										
	No. of Vehicles insured and registered**		100% of the total number of vehicles to be insured and registered																														
Building maintenance and ground improvement Program	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
	No. of Office Building constructed (Phase ___ of ___)						-																										
	No. of Office Building maintained*					1	1																										
	No. of Furniture and Fixtures repaired*					1	1																										
	No. of Office equipment repaired*				1		1																										
	No. of Office equipment maintained*				1		1																										
	No. of Survey equipment repaired*				1		1																										
	No. of Survey equipment maintained*				1		1																										
Housekeeping Program	No. of Maintenance of Fire Extinguishers conducted**		1	1	1	1	4																										
							-																										
C. Human Resource Management Service	No. of Monthly Accomplishment Report prepared		3	3	3	3	12																										
Recruitment and Selection	No. of Appointment Paper and its supported documents prepared**		100% of the total number of appointments and documents to be prepared																														

