



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA

NATIONAL BUDGET MEMORANDUM

No. 127

F O R : All Heads of Departments, Agencies, Bureaus, Offices, Commissions, State Universities and Colleges, Other Instrumentalities of the National Government and all Others Concerned

SUBJECT : **BUDGET CALL FOR FY 2018**

DATE : December 28, 2016

1.0 PURPOSE

This Budget Call is being issued to require agencies to submit their Tier 1 budget proposals for FY 2018, providing the pertinent guidelines therefor.

2.0 EXPENDITURE MANAGEMENT FRAMEWORK

The FY 2018 budget proposal shall incorporate the following priorities and policy directions:

- 2.1 Sustain the President's **0+10-Point Socio Economic Agenda** as envisioned in Memorandum Circular No. 12 (*Directing the Formulation of the Philippine Development Plan and the Public Investment Program for the Period 2017-2022*) dated October 24, 2016;
- 2.2 Strengthen multi-year focus of the budget, including the acceleration of infrastructure spending from 5% of GDP;
- 2.3 Provide full support to the poorest, lagging and most climate vulnerable areas;
- 2.4 Restructure the FY 2018 agency budgets under the Program Expenditure Classification (PREXC) approach;
- 2.5 Strengthen M & E through the Result-based Monitoring, Evaluation and Reporting (RbMER) Policy Framework; and
- 2.6 Continue the adoption of the following budgetary strategies and procedures:
 - 2.6.1 The Two-Tier Budgeting Approach (2TBA);

- 2.6.2 Unified Accounts Code Structure (UACS);
- 2.6.3 Electronic tagging to facilitate real-time monitoring of budgets for Infrastructure and Climate Change;
- 2.6.4 Online submission of **all budget data** through the improved Online Submission of Budget Proposal System (OSBPS); and
- 2.6.5 Disaggregation of lump-sum amounts within the agency specific budgets.

3.0 FORMULATION OF FORWARD ESTIMATES

- 3.1 The FEs formulated during the preparation of the 2017 budget shall be updated by the DBM in consultation with the departments/agencies concerned.
- 3.2 To determine the Tier 1 level, the existing 2018 FEs will be updated to incorporate changes in the budget levels resulting from:
 - 3.2.1 Decisions during the FY 2017 Budget Preparation reflected in the National Expenditure Program (NEP);
 - 3.2.2 Additions/deletions resulting from Congressional deliberation of the budget, as reflected in the FY 2017 GAA; and
 - 3.2.3 Other duly authorized changes in ongoing budget levels.
- 3.3 The FEs for the out-years (2019-2020) shall be computed as follows:
 - 3.3.1 The existing 2019 FEs will be adjusted similar to the 2018 updating, excluding Congressional Initiatives (CIs), if any, including the activities and projects attributed to it; and
 - 3.3.2 The 2020 FEs will be computed consistent with the assumptions considered in the updating of the 2018-2019 FEs.
- 3.4 Changes in the FE levels for the out-years may include the following:
 - 3.4.1 Provision for operating costs of completed or soon to be completed projects as of December 31, 2017 but not provided in the 2018 budget, e.g. furniture, fittings and operating costs (electricity, fuel, rent) – taking into account any reduction in existing costs (e.g. rent, etc.); and
 - 3.4.2 Critical expenditures necessary to continue existing activities that cannot be accommodated within the existing estimated MOOE and CO budget.
- 3.5 Departments/agencies shall be advised on the final FE levels (FY 2018 Tier 1 budget and the updated FEs for FY 2019 and 2020), as approved by the DBM.

4.0 GUIDELINES IN THE COMPUTATION OF TIER 1 AND TIER 2

4.1 Agencies and Departments are reminded of the following Tier 1 and Tier 2 Inclusions:

	TIER 1	TIER 2
Definition	Estimates pertaining to the amounts required for the budget year (FY 2018) to continue ongoing activities, programs, projects and commitments at the same scope and quality.	<p>Covers two processes:</p> <ol style="list-style-type: none"> 1. Allocation of the fiscal space among new activities, programs, or projects, or the expansion of existing programs in terms of changes in scope, beneficiaries, timeframe, or outputs. <p>The amount available for Tier 2 proposals corresponds to the fiscal space, or the difference between the projected obligation program (after considering projected revenues and deficit targets) and Tier 1.</p> <ol style="list-style-type: none"> 2. Realignment of Tier 1 resources among P/A/Ps, and proposals for the scaling up of activities in terms of policy change not previously approved such as scope, beneficiaries, design or implementation schedule.
Composition	<ol style="list-style-type: none"> 1. Tier 1 - updated FEs for the budget year: known budgetary amounts that are essential for the continued implementation of existing approved programs/ activities/ projects, including: <ul style="list-style-type: none"> • All costs of approved filled positions and approved allowances and entitlements as of December 31, 2016; • Essential operations, maintenance, asset replacement and minor capital costs; and 	<p>Tier 2 - high priority policy proposals, implementation-ready and compliant to the Public Investment Program (PIP) and Three (3)-Year Rolling Infrastructure Program (TRIP) guidelines, but not yet funded in Tier 1.</p> <p>Tier 2 submissions will include proposals to realign resources between P/A/Ps, and proposals for the scaling up of activities in terms of policy change not previously approved such as scope, beneficiaries, design or implementation schedule.</p>

	<ul style="list-style-type: none"> Existing approved locally funded or foreign assisted capital projects based on the approved project profile: 	
	2. Updated FEs for the out-year 2019	
	3. Formulated FEs for the out-year 2020	

4.2 The details of Tiers 1 and 2 Inclusions, by allotment class (PS, MOOE, CO) are shown in **Annex A**.

5.0 DEPARTMENT/AGENCY BUDGET LEVELS

5.1 The Tier 1 (Forward Estimates [FEs]) level as updated pursuant to guidelines herein presented shall become the prescribed department/agency budget ceilings for its ongoing programs/projects.

5.2 The Tier 2 phase involves the allocation of resources for the priority new activities, "scale up" of existing activities in terms of scope, timing, number or type of beneficiaries, design or implementation method chargeable against available '**fiscal space**' as determined by the Development Budget Coordination Committee (DBCC).

5.3 **TIER 1 (Ongoing Spending) + TIER 2 (New Spending) = TOTAL BUDGET**

6.0 TIER 2 FORMULATION AND PEM REFORMS

The details on the Macroeconomic Assumptions, Specific on the Tier 2, and Discussion on the PREXC, UACS, RbMER, Infrastructure and Climate Change tagging as tools to strengthen the links between planning, budgeting, implementation and monitoring, shall be issued under separate issuances.

7.0 SUBMISSION REQUIREMENTS

7.1 Agencies **MUST** submit the required Budget Preparation (BP) forms per **Annex B** and observe compliance with deadline and calendar of activities per **Annex C** of this NBM, as summarized below, duly endorsed by the Department Secretary/OEO Head.

DEADLINE	PARTICULARS	SUBMISSION REQUIREMENT	FORMAT
January 30, 2017	FY 2016 Actual Obligations	BP Form 201 Schedules A, B, C & D	OSBPS-generated hard copies (in triplicate)
January 30, 2017	FY 2016 - 2020 Revenue Program	BP Forms 100, 100-A, B and C	

January 30, 2017	FY 2018 Agency-formulated Tier 1 Proposals	BP Form 201 Schedules A, B, C & D	Excel-format hard copies (in triplicate)
March 31, 2017	Details of approved FY 2018 Ceilings and new spending Budget Proposals	<ul style="list-style-type: none"> • All BP Forms • Tier 2 justification letter • Consolidated List of Projects with BP Forms 202/203 • Thrust/Priorities for the Budget Year; • Program/Project Implementation Strategies for FY 2018; • FY 2016 Actual Physical Accomplishment; and • Inventory of Equipment as Required under NBC Nos. 438, 446 and 446-A. 	OSBPS-generated hard copies (in triplicate)

7.2 A manual that will guide the agencies on the use of the improved OSBPS shall be covered by a separate issuance.

7.3 In addition, the budget proposals of agencies involving specific concerns shall require agency endorsement as follows:

Endorsing Agency	Subject of Endorsement
CHED	State Universities and Colleges (SUCs) Budget
TESDA	Technical Education and Skills Development Programs
DA	Research and Development (R&D) in Agriculture and Fisheries
PSA	Systems of Designated Statistics pursuant to EO 352
DICT-OSEC	Information Systems Strategic Plan in support of IT-related proposals
PCW	Gender And Development (GAD) Plan
DOST	R&D in natural resources, environment, technological and engineering sciences
DENR-NAMRIA	
	Procurement of Data from Airborne and Space borne platforms and other related products and services for mapping purposes

7.4 All national government agencies shall submit the pertinent BP Forms and supporting documents cited in items 7.1 and 7.3 of this Memorandum directly to the **Administrative Service-Central Records Division (AS-CRD)**, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. SUCs shall submit the same requirements to the DBM-RO concerned.

8.0 For compliance.

S E S
BENJAMIN E. DIOKNO
g Secretary



ANNEX A

DETAILS OF TIER 1 AND TIER 2 INCLUSIONS, BY ALLOTMENT CLASS

Annex "A"

Comparable Matrix of Tier 1 and Tier 2 Inclusions, by Allotment Class

	TIER 1	TIER 2
A.	PERSONNEL SERVICES (PS)	
A.1. For Inclusion in Agency PS Budget	<ul style="list-style-type: none"> • For CFAG Agencies: Salary of all filled <u>and</u> unfilled positions reported in GMIS as of December 31, 2016, including SSL 3rd Tranche (2018 FE) and 4th Tranche (2019 FE). • For other Agencies: Salary of all filled positions reported in GMIS as of December 31, 2016, including SSL 3rd Tranche (2018 FE) and 4th Tranche (2019 FE). • For all Agencies: <ul style="list-style-type: none"> ○ Other non-interface items e.g. Anniversary Bonus, Magna Carta Benefits, Loyalty Pay, existing authorized allowances and collaterals of MUPs such as, but not limited to hazard pay and combat duty pay – in accordance with established guidelines, based on staff positions reported in GMIS as of December 31, 2016; ○ Step Increment for Length of Service per CSC-DBM Joint Circular No. 2012-1; ○ Lumpsum for Casuals and Contractuals as adjusted to 3rd Tranche (2018 FE) and 4th Tranche (2019 FE) under EO 201, subject to submission of BP 204; ○ Terminal Leave (TL) benefits for compulsory retirees; and ○ TL of MUPs compulsory retirees 	<ul style="list-style-type: none"> • PS increases or decreases due to budget policy decision such as: <ul style="list-style-type: none"> ○ Implementing a new program or activity; ○ Abolition or expansion of PAP; ○ Major change in the organizational structure of an agency; and ○ Transferring functions between agencies.

	TIER 1	TIER 2
A.2. For Inclusion in Miscellaneous Personnel Benefits Fund (MPBF)	<ul style="list-style-type: none"> • 30% of unfilled civilian positions in all other agencies; <i>Budget may be transferred to Agency Budget during Tier 2 deliberation:</i> • New positions based on population-based formulas • 100% of unfilled positions: <ul style="list-style-type: none"> ◦ uniformed personnel in PNP, BJMP, BFP, PCG, NAMRIA; ◦ teaching positions • 75% of unfilled positions: <ul style="list-style-type: none"> ◦ military personnel in the DND; ◦ medical and allied positions 	<ul style="list-style-type: none"> • 100% of salary and allowance costs for new positions proposed for creation • 75% of positions proposed for creation with legal basis, standards, or with evaluation based on complete agency submission • Performance Based Bonus (PBB) estimates as determined by IATF • Step Increment due to Meritorious Performance per CSC-DBM JC No. 1, s. 2012 • Proposed overtime requirements
A.3. For Inclusion in Pension and Gratuity Fund (PGF)	<ul style="list-style-type: none"> • Pension payments for existing retirees for Military/uniformed personnel, Judiciary, OSG, OGCC, NLRC, PRC, ERC, and Ombudsman. 	<ul style="list-style-type: none"> • Terminal leave/retirement gratuity for optional retirees • Pension payments for new retirees for Military/uniformed personnel, Judiciary, OSG, OGCC, NLRC, PRC, ERC, and Ombudsman. • Monetization of Leave Credits <p>Separation benefits and/or incentives of affected personnel pursuant to the implementation of Right-sizing the bureaucracy, re-organization, merger, streamlining, abolition, or privatization authorized under applicable laws, rules and regulations</p>

	TIER 1	TIER 2
B.	MAINTENANCE AND OTHER OPERATION EXPENSES (MOOE)	
B.1. For Inclusion in Agency MOOE Budget	<ul style="list-style-type: none"> • Funding requirements to implement on-going activities, programs and projects. • Reasonable costs needed to ensure the operation of newly completed facilities as of December 31, 2016 but not provided in the 2017 budget, e.g. furniture, fittings and operating costs (electricity, fuel, rent) – taking into account any reduction in existing costs (e.g. rent) • ICT P/A/Ps previously covered by existing ISSP as approved by the MITHI (e.g. software/hardware and licence renewals) • Budget requirements for regular periodic activities or programs such as Philippine Statistics Authority (PSA) periodic surveys and COMELEC preparatory activities for the conduct of elections for the pertinent year. 	<ul style="list-style-type: none"> • Funding requirements to cover new or expanded existing activities, programs and projects, as identified under the BPF. • MOOE costs to implement approved major changes in the organization or structure of an agency, including downsizing or mergers. • MOOE costs not included in the FEs: <ul style="list-style-type: none"> ◦ due to changes in demand driven parameters of Medium Term Expenditure Plans (MTEP) e.g. DepEd MTEP ◦ Already approved rolling development or expansion plans • Proposed resources needed for ISO 9001:2015 QMS certification efforts for an agency which is yet to start/pursue the same, based on standard costs pursuant to Memorandum Circular No. 2016-1 dated December 7, 2016. • Proposals to realign MOOE funds between P/A/Ps to improve outcomes, including abolition of P/A/Ps.

	TIER 1	TIER 2
C.	CAPITAL OUTLAYS (CO)	
	<ul style="list-style-type: none"> • The cost of ongoing capital projects that have been approved in previous years. • Approved projects covered by MYOA • Replacement with the same type/model of equipment and vehicles that have reached end-of-productive/useful/economic lives per COA established guidelines, supported with an updated inventory and proof of disposal of retired assets and re-fleeting program. 	<ul style="list-style-type: none"> • Proposed new infrastructure projects included in the NEDA TRIP. • Proposed adjustments in the total cost of an already approved project by NEDA or ICC as of March 31, 2017. • Proposed requirements for the purchase of motor vehicles for additional/newly-entitled officials and/or functions of a newly-created agency.

—Nothing Follows under ANNEX A—

ANNEX B

**BUDGET PREPARATION GUIDELINES,
FORMS AND INSTRUCTIONS**

Annex "B"

I. SPECIFIC GUIDELINES ON THE ALLOCATION FOR OBJECTS OF EXPENDITURE

The following information will assist agencies in providing adequate provision for each sub-object to meet mandatory requirements in accordance with existing legislation and guidelines, including the UACS structure.

Personnel Services BP 201-A

The basis for the computation of all Personnel Services for 2018 shall be the number of filled itemized positions, based on the approved staffing pattern, as of the cut-off date of December 31, 2016.

For the Judiciary, Congress, and agencies vested with fiscal autonomy, basic salaries for both filled and unfilled positions at the cut-off date shall be included.

Agencies shall observe the guidelines and deadlines for updating the Personnel Services Itemization/Plantilla of Personnel (PSIPOP), prescribed in NBC 549 dated October 21, 2013, and subsequent circulars that may be issued for the purpose.

1.0 SALARIES AND WAGES

1.1 Salaries of Permanent Positions

1.1.1 The applicable rate to be used for calculating salaries is the authorized basic salaries of positions and step increments due to length of service and/or meritorious performance, if any, as of December 31, 2016, including latest salary adjustment.

1.1.2 Positions identified as co-terminus with the incumbent shall be automatically abolished once vacated.

1.2 Salaries/Wages Casual/Contractual (BP 204)

1.2.1 Details of Salaries/Wages of Non-Permanent Positions are to be reflected in BP Form 204 classified into Contractual, Casual and Emergency Personnel and Substitute Teachers/Instructors.

1.2.2 Only DBM-approved/authorized positions shall be included, consistent with approved Rationalization Plans.

1.2.3 Provision for specific non-permanent positions shall be inclusive of related benefits, i.e., PERA, Uniform/Clothing Allowance, Mid-Year and Year-End Bonus, Cash Gift, PhilHealth, Pag-IBIG, ECIP and RLIP Contributions.

1.2.4 Non-submission of BP 204 shall mean no budget provision for non-permanent positions.

1.3 Requests for Additional Casual and Contractual positions for staffing of duly created/co-terminus with the ad-hoc bodies, may be proposed in Tier

2. Moreover, subject to the scrap and build policy, positions for development projects to augment the core staff of the Project Office/unified PMO may be created, pursuant to NBC No. 485 dated March 13, 2003.

2.0 OTHER COMPENSATION

2.1 Personnel Economic Relief Allowance (PERA)

The PERA of P2,000/month shall cover all positions entitled thereto pursuant to Budget Circular No. 2009-3. The total amount shall be based on the number of filled itemized positions as of December 31, 2016.

2.2 Representation Allowance (RA) and Transportation Allowance (TA)

Appropriations for RA and TA shall be provided for the following filled positions and those of equivalent ranks in accordance with the monthly rates for each type of allowance, as follows:

- P 14,000 - Department Secretaries or equivalent;
- P 11,000 - Department Undersecretaries or equivalent;
- P 10,000 - Department Assistant Secretaries or equivalent;
- P 9,000 - Bureau Directors and Department Regional Directors or equivalent;
- P 8,500 - Assistant Bureau Directors, Department Assistant Regional Directors, Bureau Regional Directors, Department Service Chiefs or equivalent;
- P 7,500 - Assistant Bureau Regional Directors or equivalent;
- P 5,000 - Chiefs of Divisions or equivalent.

2.3 Uniform/Clothing Allowance (U/CA)

The provision for P5,000 per annum for U/CA for civilian personnel shall be computed based on the number of filled itemized positions as of the cut-off date above.

2.4 Subsistence, Laundry, and Quarters Allowances (SLQA)

The SLQA under the Magna Carta Benefits of Public Health Workers pursuant to R.A. No. 7305 shall be in accordance with the DBM-DOH Joint Circular (JC) No. 1 s. 2012, as amended by DBM-DOH JC No. 1, s. 2016.

The SLQA authorized for specific positions other than public health workers shall be computed based on the rates authorized under specific laws, rules and regulations.

2.5 Step Increment Due to Meritorious Performance

Maximum number of employees that may be granted Step increment due to Meritorious Performance shall be limited to five percent (5%) of all incumbent officials and employees in an agency with a Performance Management System approved by the Civil Service Commission (CSC),

in accordance with the guidelines under the CSC-Department of Budget and Management (DBM) Joint Circular No. 1, s. 2012 dated September 3, 2012.

2.6 Step Increment Due to Length of Service

One (1) step increment shall be granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position, pursuant to CSC-DBM JC No. 1, s. 2012 dated September 3, 2012.

2.7 Anniversary Bonus

The provision for Anniversary Bonus (AB) at P3,000.00 per qualified personnel shall be made only on the occasion of the agency's milestone year (15th anniversary and every 5 years thereafter) in accordance with Administrative Order No. 263 dated March 28, 1996 and National Budget Circular No. 452 dated May 20, 1996. This should be supported by the legal basis on the creation of the agency.

2.8 Loyalty Award

The provision for the cash gift component of the Loyalty Award for qualified officials and employees, in addition to the loyalty memorabilia/souvenir, on the occasion of the incumbent's milestone year (10th year anniversary and every 5 years thereafter), shall be computed at P500.00 but not more than P1,000.00 for every year of service, in accordance with CSC MC No. 06, s.2002. Hence, the Loyalty Award shall be at a maximum of P10,000 for the first 10 years of continuous and satisfactory service; and a maximum of P5,000 for every 5 years thereafter.

2.9 Overseas allowances

The allowances of personnel assigned abroad such as overseas, living quarters, family, clothing, post and representation allowances shall be at rates authorized under R.A. No. 7157 and E.O. No. 156, s.2013.

2.10 Honoraria

Honoraria shall be paid to the following personnel subject to the guidelines issued by the DBM:

- 2.10.1 Teaching personnel of the DepEd, TESDA, SUCs, and other educational institutions engaged in actual classroom teaching whose teaching load is outside the regular office hours and/or in excess of the regular teaching load;
- 2.10.2 Those who act as lecturers, resource persons, coordinators, and facilitators in seminars, training programs, workshops, and other similar activities conducted by other agencies;
- 2.10.3 Chairs and members of Commissions/Boards/Councils and other similar entities who are neither paid salaries nor per

diems but compensated in the form of honoraria as provided by law, rules, and regulations;

2.10.4 Those involved in science and technological activities who render services beyond their regular workload;

2.10.5 Officials and employees assigned to special projects provided that:

2.10.5.1 Said special projects are reform-oriented or developmental, contribute to the improvement of service delivery and enhancement of the performance of the core functions of the agency and have specific timeframes and deliverables for accomplishing objectives and milestones set by the agency for the year; and

2.10.5.2 Such assignment entails rendition of work in addition to, or over and above, their regular workload.

2.10.6 Officials and employees authorized to receive honoraria under R.A. No. 9184 and its IRR.

The rates of honoraria shall depend on the level of responsibilities, nature of work rendered, and extent of individual contribution to produce the desired outputs. The total honoraria received from all special projects shall not exceed 25% of the annual basic salary.

2.11 Longevity Pay

Longevity Pay for specific positions, equivalent to a percentage of basic salary or base pay depending on length of service, shall be computed based on existing policies and guidelines. Payment of longevity pay shall be governed by the following:

2.11.1 Health Workers – DBM-DOH JC No. 1, s. 2012

2.11.2 Science and Technology Workers – DBM-DOST Joint Circular No. 1, s. 2013

2.11.3 Social Workers – R.A. No. 9433

2.11.4 Military and Uniformed Personnel – R.A. No. 1134, as amended by R.A. No. 3725

Those who are enjoying longevity pay shall no longer be entitled to step increment.

2.12 Cash Gift

Cash Gift equivalent to P5,000 shall be computed based on the number of filled positions as of December 31, 2016.

2.13 Year-End Bonus

Year-end Bonus equivalent to one (1) month basic salary or base pay shall be computed based on the number of filled positions as of December 31, 2016.

2.14 Mid-Year Bonus

Mid-Year Bonus equivalent to one (1) month basic salary or base pay shall be computed based on the number of filled positions as of December 31, 2016.

2.15 Collective Negotiation Agreement (CNA) Incentive

Pursuant to Budget Circular No. 2015-2, the FY 2016 actual obligations for CNA Incentive shall be reflected in BP Form 201-A under the account code "Collective Negotiation Agreement Incentive - Civilian".

2.16 Productivity Enhancement Incentive (PEI)

PEI equivalent to P5,000 shall be computed based on the number of filled positions as of the December 31, 2016.

3.0 OTHER PERSONNEL BENEFITS

3.1 Pension Benefits

The requirement of agencies with special retirement laws for their officials such as The Judiciary, Chairs and Members of Constitutional Commissions and other similarly situated officials in the Office of the Solicitor General (OSG), Office of the Government Corporate Counsel (OGCC), National Labor Relations Commission (NLRC), Professional Regulation Commission (PRC) Energy Regulatory Commission (ERC), Office of the Ombudsman, AFP, PNP, BFP, BJMP, PCG and NAMRIA, including those for ex-Presidents or their surviving spouses, shall be computed based on the provisions of said special retirement laws.

3.2 Retirement Gratuity Benefits (RGB) (BP 205)

3.2.1 Agencies shall accomplish BP Form 205 for the list of FY 2017 retirees for budget provision and programming purposes. Separate lists shall be prepared for mandatory and optional retirees.

3.2.2 Claims for RGB of retirees who opt to avail of the benefits under R.A. No. 1616 may be accommodated against the 2017 Pension and Gratuity Fund (PGF), in the absence of agency savings. The computation of the RGB under R.A. No. 1616 shall be based on the total creditable service which is converted into gratuity months, as follows:

- 1 gratuity month - for each creditable year of service not exceeding 20 years

- 1.5 gratuity months - for each creditable year of service over 20 years but not exceeding 30 years
- 2 gratuity months - for each creditable year of service over 30 years

For this purpose, agencies are enjoined to properly accomplish BP Form 205 for the list of proposed retirees in 2017 i.e., those retiring under R.A. 1616 and other retirement packages (e.g. R.A. No. 8291, 660). In the absence of the said list, agencies will not be allowed to charge the payment of RGB against the PGF.

For non-GSIS members, computation shall be based on special laws governing the same, using BP Form 205.

3.3 Terminal Leave Benefits (TLB)

- 3.3.1 Agencies shall also use BP Form 205 to reflect the terminal leave benefits of 2017 retirees. TLB of compulsory retirees whether permanent or casual, shall be computed separately from those of optional retirees.
- 3.3.2 Terminal Leave Benefits for employees who retired effective January 1, 2002 onwards shall be computed as follows, pursuant to Budget Circular 2016-2 dated March 29, 2016:

$$TLB = S \times D \times CF$$

Where:

- TLB - Terminal Leave Benefits
- S - Highest monthly salary received
- D - No. of accumulated vacation and sick leave credits
- CF - Constant Factor is 0.0481927

4.0 PERSONNEL BENEFIT CONTRIBUTIONS

- 4.1 Government counterpart contributions shall be computed based on filled itemized positions as of the cut-off date.

- 4.1.1 GSIS RLIP - 12% of total salaries with the exception of the following who are covered by separate and specific laws:

- 4.1.1.1 For members of The Judiciary, Chair and Members of the Constitutional Commissions and other similarly situated officials in the OSG, OGCC, NLRC, PRC and ERC, the computation shall be 3% of total salaries (corresponding only to Life Insurance Premiums); and,
- 4.1.1.2 For military personnel of the DND, uniformed personnel of the DILG, DOTC (PCG) and DENR (NAMRIA), no provision for RLIP shall be made.

- 4.2 PAG-I.B.I.G Contributions - P1,200 each per annum.

4.3 PHILHEALTH Contributions - in accordance with the Premium Contribution Schedule B per PhilHealth Circular No. 01, s. 2005.

4.4 ECIP - 1% of the annual basic salary or P1,200/annum, whichever is lower.

5.0 AGENCIES WITH MILITARY AND UNIFORMED PERSONNEL

In addition to the Base Pay that is authorized for military and uniformed personnel as discussed under items 1.0 of Salaries and Wages, both under Part I of these guidelines, other personnel benefits include the following:

5.1 Regular Pay and Allowances

5.1.1 Longevity Pay equivalent to a percentage of base pay depending on length of service;

5.1.2 Subsistence Allowance of P150.00 per day;

5.1.3 Quarters allowance ranging from P400 to P1,500 depending on the rank;

5.1.4 Clothing Allowance of P200 per month except for NAMRIA;

5.1.5 Hazard Pay of P240 per month; Laundry allowance of P60 per month for officers and P30 per month for non-officers

5.2 In addition to the P240.00 per month combat duty pay already being received by the military personnel, a combat allowance of P260.00 per month is authorized to be supported by actual roster or enlisted personnel actually engaged in combat operations.

5.3 Special Group Term Insurance not exceeding P72 each per annum.

Maintenance and Other Operating Expenses (MOOE) - BP Form 201- B

6.0 EXTRAORDINARY AND MISCELLANEOUS EXPENSES

This item provides for expenses incidental to the performance of official functions such as, meetings, conferences, public relations, educational, cultural and athletic activities.

The annual appropriations for Extraordinary Expenses shall be provided for the following officials at rates not exceeding:

P 264,000 - for each Department Secretary or equivalent;

P 108,000 - for each Department Undersecretary or equivalent;

P 60,000 - for each Department Assistant Secretary

P 45,600 - for each head of a bureau or organization of equivalent rank to a bureau and for each head of a Department Regional Office;

P 26,400 - for each head of a Bureau Regional office or organization of equivalent rank; and,

P 19,200 - for each Municipal Trial Court Judge, Municipal Circuit Trial Court Judge, and Shari'a Circuit Court Judge

Additional Miscellaneous Expenses not exceeding P72,000 per annum shall be provided for each of the offices of the above-named officials.

Financial Expenses—BP Form 201- C

Estimated amounts for Financial Expenses should be assigned to the relevant UACS category. No amounts should be provided for 'Other Financial Charges'.

II. BP FORMS AND INSTRUCTIONS

BP Form	TITLE
A	MFO Budget Matrix
A-1	Program Budget Matrix
B	Agency Performance Measures (MFO)
B-1	Agency Performance Measures (Program)
C	Summary of RDC Inputs and Recommendations on Agency New and Expanded Programs and Projects
D	Report of CSO's Inputs on Ongoing and New Spending Projects and Activities
100	Statement of Revenues (General Fund)
100-A	Statement of Revenues and Expenditures (Earmarked Revenues)
100-B	Statement of Other Receipts/Expenditures (Off-Budgetary and Custodial Funds)
100-C	Statement of Donations and Grants (In Cash or In Kind)
200	Comparison of Appropriations and Obligations
201	Summary of Obligations and Proposed Programs/Projects
201-A	Obligations for Personnel Services (PS)
201-A-1	Multi-year Requirement for FY 2018 Tier 2 Proposals - Obligations for PS
201-B	Obligations for Maintenance and Other Operating Expenses (MOOE)
201-B-1	Multi-year Requirement for FY 2018 Tier 2 Proposals - Obligations for MOOE
201-C	Obligations for Financial Expenses (FinEx)
201-C-1	Multi-year Requirement for FY 2018 Tier 2 Proposals - Obligations for FinEx
201-D	Obligations for Capital Outlays (CO)
201-D-1	Multi-year Requirement for FY 2018 Tier 2 Proposals - Obligations for CO
201-E	Program Expenditure Plan
201-E-1	Matrix of Priority Programs and Participating Agencies
201-F	Climate Change Expenditures
202	Proposal for New or Expanded Locally Funded Projects
203	Proposal for New or Expanded Foreign-Assisted Projects
204	Staffing Summary of Non-Permanent Positions
205	List of Retirees
300	FY 2018 Proposed Provisions
400	Annual GAD Plan and Budget
400-A	Annual GAD Accomplishment Report

MFO BUDGET MATRIX

☐ 2016 Actual Obligation
☐ 2017 Current Program

☐ TIER 1
☐ TIER 2

DEPARTMENT/AGENCY:

UACS Code	P/A/P	UACS Location Code	Status (OG) (P) (T)	AMOUNT (in thousand)				
				PS	MODE	FINEX	CO	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	A. PROGRAM							
	I. GAS							
	Activities							
	1.							
	2.							
	3.							
	II. STO							
	Activities							
	1.							
	2.							
	3.							
	III. OPERATIONS							
	MFO 1							
	P/A/P							
	1.							
	2.							
	3.							
	MFO 2							
	P/A/P							
	1.							
	2.							
	3.							
	MFO 3							
	P/A/P							
	1.							
	2.							
	3.							
	Sub-Total Operations							
	B. PROJECTS							
	I. Locally-Funded Project/s							
	Project 1							
	Project n							
	II. Foreign-Assisted Project/s							
	Project 1							
	Project n							
	TOTAL COST			P	P		P	P

Notes:

OG - On-going
 P - Proposed
 T - Terminating

Prepared By:

Approved By:

Planning Officer

Budget Officer

Agency Head

**BP Form A
MFO BUDGET MATRIX**

Instructions

This form shall present the agency budgetary requirements by Program/Activity/Project (P/A/P) statement, for the years 2016 (Actual Obligations); and 2017 (Current Program). General Administration and Support Services (GASS), Support to Operations (STO) and Projects (P) shall not be distributed among MFOs and shall be presented under a separate column. Only Operations (O) shall be distributed by MFO, based on the percent contribution in achieving the corresponding MFOs.

The approved P/A/P structures pursuant to NBC 532, including the corresponding costs, shall be used.

Column 1: UACS MFO/PAP Code – Indicate under this column the appropriate UACS MFO/PAP code of each P/A/P statement under 'General Administrative and Support Services' (GASS), 'Support to Operations' (STO) and 'Operations'. The UACS MFO/PAP code shall be the enhanced 15 digit code which includes the 3 digit Sector Outcome (sub-sector) segment code and the 2 digit horizontal program code.

Column 2: ***PAP/MFO Component Statement-*** Entries under this column shall reflect the P/A/P statements corresponding to the codes indicated in Column 1. The P/A/P statements (except projects) shall be broken down into component activities. These component activities shall also be reflected under each P/A/P statement.

Column 3: Identify the projects (i.e., LFPs, FAPs) that contribute to which MFO

Column 4: UACS Location Code – Indicate under this column the appropriate UACS Location Code. For GASS and STO P/A/Ps, the location is required for all P/A/Ps that have Capital Outlay. If the GASS and STO P/A/P has only PS, MOOE, and/or FINEX, then the Location Code shall be omitted. All Operations P/A/Ps, and all Projects P/A/Ps are required to have the location code (regardless of allotment class). The location code utilized for these are the recipient (beneficiary region and province) of these expenditures. The UACS Location Code shall utilize the entire 9 digit code and include the appropriate Region and Province codes in the first 4 digits respectively, with the last 5 digits (City/Municipality and Barangay) using codes 0 (e.g. 130500000).

Column 5: **Status** – Indicate the status of each component activity of the P/A/P, whether On-going (OG), Proposed (P) or Terminating (T).

Columns 6-10: **Budget Cost Allocation** – Indicate the corresponding personnel services, maintenance and other operating expenses, financial expenses and capital outlay requirements of each P/A/P component activity.

Note: The PAP attribution in this form shall be consistently applied with the allocation of cost in Form B.

PROGRAM BUDGET MATRIX

☐ 2018 Total Proposed Program
☐ TIER 1
☐ TIER 2

DEPARTMENT/AGENCY:

UACS Code	P/A/P	UACS Location Code	Status (OG) (P) (T)	AMOUNT (in thousand)				
				PS	MOOE	FINEX	CO	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	I. GAS							
	Activities							
	1.							
	2.							
	3.							
	Projects							
	1.							
	2.							
	3.							
	II. STO							
	Activities							
	1.							
	2.							
	3.							
	Projects							
	1.							
	2.							
	3.							
	III. OPERATIONS							
	Program 1							
	Sub-Program 1							
	Activities							
	1.							
	2.							
	3.							
	Projects							
	1.							
	2.							
	3.							
	Sub-Program 2							
	Activities							
	1.							
	2.							
	3.							
	Projects							
	1.							
	2.							
	3.							
	Program 2							
	Activities							
	1.							
	2.							
	3.							
	Projects							
	1.							
	2.							
	3.							
	Sub-Total Operations							
	TOTAL COST			P	P		P	P

Notes:

OG - On-going
 P - Proposed
 T - Terminating

Prepared By:

Approved By:

Planning Officer

Budget Officer

Agency Head

**BP Form A-1
PROGRAM BUDGET MATRIX**

Instructions

This form shall present the agency budgetary requirements by Program/Activity/Project (P/A/P) statement, for 2018 (Total Proposed Program (Tier 1/Tier 2 Proposals)). General Administration and Support Services (GASS), Support to Operations (STO) and Projects (P) shall not be distributed among the Programs or Sub-Programs and shall be presented under a separate column. Only Operations (O) shall be distributed by Program or Sub-program, based on the percent contribution in achieving the corresponding Program or Sub-program outputs.

The approved P/A/P structures pursuant to Program Expenditure Classification (PREXC), including the corresponding costs, shall be used.

Column 1: UACS MFO/PAP Code – Indicate under this column the appropriate PREXC UACS code of each P/A/P statement under 'General Administrative and Support Services' (GASS), 'Support to Operations' (STO) and 'Operations'. The PREXC UACS code shall be the enhanced 15 digit code that will be separately issued through a Joint Circular.

Column 2: **PAP Component Statement-** Entries under this column shall reflect the P/A/P statements corresponding to the codes indicated in Column 1. The P/A/P statements (including projects) shall be broken down into component activities. These component activities shall also be reflected under each P/A/P statement.

Column 3: Identify the projects (i.e., LFPs, FAPs) that contribute to which Program/Sub-program or placed under GAS or STO, as applicable.

Column 4: UACS Location Code – Indicate under this column the appropriate UACS Location Code. For GASS and STO P/A/Ps, the location is required for all P/A/Ps that have Capital Outlay. If the GASS and STO P/A/P has only PS, MOOE, and/or FINEX, then the Location Code shall be omitted. All Operations P/A/Ps, and all Projects P/A/Ps are required to have the location code (regardless of allotment class). The location code utilized for these are the recipient (beneficiary region and province) of these expenditures. The UACS Location Code shall utilize the entire 9 digit code and include the appropriate Region and Province codes in the first 4 digits respectively, with the last 5 digits (City/Municipality and Barangay) using codes 0 (e.g. 130500000).

Column 5: **Status** – Indicate the status of each component activity of the P/A/P, whether On-going (OG), Proposed (P) or Terminating (T).

Columns 6-10: **Budget Cost Allocation** – Indicate the corresponding personnel services, maintenance and other operating expenses, financial expenses and capital outlay requirements of each P/A/P component activity.

Note: The PAP attribution in this form shall be consistently applied with the allocation of cost in Form B.

**AGENCY PERFORMANCE MEASURES
BP FORM B**

DEPARTMENT/AGENCY: _____

MFO /Performance Indicator Description (1)	Organizational Outcome/s (OO/s) to which the MFO contributes (2)	Baseline Information			Performance			Budget Allocation (P'000)	
					Year 2016		Year 2017	Year 2016	Year 2017
					Target	Actual	GAA Targets		
		Unit	Year	Value					
		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
MFO 1 - ECOSYSTEM POLICY SERVICES Quantity Indicators Quality Indicators Timeliness Indicators 1. No. of plans and policies developed, updated, issued and disseminated 2. Average percentage of stakeholders that rate plans and policies as satisfactory or better 3. Average percentage of plans and policies updated, issued and disseminated by the end of the year MFO 2 - ECOSYSTEM MANAGEMENT SERVICES Indicator 1. 2. 3.	OO1: Environment and Natural Resources Sustainably Managed								

Prepared By: _____

Planning Officer

Budget Officer

Agency Head

BP Form B
AGENCY PERFORMANCE MEASURES
Instructions

This form shall contain a two-year presentation of the performance measures of departments and agencies. Based on the Organizational Performance Indicator Framework (OPIF) agreed with DBM pursuant to NBC 532, departments/agencies shall specify accomplishments and targets, and corresponding budgetary allocation for related programs/activities/projects.

This form shall be accomplished as follows:

- Column (1) **MFO Description** – Indicate the MFOs that have been agreed upon, harmonized and formally confirmed between the agency head and the DBM.
- Performance Indicator Description** - should be those agreed for each MFO pursuant to NBC 532 or used in FY 2016 and FY 2017
- Performance Indicators are expressed in terms of quantity, quality and timeliness. These may be defined as follows:
- Quantity Indicator – indicates the number of units or volume of output delivered during a given period of time. (**How much did we do?**).
- Quality Indicator – indicates how well the output is delivered and how they are perceived by clients (**How well did we do it?**). Common quality performance indicators include accuracy or completeness, safety and client satisfaction.
- Timeliness Indicator – indicates a measure of the availability of the output as and when required by the client. Timeliness indicators may include turnaround time, average waiting time, distance/time travelled by clients to receive a service, etc.
- For indicators, please group the stated indicators according to dimension, i.e., quantity, quality and timeliness.
- Column (2) **Organizational Outcome (OO)** – Indicate the specific OO/s to which the MFO/s directly contribute. One or more MFOs may contribute to one or more OOs.
- Columns (3-5) **Baseline Information** – Indicate the unit of measurement used for the baseline (Col. 3), base year (Col. 4) and the baseline value (Col. 5)
- Columns (6-8) **Performance** – Specific numerical performance measurement of the agency targets (as reflected in the 2016 GAA) and actual accomplishments for FY 2016 and targets for FY 2017 (as reflected in the 2017 GAA).

Columns (9-10) **Budget Allocation** – Cost provision (actual for FY 2016, appropriation for FY 2017) corresponding to each P/A/P attributed to MFOs/indicators presented under Column (1).

Note: Expenses/output arising from additional releases of agencies on top of their budget as well as adjustments in outputs (targeted or actual), if any due to realignment of funds within agency budget shall be properly disclosed.

AGENCY PERFORMANCE MEASURES
BP FORM B-1

DEPARTMENT/AGENCY: _____

Program/Sub-Program/ Performance Indicator Description (1)	Organizational Outcome/s (OO/s) to which the Program contributes (2)	Baseline Information			Performance		Budget Allocation (P'000)	
					Year 2018 Targets		Year 2018	
		Unit	Year	Value	TIER 1	TIER 2 Proposals	TIER 1	TIER 2 Proposals
		(3)	(4)	(5)	(6)	(7)	(8)	(9)
NATURAL RESOURCES ENFORCEMENT AND REGULATORY PROGRAM Outcome Indicators 1. Increase in hectarage of private sector investment in NR development 2. Percentage of forests protected against forest fires, poaching, pest infestation, etc. 3. Percentage increase in number of prosecutions for ENR illegal activities Output Indicators 1. Area of open access forestlands placed under appropriate management arrangement/tenure 2. Number of cases on ENR illegal activities filed 3. Percentage of total hotspot areas neutralized	OO : Natural Resources Sustainably Managed							

Prepared By:

Approved By:

Planning Officer

Budget Officer

Agency Head

BP Form B-1
AGENCY PERFORMANCE MEASURES
Instructions

This form shall contain a presentation of the performance measures of departments and agencies. Based on the Program Expenditure Classification (PREXC) agreed with DBM, departments/agencies shall specify accomplishments and targets, and corresponding budgetary allocation for related programs/activities/projects.

This form shall be accomplished as follows:

- Column (1) **Program/Sub-Program Description** – Indicate the Program and/or Sub-Program that have been agreed upon, harmonized and formally confirmed between the agency head and the DBM.
- Performance Indicator Description** - should be those agreed for each Program or Sub-program, as applicable
- Performance Indicators could be expressed in terms of quantity, quality and timeliness, among others. These may be defined as follows:
- Quantity Indicator – indicates the number of units or volume of output delivered during a given period of time. (**How much did we do?**).
- Quality Indicator – indicates how well the output is delivered and how they are perceived by clients (**How well did we do it?**). Common quality performance indicators include accuracy or completeness, safety and client satisfaction.
- Timeliness Indicator – indicates a measure of the availability of the output as and when required by the client. Timeliness indicators may include turnaround time, average waiting time, distance/time travelled by clients to receive a service, etc.
- Column (2) **Organizational Outcome (OO)** – Indicate the specific OO/s to which the Program/s directly contribute. A Program may contribute to only one OO.
- Columns (3-5) **Baseline Information** – Indicate the unit of measurement used for the baseline (Col. 3), base year (Col. 4) and the baseline value (Col. 5). This may be sourced from the Matrix of Indicator Definitions (MID) that has been prepared by the Department/Agency.
- Columns (6-7) **Performance** – Specific numerical performance measurement of the agency targets for FY 2018 corresponding to the specific Program or Sub-program/indicators under Column (1).
- Columns (8-9) **Budget Allocation** – Cost provision proposed for FY 2018 – Tier 1 and Tier 2 Proposals) corresponding to each P/A/P attributed to Program or Sub-program/indicators presented under Column (1).

SUMMARY OF RDC INPUTS AND RECOMMENDATIONS ON AGENCY NEW AND EXPANDED PROGRAMS AND PROJECTS
FY 2018 BUDGET
(In Thousand Pesos)

Department/Agency: _____

PROGRAMS/ACTIVITIES/PROJECTS (1)	BUDGET ALLOCATION					RDC INPUT/RECOMMENDATION (7)	ACO FEEDBACK (8)		
	TIER 1 (2)	TIER 2 * (3)	Agency Central Office						
			Included in the Budget Proposal (4)	Not Included in the Budget Proposal (5)	Total (6)				
Operations Organizational Outcome 1 PROGRAM 1 SUB-PROGRAM 1 a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 GRAND TOTAL									
PREPARED BY: _____ Budget Officer Planning Officer						APPROVED BY: _____ Head of Office/Agency			

* Please attach copies of the pertinent BP Form 202/203 for each program, project or activity

BP FORM C
SUMMARY OF RDC INPUTS AND RECOMMENDATIONS ON
AGENCY NEW AND EXPANDED PROGRAMS AND PROJECTS

Instructions

This form shall be used to capture the inputs and recommendations of the Regional Development Councils (RDCs) on agency programs, activities and projects (PAPs). It is to be prepared by the Agency Central Offices (ACOs) in coordination with Agency Regional Offices (AROs).

Note: Agencies with roads and bridges programs and projects are specifically requested to submit their duly accomplished BP Form C to the DBM.

- Column 1** Indicate the specific program, activity or project that formed the subject of RDC input or recommendation.¹ A detailed breakdown per regions pertinent to each entry must be made.
- Column 2** Reflect the amounts allocated by the central office by program, activity or project to the regions corresponding to Tier 1.
- Column 3** Reflect the Tier 2 proposal of programs, activities or projects recommended by the RDC (or resulting from agreements within the RDC).² Each program, project or activity should have a corresponding BP Form 202 and supporting RDC document(s).
- Column 4** Reflect the amount of Tier 2 proposal in column 3 that is **INCLUDED in the agency budget proposal for Tier 2** submitted to the DBM.
- Column 5** Reflect the amount of Tier 2 proposal in column 3 that is **NOT INCLUDED in the agency budget proposal for Tier 2** submitted to the DBM.
- Column 6** Reflect the total of column 4 and column 5 for each program, activity or project.
- Column 7** State in this column the rationale of the inputs and recommendations of the RDC on agency PAPs for Tier 1 and Tier 2.³
- Column 8** State in this column the feedback of the **Agency Central Office** to the inputs and recommendations of the RDC on agency PAPs in Column 7.⁴

¹ Agency programs, activities or projects that did not form the subject of RDC input or recommendation can be omitted in this form.

² Indicate amounts per allotment class and objects of expenditure if possible in a separate document attached to the form.

³ This column can include RDC evaluation of the program or project in relation to its contribution to the Philippine Development Plan of the Regional Development Plan, the Budget Priorities Framework, agency mandate or target organizational outcomes, etc. It can also include other information pertinent to the program or project such as implementation readiness.

⁴ In addition, this column can also be used to capture the rationale of the agency for column 4 and column 5.

Note:

Expenses/output arising from additional releases of agencies on top of their budget as well as adjustments in outputs (targeted or actual), if any due to realignment of funds within agency budget shall be properly disclosed.

[illegible]

PREPARED BY: _____ Planning Officer/CSO Focal Person	APPROVED BY: _____ Head of Agency	DATE: _____ DAY/MO/YEAR
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BP FORM D

REPORT OF CSOs' INPUTS ON ONGOING AND NEW SPENDING PROJECTS AND ACTIVITIES

Instructions

This form shall report the inputs of Civil Society Organizations (CSOs) from **national and local** consultations initiated by Agency Central Offices (ACOs) for agency ongoing/new spending/expansion projects and activities for FY 2018.

Inputs from local CSO consultations led by or under the Regional Development Councils (RDCs), however, are not to be reported here.

To be prepared by the Agency Central Office and other instrumentalities of the National Government (Constitutional Offices, Other Executive Offices, SUCs). Attached agencies shall prepare this Form separately.

- Column 1: Reflect the corresponding account code for the *project/activity* to which CSOs inputs can be attributed.
- Column 2: Reflect the specific project/activity and/or sub-program of a major program for FY 2018. A detailed breakdown by regions per activity must be made.
- Column 3: Reflect the corresponding account code for the location of the project/activity to which CSOs inputs can be attributed.
- Column 4: State in this column the inputs/comments/recommendations of the **CSOs** on agency ongoing and/or new spending/expansion programs/projects/activities, as to: relevance; strategy and delivery methodology; beneficiaries/clients; accountability structure; costing; performance management; monitoring and evaluation; and risk management.

Inputs/comments/recommendations shall include those obtained and/or extracted from:

- conduct of CS/CSO Consultations at the national level,
- conduct of CS/CSO Consultations at the local level,
- review of the documentations for the past 12 months of agency program/project assessment and planning with participation of CSOs or under agency continuing consultative mechanisms, and/or
- engagement through Budget Partnership Agreements (BPAs).

The ACOs are reminded to be ready to provide the highlight/s of the consultations or extracts of the meetings/workshops, and actual attendance sheets, from which the inputs were based. These documents shall be collected after submission of the Agency Budget Proposal to DBM.

- Column 5: State in this column the amount of the object of expenditure that was based on the CSO inputs and incorporated by the agency in their submitted budget proposal. The amounts shall reflect, likewise, the

adjusted regional distribution by activity/project submitted by the ACOs to DBM.

Indicate the **Total** of the amounts.

Column 6: State in this column the assumptions/basis made in the amount of the object of expenditure in column 5.

Column 7: Remarks here shall include the source of the CSO inputs if it was through a consultation, a BPA, or from other agency consultative mechanisms; the name/s of the CSO BPA partner, CSOs consulted or the agency mechanism for CSO participation; or any actions taken in response to the CSO inputs.

STATEMENT OF REVENUES
(GENERAL FUND)
FY 2016-2020

BP FORM 100

(In Thousand Pesos)

DEPARTMENT:				AGENCY:						REMARKS (11)
SOURCE OF REVENUE (1)	DESCRIPTION SOURCE OF REVENUE (2)	OBJECT CODE (3)	LEGAL BASIS (4)	AMOUNT IN P'000						
				2016		2017	2018	2019	2020	
				ESTIMATE (5)	ACTUAL (6)	PROGRAM (7)	PROPOSED (8)	PROJECTIONS (9)	PROJECTIONS (10)	
TOTAL										
A. Free Portion										
- Tax Revenues										
- Non-Tax Revenues										
B. Earmarked Portion										
- Tax Revenues										
- Non-Tax Revenues										
PREPARED BY:				APPROVED BY:				DATE:		
_____ CHIEF ACCOUNTANT				_____ HEAD OF OFFICE/AGENCY				_____ DAY/MO/YEAR		

NOTE: The information reflected in this table shall be evaluated by the DBM for inclusion in Table C of the BESF.

BP FORM 100
STATEMENT OF REVENUES (GENERAL FUND)

Instructions

This form shall reflect all revenues collected by agencies which are deposited in the National Treasury. Information generated from this form will be reported as tax and non-tax revenues of the national government in Table C of the BESF.

- Column 1 - Reflect the specific type of revenue broken down by tax or non-tax revenues, under the General Fund classified as follows:
- Free Portion** - revenues which are available to finance any regular day-to-day operations of the national government; or
- Earmarked portion** – revenues which are authorized by law to be used for a specific purpose.
- Column 2 - Reflect the description of specific sources of revenue, such as Taxes on Goods and Services; Fines and Penalties on Tax Revenue; Operating and Service Income (Rents, Interest, etc); Income from Public Enterprises/Investments (Dividends, etc); Miscellaneous Income (Sale of waste materials, Gains on foreign exchange, etc) consistent with the Unified Account Code Structure (UACS).
- Column 3 - Indicate under this column the corresponding UACS object code of the revenue/income.
- Column 4 - State the applicable legal basis authorizing the collection and/or earmarking of revenues.
- Column 5 - The amounts in this column shall be based on the FY 2016 BESF.
- Column 6 - The amounts in this column shall reflect the agency's actual revenue collections deposited with BTr for the year 2016.
- Column 7 - The amounts in this column shall reflect the FY 2017 BESF level or the updated estimates, if any, based on new assumptions.
- Columns 8-10 - Reflect the projected revenues for 2018 to 2020 based on existing conditions.
- Column 11 - State in this column the assumption/basis in the projection of income. Significant increase/decrease in the income projection for FY 2018-2020 vis-à-vis prior and current year level must be fully justified. Reasons for material deviations of income realization in 2016 compared with the FY 2016 income estimate shall also be justified.

STATEMENT OF REVENUES AND
EXPENDITURES
EARMARKED REVENUES
FY 2016-2020

BP FORM 100-A

(In Thousand Pesos)

DEPARTMENT:						AGENCY:										REMARKS	
CATEGORY (1)	DESCRIPTION SOURCE OF REVENUE (2)	UACS OBJECT CODE (3)	LEGAL BASIS (4)	NATURE OF EXPENDITURES (5)	FUND BALANCE as of DEC. 31, 2016 (6)	AMOUNT IN P'000											
						2016 ACTUAL		2017 PROGRAM		2018 PROPOSED		2019 PROJECTIONS		2020 PROJECTIONS			
						Revenue (7)	Expenditure (8)	Revenue (9)	Expenditure (10)	Revenue (11)	Expenditure (12)	Revenue (13)	Expenditure (14)	Revenue (15)	Expenditure (16)		
A. Special Account in the General Fund (Automatically Appropriated)																	
B. Use of Income, General Fund																	
GRAND TOTAL																	
PREPARED BY:						APPROVED BY:						DATE:					
CHIEF ACCOUNTANT						HEAD OF OFFICE/AGENCY						DAY/MO/YEAR					

NOTE: The information reflected in this table shall be evaluated by the DBM for inclusion in Table C of the BESF.

BP 100-A: STATEMENT OF REVENUES AND EXPENDITURES

Earmarked Revenues

Instructions

This form shall reflect all revenues collected by agencies which are deposited in the National Treasury under the General Fund, which are authorized by law to be used for a specific purpose.

- Column 1 - Reflect the category of earmarked revenues - automatically appropriated under a Special Account in the General Fund (SAGF), and annually appropriated as use of income in the General Fund..

- Column 2 - Reflect the description of specific sources of revenue, such as Taxes on Goods and Services; Fines and Penalties on Tax Revenue; Operating and Service Income (Rents, Interest, etc); Income from Public Enterprises/Investments (Dividends, etc); Miscellaneous Income (Sale of waste materials, Gains on foreign exchange, etc) consistent with the UACS description..

- Column 3 - Indicate under this column the corresponding UACS object code of the revenue/income

- Column 4 - State all applicable legal bases authorizing the collection and earmarking of revenues.

- Column 5 - Indicate the nature of expenditures authorized by law to be incurred, chargeable against the revenues earmarked for the purpose. In case the revenue collected will be used by other agencies like in case of MVUC being collected by LTO to be used by DPWH and DOTC, there is no need to fill in the expenditure columns.

- Column 6 - The amount in this column shall reflect the balance of the fund as of December 31, 2016.

- Column 7-8 - The amounts in this column shall be based on the agency's Detailed Statement of Income and Expenses for the year 2016.

- Column 9-10 - The amounts in this column shall be based on the FY 2017 BESF figures consistent with BP Form 100.

- Columns 11-16 - Reflect the projected income and expenditures from 2018 to 2020 based on existing conditions.

- Column 17 - State in this column the assumption/basis in the projection of income. Significant increase/decrease in the income projection for FY 2018 vis-à-vis prior and current year level must be fully justified. Reasons for material deviations of income realization in 2016 compared with the FY 2016 income estimate shall also be justified.

STATEMENT OF OTHER RECEIPTS/EXPENDITURES
OFF-BUDGETARY AND CUSTODIAL FUNDS
FY 2016 - 2018

BP FORM 100-B

(In Thousand Pesos)

DEPARTMENT:					AGENCY:							
NATURE OF RECEIPTS (1)	FUNDING SOURCE CODE (2)	SOURCE OF REVENUE (3)	LEGAL BASIS (4)	NATURE OF EXPENDITURES (5)	Cash Balance as of Dec. 31, 2016 * (6)	AMOUNT IN P'000						REMARKS (13)
						2016 ACTUAL		2017 PROGRAM		2018 PROPOSED		
						Receipt (7)	Expenditure (8)	Receipt (9)	Expenditure (10)	Receipt (11)	Expenditure (12)	
I. Off-Budgetary Funds												
1. Revolving Fund												
2. Retained Income/Receipts												
II. Custodial Funds												
1. Trust Receipts												
2. Others												
PREPARED BY:					APPROVED BY:					DATE:		
_____ CHIEF ACCOUNTANT					_____ HEAD OF OFFICE/AGENCY					_____ DAY/MO/YR		

NOTE: The information reflected in this table shall be evaluated and consolidated by the DBM for inclusion in Table B of the BESF.

* Cash Balance as of Dec 31, 2016 shall be equivalent to the Cash Balance as of December 31, 2015 plus 2016 Actual Receipt minus 2016 Actual Expenditure

BP FORM 100-B
STATEMENT OF OTHER RECEIPTS/EXPENDITURES
(Off-Budgetary and Custodial Funds)

Instructions

This form shall be used to report all receipts of agencies which are authorized by law to be retained/held and used for specific purposes by the collecting agencies that accrue to the General Fund, and its corresponding expenditures.

Column 1- Reflect the types of funds/accounts maintained outside of the General Fund, as follows:

Off-Budgetary Funds refer to receipts for expenditure items that are not part of the National Expenditure Program but are authorized for depositing in an authorized government depository bank. These are categorized into:

- **Revolving Fund** are receipts derived from business-type activities of departments/agencies as authorized by law, and which are deposited in an authorized government depository bank. These funds shall be self-liquidating. All obligations and expenditures incurred because of these business-type activities shall be charged against the Revolving Fund.
- **Retained Income/Fund** are collections that are authorized by law to be used directly by agencies for their operation or specific purposes. These include but are not limited to receipts from:
 - For SUCS, tuition and matriculation fees and other internally generated income of the university/college pursuant to the provisions of R.A. No. 8292 entitled, "Higher Education Modernization Act of 1997."
 - For DOH, hospital income such as hospital fees; medical, dental and laboratory fees; rent income derived from the use of hospital equipment/facilities; proceeds from sale of hospital therapeutic products, prosthetic appliances and other medical devices; diagnostic examination fees; donations in cash from individuals or non-government organizations that are satisfied with hospital services, which are in turn given as assistance to indigent patients pursuant to the provisions of DOH, DOF and DBM Joint Circular No. 2003-1.

Custodial Funds refer to receipts or cash received by any government agency—whether from a private source or another government agency—to fulfill a specific purpose. Custodial receipts include receipts collected as an agent for another entity. These include trust receipts—both from an individual or corporation—that are required to be held by government until the outcome of a court's case or procurement activity is determined, as well as cases where a department or agency holds receipts as a trustee for the fulfillment of some obligations.

- Column 2 Indicate the corresponding UACS Funding Source Code e.g., ATI Revolving Fund, 06 207 501.
- Column 3 Reflect the description of the specific sources of revenue, such as Service Income, Business Operations (Rents, training fees, dormitory fees, etc) consistent with the UACS description.
- Column 4 Indicate the appropriate legislation or issuance authorizing the collection and use of the receipts.
- Column 5 Indicate the nature of expenditures authorized to be incurred, chargeable against the receipts.
- Column 6 Reflect the cash balance as of December 31, 2016, which shall be equivalent to the Cash Balance as of December 31, 2015 plus 2016 Actual Revenue minus 2016 Actual Expenditure.
- Column 7 Reflect the actual receipts/collections for 2016.
- Column 8 Reflect the actual expenditures for 2016 which were charged against the fund.
- Column 9 Reflect the estimated receipts/collections for FY 2017 consistent with the FY 2017 BESF.
- Column 10 Reflect the estimated expenditures for FY 2017 consistent with the FY 2017 BESF.
- Column 11 Reflect the estimated receipts/collections for FY 2018.
- Column 12 Reflect the estimated expenditures for FY 2018.
- Column 13 Include information on the status of the funds, i.e., active or dormant and incorporation in the Treasury Single Account (TSA) of the Bureau of Treasury (BTr). Dormant account refers to collections authorized by law to be deposited with an Authorized Government Depository Bank (AGDB) but have remained inactive for more than five (5) years, the purpose for which it was created has already been fulfilled or abandoned, per E.O No. 431 as implemented by DOF-DBM-COA-Permanent Committee JC No. 4-2012. Please report the status of discussions/negotiation with BTr on transfers of the accounts to the TSA.

STATEMENT OF DONATIONS AND GRANTS
FY 2016 - 2018

BP FORM 100-C

(In Thousand Pesos)

DEPARTMENT:					AGENCY:							REMARKS (13)
NATURE OF RECEIPTS (1)	UACS FUNDING SOURCE CODE (2)	TERM (Le, Implementation period in years) (3)	LEGAL BASIS (4)	NATURE OF EXPENDITURES (5)	Cash Balance as of Dec. 31, 2016 * (6)	2016 ACTUAL		2017 PROGRAM		2018 PROPOSED		
						Receipt (7)	Expenditure (8)	Receipt (9)	Expenditure (10)	Receipt (11)	Expenditure (12)	
I. In Cash (40402010 00) -Local Grants -Foreign Grants												
II. In Kind (40402020 00) -Local Grants -Foreign Grants												
PREPARED BY:					APPROVED BY:					DATE:		
_____ CHIEF ACCOUNTANT					_____ HEAD OF OFFICE/AGENCY					_____ DAY/MO/YR		

NOTE: The information reflected in this table shall be evaluated and consolidated by the DBM for inclusion in Table B of the BESF.

* Cash Balance as of Dec 31, 2016 shall be equivalent to the Cash Balance as of December 31, 2015 plus 2016 Actual Receipt minus 2016 Actual Expenditure.

BP FORM 100-C
STATEMENT OF DONATIONS AND GRANTS
(In Cash or In Kind)

Instructions

This form shall be used to report all non-repayable transfers, in cash or in kind, received from other levels of government, from private individuals, or institutions, foreign or domestic, including reparations and gifts given for particular projects or programs, or for general budget support.

- | | |
|-----------|--|
| Column 1 | Reflect the nature/description of receipts, categorized whether in cash or in kind, and whether from local or foreign sources. |
| Column 2 | Indicate the corresponding UACS Funding Source Code consistent with UACS Manual, e.g., Domestic Grant Proceeds (104104), and Grants from Development Partners (Fund Category Codes 152 to 250). Kindly note that since grant proceeds are Automatically Appropriated, the authorization code must be 04. |
| Column 3 | Indicate the remaining years of implementation of the project/program/purpose supported by the donation or grant (i.e., in number of years). |
| Column 4 | Indicate the appropriate legislation, issuance or grant agreement (ID or Number), authorizing the collection and use of the receipts. |
| Column 5 | Indicate the nature of expenditures authorized to be incurred, chargeable against the receipts. Specify description for different items of expenditure. |
| Column 6 | Reflect the cash balance as of December 31, 2016, which shall be equivalent to the Cash Balance as of December 31, 2015 plus 2016 Actual Revenue minus 2016 Actual Expenditure, if applicable |
| Column 7 | Reflect the actual receipts for FY 2016. |
| Column 8 | Reflect the actual expenditures for FY 2016 which were charged against the donations/grant proceeds. |
| Column 9 | Reflect the estimated receipts for FY 2017. |
| Column 10 | Reflect the estimated expenditures for FY 2017 to be charged against the donations/grant proceeds. |
| Column 11 | Reflect the estimated receipts for FY 2018. |
| Column 12 | Reflect the estimated expenditures for FY 2018 to be charged against the donations/grant proceeds. |
| Column 13 | State the assumptions/basis in the estimation/projection of receipts, as well as indicate necessary notations to put in proper context the entries in the previous columns. |

Note: For donations/grants in kind, please specify its numerical value in thousand pesos in as much as proper quantification is possible.

BP FORM 200: COMPARISON OF APPROPRIATIONS AND OBLIGATIONS
FY 2016-2018

DEPARTMENT:		AGENCY:		
PARTICULARS		AMOUNT IN P'000		
		2016 ACTUAL	2017 CURRENT	2018 PROPOSED
NEW GENERAL APPROPRIATIONS				
General Fund				
AUTOMATIC APPROPRIATIONS				
Retirement and Life Insurance Premiums Grant Proceeds Special Account Customs Duties and Taxes Proceeds from Sale of Non-serviceable, Obsolete and Other Unnecessary Equipment Tax Refund Pension for Ex-Presidents or their surviving spouses				
CONTINUING APPROPRIATIONS				
Public Works Act (EO 182) Unobligated Allotments Maintenance and Other Operating Expenses (R.A.) Capital Outlays (R.A.) Unreleased Appropriations Maintenance and Other Operating Expenses (R.A.) Capital Outlays (R.A.)				
BUDGETARY ADJUSTMENTS:				
Transfer(s) to: Specify Transfer(s) from: Agrarian Reform Fund National Disaster Risk Reduction and Management Fund Contingent Fund Miscellaneous Personnel Benefits Fund Pension and Gratuity Fund Priority Development Assistance Fund Unprogrammed Funds (Specify) Others (Specify)				
TOTAL AVAILABLE APPROPRIATIONS				
LESS: Unused Appropriations Unobligated Allotment Unreleased Appropriation				
TOTAL OBLIGATIONS				
PREPARED BY:		CERTIFIED CORRECT:		
<div style="text-align: center;"> _____ BUDGET OFFICER _____ DAY/MO/YEAR </div>		<div style="text-align: center;"> _____ CHIEF ACCOUNTANT _____ DAY/MO/YEAR </div>		

BP FORM 200
COMPARISON OF APPROPRIATIONS AND OBLIGATIONS

Instructions

- Column 1 - **PARTICULARS.** Indicate the specific sources of appropriations, such as New, Supplemental, Automatic, Continuing Appropriations, or Special Purpose Funds made available to the agency during a particular Fiscal Year.
- Column 2 - **FY 2016 Actual.** The New General Appropriations shall be based on FY 2016 GAA. Automatic Appropriations and Budgetary Adjustments shall be based on actual allotment received. The amounts shall be based on the agency's Statement of Allotments, Obligations and Balances as of December 31, 2016.
- Column 3 - **FY 2017 Current.** Represents the FY 2017 New General Appropriations, Automatic Appropriations and unreleased appropriations/unobligated allotment authorized to be treated as Continuing Appropriations. The New General Appropriations shall be based on FY 2017 GAA. Continuing Appropriations pertains to the Unobligated Allotment for Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) of the immediately preceding year. This shall be consistent with the Registry of Allotment and Obligations.
- Column 4 - **FY 2018 Proposed.** Represents the summary of the FY 2018 budget proposal to be funded from the GAA, including Automatic Appropriation.

**BP FORM 201 - SUMMARY OF OBLIGATIONS
AND PROPOSED ACTIVITIES/PROJECTS
(In P'000)**

Department:		Agency:																													
Cost Structure / Activities/ Projects	Key Program Code(s)	2018 Proposed Activity															Multi-Year Requirements For FY 2018 Tier 2 Proposals														
		TIER 1					TIER 2					TOTAL PROPOSED ACTIVITY					2019					2020									
		PS (13)	MOOE (14)	FinEx (15)	CO (16)	TOTAL (17)	PS (18)	MOOE (19)	FinEx (20)	CO (21)	TOTAL (22)	PS (23)	MOOE (24)	FinEx (25)	CO (26)	TOTAL (27)	PS (28)	MOOE (29)	FinEx (30)	CO (31)	TOTAL (32)	PS (33)	MOOE (34)	FinEx (35)	CO (36)	TOTAL (37)					
GRAND TOTAL																															
Prepared By:		Certified Correct:										Approved By:					Date:														
		Budget Officer										Planning Officer					Chief Accountant					UPO/OP Head of Office					DAY/MO/YEAR				

BP FORM 201 **SUMMARY OF OBLIGATIONS AND PROPOSED** **PROGRAMS/PROJECTS**

Instructions

This form reflects the summary of obligations and proposed programs and projects under BP Form 201 (Schedules A, B, C and D). It also includes the programs/activities/projects (P/A/Ps) or components thereof that address specific commitments of the government, including appropriate justification as may be necessary. It shall be accomplished as follows:

Column 1 Indicate under this Column P/A/Ps in the same level of detail as required in BP Forms 201-Schedules A, B, C & D. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.)

Column 2 Indicate under this Column the appropriate codes for the specific key programs/commitments of the Socio-Economic Agenda of the Duterte Administration, addressed by the P/A/P under Column (1) as follows:

<u>Codes</u>	<u>Cluster*</u>
1	Macroeconomic and Fiscal Policies
2	Infrastructure and Competitiveness
3	Rural Development
4	Human Capital Development
5	Mindanao (Peace and Development)

Column 3-7 Indicate under these Columns the 2016 Actual Obligations by Expense Class (PS, MOOE, FINEX and CO) of the Agency as well as actual object classification of the obligations.

Column 8-12 Indicate under these Columns the 2017 Current Program by Expense Class (PS, MOOE, FINEX and CO) of the Agency.

Column 13-27 Indicate under these Columns the 2018 Proposed Program by Expense Class (PS, MOOE, FINEX and CO) of the Agency. This shall correspond, for each P/A/P, to the sum of the Total 2018 proposed program in Schedules A, B, C and D, Tier 1 and Tier 2 Proposal.

Column 28-37 Indicate under these columns the multi-year requirements of the FY 2018 Tier 2 proposals which have funding implications in FY 2019 and 2020. This requires submission of the New Spending Proposal Forms pursuant to Budget Circular No. 2008-2.

Note: In a separate sheet, indicate the specific details of the key programs under each Socio-Economic Agenda / Cluster.

BP FORM 321 - SCHEDULE A
OBLIGATIONS BY OBJECT OF EXPENDITURES
PERSONNEL SERVICES
(2 PPM)

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please check):										YEAR (Please check):																																			
		New Appropriation (Program Agency Budget)										2018 - Actual Obligations																																			
		Activities/Appropriations										2017 - Current Program																																			
		Continuing Appropriations										2016 - Total Proposed Program																																			
										TIER 1				TIER 2																																	
COST STRUCTURE PROGRAM ACTIVITY PROJECT	Key Program Cost(s)	OTHER CONFIRMATION										OTHER BENEFITS				FIXED PERSONNEL EXPENDITURES																															
		SALARIES AND WAGES		Subsidies, Lump Sum Quarters Mileage		Productivity Incentive Bonuses		Adjustments (a) Personnel Assigned Abroad		Hazard Pay		Longevity Pay		Year-end Bonuses		Costs GIR		Total Compensation		Terrestrial Leave Benefits		Total Other Benefits		Refinement Insurance Premiums		PHILHEALTH Contributions		Total Fixed Personnel Exp.																			
		ED	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES	ES																	
A. COST STRUCTURE I. General Administration and Support a. Project 1 RD 1 RD 2 b. Project 1 RD 1 RD 2 TOTAL A1 II. Support to Operations a. Activity 1 CD 1 RD 1 RD 2 b. Project 1 CD 1 RD 1 RD 2 TOTAL A2 III. Operational Outcomes PROGRAM 1 ACTIVITY 1 a. Project 1 CD 1 RD 1 RD 2 b. Project 1 CD 1 RD 1 RD 2 PROGRAM 2 ACTIVITY 2 a. Project 1 CD 1 RD 1 RD 2 b. Project 1 CD 1 RD 1 RD 2 TOTAL A3 TOTAL COST STRUCTURE, PROGRAMS, ACTIVITIES AND PROJECTS TOTAL OBLIGATIONS																																Prepared by: _____ SUGGEST OFFICER: _____ Including Associated Cost by PPM				Official Contact: _____ CHIEF ACCOUNTANT: _____ PLANNING OFFICER: _____				Approved by: _____ HEAD OF OFFICE/AGENCY: _____ DATE: _____				DIVISION/UNIT: _____			

[illegible]

**BY FORM 201 - SCHEDULE B
OBLIGATIONS, BY OBJECT OF EXPENDITURES,
MAINTENANCE AND OTHER OPERATING EXPENSES
(4/1/90)**

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please Check):													YEAR (Please Check):									
		New Appropriations (Regular Agency Budget)													2018 - Actual Obligations									
		<div> <input type="checkbox"/> Anticipated Appropriations <input type="checkbox"/> Continuing Appropriations <input type="checkbox"/> Other </div>													<div> <input type="checkbox"/> 2017 - Current Program <input type="checkbox"/> 2018 - Total Requested Program <div> YEAR 1 YEAR 2 </div> </div>									
COST STRUCTURE PROGRAM ACTIVITY PROJECT	Key Program Code(s)	Traveling Subsistence	Traveling Subsistence	Supplies and Materials	Utility	Communication	Awards Research and Development	Security, Research and Development	Domestic Relocation & Overhead Deduction	Construction, Transmission and Distribution	Confidential Intelligence and Security	Professional Services	General Services	Registers and Maintenance	Financial Assistance Subsidy	Tenure and Other Fees	Labor Wages	Advertising Representation	Parking and Petroleum	Transportation and Delivery	Rent/ Lease to Org.	Membership Dues, Conference to Org.	TOTAL	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)
A. COST STRUCTURE I. General Administration and Support a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL A																								
II. Support to Operations a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL B																								
III. Operations Operational Outcome 1 Operational Outcome 2 Operational Outcome 3 a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL C																								
Operational Outcome 4 Operational Outcome 5 a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL D																								
TOTAL COST STRUCTURE, PROGRAMS, ACTIVITIES AND PROJECTS TOTAL COSTS																								
Prepared by: _____ Budget Officer: _____ Planning Officer: _____ Chief Accountant: _____ Approved by: _____ Date: _____ DAY/MONTH/YEAR																								

Including Associated Cost by PMU

SP 2004-21 - SCHEMES 8-1
ORGANIZATIONS BY OBJECT OF EXPENDITURES
MAINTENANCE AND OTHER OPERATING EXPENSES
(in Prou)

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please check)										YEAR (Please check):																																		
		From Appropriation (Regular Agency Budget)										2018 - TIER 1 Proposals																																		
		Generate Appropriations										Funding Requirement for 2018																																		
PROGRAM/ACTIVITY/PROJECT	My Program Code(s)	Traveling Scholarship	Training and Leadership	Supplies and Materials	Utility	Communication	Awards	Survey, Research and Development	Demolition, Rehabilitation and Disposal	Construction, Renovation and Distribution	Confidential, Intelligence and Extraordinary	Professional Services	General Services	Repairs and Maintenance	Financial Assistance	Taxes, Insurance and Other Fees	Labor and Other Fees	Advertising	Representation	Printing and Publication	Transportation and Delivery	Funding Requirement for 2019																								
																						Rental Lease	Dues, Membership	TOTAL																						
A. 003 STRUCTURES 1. General Administration and Support a. Activity 1 CO RO1 RO2 b. Project 1 CO RO1 RO2 TOTAL A1																																														
B. Support to Operations a. Activity 1 CO RO1 RO2 b. Project 1 CO RO1 RO2 TOTAL A2																																														
C. Operations Organizational Outcome 1 PROGRAM 1 SUBPROGRAM 1 a. Activity 1 CO RO1 RO2 b. Project 1 CO RO1 RO2 TOTAL A3																																														
Organizational Outcome 2 PROGRAM 2 SUBPROGRAM 2 a. Activity 1 CO RO1 RO2 b. Project 1 CO RO1 RO2 TOTAL A4																																														
BUDGET OFFICER Prepared by: _____ Planning Officer: _____ Chief Accountant: _____ Certified Contact: _____ Approved by: _____ Head of Office/Agency: _____ Date: _____ DAY/MONTH/YEAR																																														

SP FORM 331 - SCHEDULE C
OBIGATIONS BY OBJECT OF EXPENDITURES
FINANCIAL EXPENSES
(in \$ mil)

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please check)				YEAR please check:				
		New Appropriations (Regular Agency Budget)				2016 - Actual Obligations				
		Automatic Appropriations	Continuing Appropriations	Others	Key	2017 - Current Program	2018 - Total Proposed Program	TIER 1	TIER 2	
COST STRUCTURE/	Program	Key	Supervisory	Interest	Guarantee	Bank	Commitment	Other	Financial	TOTAL
ACTIVITY/	Code(s)	Transferable Fees	Fees	Charges	Fees	Charges	Fees	Charges	Charges	Charges
PROJECT	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
A. COST STRUCTURE										
1. General Administration and Support										
a. Activity 1										
CO										
RO1										
RO2										
b. Project 1										
CO										
RO1										
RO2										
TOTAL A1										
2. Supervisory Operations										
a. Activity 1										
CO										
RO1										
RO2										
b. Project 1										
CO										
RO1										
RO2										
TOTAL A2										
3. Operations										
a. Activity 1										
CO										
RO1										
RO2										
b. Project 1										
CO										
RO1										
RO2										
TOTAL A3										
4. Organizational Expenses										
a. Activity 1										
CO										
RO1										
RO2										
b. Project 1										
CO										
RO1										
RO2										
TOTAL A4										
TOTAL COST STRUCTURE PROGRAMS, ACTIVITIES AND PROJECTS										
TOTAL A5										
Prepared by:										
BUDGET OFFICER										
PLANNING OFFICER										
CERTIFIED CORRECT										
APPROVED BY:										
HEAD OF AGENCY										
DATE:										
DATE/MONTH/YEAR										

Including Amended Cost by PMP

BP FORM 201 - SCHEDULE C-1
OBLIGATIONS BY OBJECT OF EXPENDITURES
FINANCIAL EXPENSES
(in P1000)

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please check):				YEAR (Please check):		2019 - TIER 1 Proposals		2019 - TIER 2 Proposals	
		Regular Agency Budget	Other Agency Budget	Interagency	Other	2019	2020	2019	2020	2019	2020
PROGRAM/ACTIVITY/PROJECT	My Program Code(s)	Navigation	Supervised	Interventive	Guarantee	Fees	Bank Charges	Commitment	Other Financial	TOTAL	
I. Capital Structure											
a. Activity 1											
b. Project 1											
c. Project 2											
d. Project 3											
e. Project 4											
f. Project 5											
g. Project 6											
h. Project 7											
i. Project 8											
j. Project 9											
k. Project 10											
l. Project 11											
m. Project 12											
n. Project 13											
o. Project 14											
p. Project 15											
q. Project 16											
r. Project 17											
s. Project 18											
t. Project 19											
u. Project 20											
v. Project 21											
w. Project 22											
x. Project 23											
y. Project 24											
z. Project 25											
aa. Project 26											
ab. Project 27											
ac. Project 28											
ad. Project 29											
ae. Project 30											
af. Project 31											
ag. Project 32											
ah. Project 33											
ai. Project 34											
aj. Project 35											
ak. Project 36											
al. Project 37											
am. Project 38											
an. Project 39											
ao. Project 40											
ap. Project 41											
aq. Project 42											
ar. Project 43											
as. Project 44											
at. Project 45											
au. Project 46											
av. Project 47											
aw. Project 48											
ax. Project 49											
ay. Project 50											
az. Project 51											
ba. Project 52											
bb. Project 53											
bc. Project 54											
bd. Project 55											
be. Project 56											
bf. Project 57											
bg. Project 58											
bh. Project 59											
bi. Project 60											
bj. Project 61											
bk. Project 62											
bl. Project 63											
bm. Project 64											
bn. Project 65											
bo. Project 66											
bp. Project 67											
bq. Project 68											
br. Project 69											
bs. Project 70											
bt. Project 71											
bu. Project 72											
bv. Project 73											
bw. Project 74											
bx. Project 75											
by. Project 76											
bz. Project 77											
ca. Project 78											
cb. Project 79											
cc. Project 80											
cd. Project 81											
ce. Project 82											
cf. Project 83											
cg. Project 84											
ch. Project 85											
ci. Project 86											
cj. Project 87											
ck. Project 88											
cl. Project 89											
cm. Project 90											
cn. Project 91											
co. Project 92											
cp. Project 93											
cq. Project 94											
cr. Project 95											
cs. Project 96											
ct. Project 97											
cu. Project 98											
cv. Project 99											
cw. Project 100											
cx. Project 101											
cy. Project 102											
cz. Project 103											
da. Project 104											
db. Project 105											
dc. Project 106											
dd. Project 107											
de. Project 108											
df. Project 109											
dg. Project 110											
dh. Project 111											
di. Project 112											
dj. Project 113											
dk. Project 114											
dl. Project 115											
dm. Project 116											
dn. Project 117											
do. Project 118											
dp. Project 119											
dq. Project 120											
dr. Project 121											
ds. Project 122											
dt. Project 123											
du. Project 124											
dv. Project 125											
dw. Project 126											
dx. Project 127											
dy. Project 128											
dz. Project 129											
ea. Project 130											
eb. Project 131											
ec. Project 132											
ed. Project 133											
ee. Project 134											
ef. Project 135											
eg. Project 136											
eh. Project 137											
ei. Project 138											
ej. Project 139											
ek. Project 140											
el. Project 141											
em. Project 142											
en. Project 143											
eo. Project 144											
ep. Project 145											
eq. Project 146											
er. Project 147											
es. Project 148											
et. Project 149											
eu. Project 150											
ev. Project 151											
ew. Project 152											
ex. Project 153											
ey. Project 154											
ez. Project 155											

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please check): New Appropriations [Register Agency Budget] Automatic Appropriations Continuing Appropriations Other	YEAR (Please check):										
			2016 - Actual Obligations		2017 - Current Program		2018 - Total Proposed Program						
			FISCAL YEAR 1		FISCAL YEAR 2								
COST STRUCTURE PROGRAM ACTIVITY PROJECT	Key Program Code(s)	Investments Outlay	Land & Lease Outlay	Buildings and Structures Outlay	Office Equipment, Furniture & Fixtures	Machinery and Equipment Outlay	Transport Equipment	Public Infrastructure	Reclamation Projects	Loans Outlay	Livestock and Crops Outlay	Work/ Advance Outlay	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
A. COST STRUCTURE I. General Administration and Support a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL A.I.													
B. Stopped in Questions a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL B.S.													
C. Operations Departmental Outcomes 1 PROGRAM 1 SUB-PROGRAM 1 a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 Operational Outcome 2 PROGRAM 2 SUB-PROGRAM 2 a. Activity 1 CO RO 1 RO 2 b. Project 1 CO RO 1 RO 2 TOTAL C.O.													
D. TOTAL COST STRUCTURE PROGRAMS, ACTIVITIES AND PROJECTS TOTAL D.TOTALS													
Prepared by:	PLANNING OFFICER		CHIEF ACCOUNTANT		Approved by:		Date:		DAY/MONTH/YEAR				

BP FORM 261- SCHEDULE-1
 DELEGATIONS BY OBJECT OF EXPENDITURES
 CAPITAL OUTLAYS
 (1 P.00)

DEPARTMENT:	AGENCY:	APPROPRIATION SOURCE (Please Check):										YEAR (Please check):															
		New Appropriation (Regular Agency Budget)										2018 - TIER I Proposals		2018 - TIER I Proposals													
		Automatic Appropriations										Funding Requirement for 2019	Funding Requirement for 2020	Funding Requirement for 2019	Funding Requirement for 2020												
PROGRAM/ACTIVITY/PROJECT	Key Program Code(s)	Investments Outlay	Land & Land Improvements Outlay	Buildings and Structures Outlay	Office Equipment, Furniture & Fixtures Outlay	Motorists and Equipment Outlay	Transport Equipment Outlay	Public Infrastructure Outlay	Refinancing Projects Outlay	Lease Outlay	Livestock and Crops Outlay	Work Animals Outlay	TOTAL														
A. GOVT INFRASTRUCTURE 1. General Appropriations and Support a. Activity 1 DO RO1 RO2 b. Project 1 DO RO1 RO2 TOTAL A1																											
B. Support to Operations a. Activity 1 DO RO1 RO2 b. Project 1 DO RO1 RO2 TOTAL A3																											
IT Operations Operational Outlay 1 PROGRAM 1 SUB-PROGRAM 1 a. Activity 1 DO RO1 RO2 b. Project 1 DO RO1 RO2 TOTAL A3																											
Operational Outlay 2 PROGRAM 2 SUB-PROGRAM 2 a. Activity 2 DO RO1 RO2 b. Project 2 DO RO1 RO2 TOTAL A3																											
TOTAL DELEGATIONS																											

Prepared by:	Planned by:	Chief of Office:	Approved by:	Date:
BUDGET OFFICER	PLANNING OFFICER	CHIEF ACCOUNTANT	HEAD OF OFFICE/AGENCY	DAY/MONTH/YEAR

BP FORM 201 (SCHEDULES A, B C AND D) SUMMARY OF OBLIGATIONS AND PROPOSED PROGRAMS/PROJECTS

Instructions

The schedules A (PS), B (MOOE), C (FINEX) and D (CO) shall be prepared by agency, by appropriation source (New GAA, Continuing and Automatic) and by year (FYs 2016-Actual, 2017-Current, 2018-Total Proposed Program). The 2018 proposed program shall reflect the budget proposals Tier 1, Tier 2 and total proposals. Likewise, P/A/Ps funded from the Special Purpose Funds (SPFs), such as the National Disaster Risk Reduction and Management Fund, Contingent Fund, Pension and Gratuity Fund, etc., shall be separately presented from those funded under the regular agency budget. These BP Forms shall reflect the budget proposal of the Central Office and all operating units (to be specifically shown therein) of the department/agency.

Column 1: Shall reflect the following information:

- **Programs** to which the *Program/Activity/Project (P/A/P)* shall be attributed.
- **Program/Activity/Project (P/A/P)**, the specific P/A/Ps, locally-funded project and foreign-assisted project, the recipient regions and, whenever possible, the province or municipality. P/A/Ps shall follow the general categorization in the General Appropriation Act as follows: General Administration and Support, Support to Operations, and Operations.

All P/A/Ps with regional components shall be reflected by region after the program/activity/project statement.

For centrally managed program/project (e.g. farm-to-market roads, irrigation projects) implemented in the regional level, indicate the detailed breakdown of the regional component.

Agencies shall indicate the detailed breakdown of the regional component by province or municipality. The data shall form part of the DBM database but may not appear in the annual GAA.

- For DepEd, each school shall be reflected as a separate entry under each activity and shall be classified by division in the budget proposal.
- For DOH, each hospital shall be reflected as a separate entry under each activity.

Column 2 : **Key Program Code(s)** - Indicate under this Column the appropriate codes for the specific key programs/commitments of the Socio-Economic Agenda of the Duterte Administration.

Columns 3. to last Column: - Indicate the funding requirements for each major expense category. For each major expense category, provide details/breakdown by sub-object as enumerated under Annex C (Specific Guidelines for FY 2018 Budget Call).

a. For PS: Refer to Part I of Specific Guidelines

Provide details of the following major expenses: e.g. Other Bonuses and Allowances (CNA, PEI, PBB, etc.).

b. For MOOE: Refer to Part II of Specific Guidelines

Provide details of the following major expenses: e.g. Travel (Foreign, Local), Supplies and Materials (Office Supplies, Accountable Forms, etc.), Utility (Water and Electricity), Communication Services (Telephone (Mobile, Landline, Postage,)). General Services (Janitorial, Security, Environment, Sanitary) Professional Services (Legal, Auditing, Consultancy, etc.)

c. For Financial Expenses: Refer to Part III of Specific Guidelines

d. For CO: Refer to Part IV of Specific Guidelines

Provide details of the following major expenses.

NOTE: The proper and complete coding of column 2 is extremely important under the computerized budget preparation process of the DBM. Indicate under this Column the appropriate key program codes addressed by the P/A/P under Column (1) as follows:

<u>Codes</u>	<u>Cluster*</u>
1	Macroeconomic and Fiscal Policies
2	Infrastructure and Competitiveness
3	Rural Development
4	Human Capital Development
5	Mindanao (Peace and Development)

*Clusters are based on the themes by the DOF for the Philippine Development Forum 2016

**BP FORM 201 (SCHEDULES A-1, B-1 C-1 AND D-1)
OBLIGATIONS ON MULTI-YEAR REQUIREMENTS
FOR FY 2018 TIER 2 PROPOSALS**

Instructions
(To be submitted MANUALLY)

The schedules A-1 (PS), B-1 (MOOE), C-1 (FINEX) and D-1 (CO) shall be prepared by agency, by appropriation source (New GAA and Automatic) to cover Multi-year Requirements for FY 2018 Tier 1 and Tier 2 Proposals. It shall reflect the funding requirements for 2019 or 2020. Likewise, P/A/Ps funded from the Special Purpose Funds (SPFs), such as the National Disaster Risk Reduction and Management Fund, Contingent Fund, Pension and Gratuity Fund, etc., shall be separately presented from those funded under the regular agency budget. These BP Forms shall reflect the budget proposal of the Central Office and all operating units (to be specifically shown therein) of the department/agency.

Column 1: Shall reflect the following information:

- **Programs** to which the *Program/Activity/Project (P/A/P)* shall be attributed.
- **Program/Activity/Project (P/A/P)**, the specific P/A/Ps, locally-funded project and foreign-assisted project, the recipient regions and, whenever possible, the province or municipality. P/A/Ps shall follow the general categorization in the General Appropriation Act as follows: General Administration and Support, Support to Operations, and Operations.

All P/A/Ps with regional components shall be reflected by region after the program/activity/project statement.

For centrally managed program/project (e.g. farm-to-market roads, Irrigation projects) implemented in the regional level, indicate the detailed breakdown of the regional component.

Agencies shall indicate the detailed breakdown of the regional component by province or municipality. The data shall form part of the DBM database but may not appear in the annual GAA.

- For DepEd, each school shall be reflected as a separate entry under each activity and shall be classified by division.
- For DOH, each hospital shall be reflected as a separate entry under each activity.

Column 2 : **Key Program Code(s)** - Indicate under this Column the appropriate codes for the specific key programs/commitments of the Socio-Economic Agenda of the Duterte Administration.

Columns 3 to last Column: – Indicate the funding requirements for each major expense category. For each major expense category for 2018, provide

details/breakdown by sub-object as enumerated under Annex C (Specific Guidelines for FY 2018 Budget Call).

a. For PS: Refer to Part I of Specific Guidelines

Provide details of the following major expenses: e.g. Other Bonuses and Allowances (CNA, PEI, PBB, etc.).

b. For MOOE: Refer to Part II of Specific Guidelines

Provide details of the following major expenses: e.g. Travel (Foreign, Local), Supplies and Materials (Office Supplies, Accountable Forms, etc.), Utility (Water and Electricity), Communication Services (Telephone (Mobile, Landline, Postage,)), General Services (Janitorial, Security, Environment, Sanitary) Professional Services (Legal, Auditing, Consultancy, etc.)

c. For Financial Expenses: Refer to Part III of Specific Guidelines

d. For CO: Refer to Part IV of Specific Guidelines

Provide details of the following major expenses.

NOTE: The proper and complete coding of column 2 is extremely important under the computerized budget preparation process of the DBM. Indicate under this Column the appropriate key program codes addressed by the P/A/P under Column (1) as follows:

<u>Codes</u>	<u>Cluster*</u>
1	Macroeconomic and Fiscal Policies
2	Infrastructure and Competitiveness
3	Rural Development
4	Human Capital Development
5	Mindanao (Peace and Development)

*Clusters are based on the themes by the DOF for the Philippine Development Forum 2016

BP FORM 201 - SCHEDULE E
PROGRAM EXPENDITURE PLAN
(In P'000)

1. CLUSTER / PRIORITY AGENDA:								
2. PROGRAM NAME:								
3. IMPLEMENTING AGENCIES AND COMPONENT ACTIVITIES:								
4. PROGRAM DESCRIPTION AND OBJECTIVES:								
5. FUNDING REQUIREMENT:								
UACS P/A/P Code								
Program Component	<u>2016</u>	<u>2017</u>	<u>2018</u>					
Agencies		<u>GAA</u>	TIER 1 Budget	Total Proposal	<u>2019</u>	<u>2020</u>	<u>2021</u>	
TOTAL								
6. PHYSICAL TARGET AND ACCOMPLISHMENT								
Performance Indicator	Target (No.)					Accomplishment (%)		
	2016	2017	2018	2019	2020	2021	2016	Slippage
7. STRATEGIES AND ACTIVITIES/PROJECTS TO ACHIEVE TARGETS:								
8. PROPOSED MEASURES TO ADDRESS IMPLEMENTING ISSUES/GAPS:								
Prepared by:			Certified Correct by:			Approved by:		
PLANNING/BUDGET OFFICER			CHIEF ACCOUNTANT			HEAD OF AGENCY DATE		

NOTE: Please refer to Sch. E-1 for program menu

BP FORM 201 – Schedule E: PROGRAM EXPENDITURE PLAN

INSTRUCTIONS

- Box No. 1 : Indicate the Cluster or Priority Socio-Economic Agenda of the Duterte Administration
- Box No. 2 : Indicate the priority Program Name.
- Box No. 3 : Indicate the names of the participating agency/ies under a department as well as the component activity/ies of each involved in the program based on the submission of each participating agency.
- Box No. 4 : Provide a brief description of the specific program contribution of the department and its objectives.
- Box No. 5 : Indicate and summarize the funding requirements of the participating agency/ies related to the program.

Column	2016	Refers to the actual obligations incurred for 2016
	2017	Refers to the 2017 appropriation per GAA
	2018	Refers to the 2018 proposed program, indicating the Tier 1 and Total Proposal
	2019-2021	Refers to the 2019-2021 total proposal

- Box No. 6 : List down the key physical targets related to the program in absolute terms and the corresponding accomplishments for the periods/years indicated for each of the participating agencies. Specify the most important pertinent performance targets related to the program. Express slippage/over-performance as the difference between target and accomplishment in relative terms for 2016. Enclose slippage data in parenthesis.
- Box No. 7 : Indicate the strategies and activities/projects to be implemented to achieve the targeted output.
- Box No. 8 : List down all the proposed measures to address any issues or gaps (either experienced or foreseen) during the implementation period.

MATRIX OF PRIORITY PROGRAMS AND PARTICIPATING AGENCIES

CLUSTER/PROGRAM	LEAD AGENCY	PARTICIPATING AGENCIES								
A. Good Governance and Anti-Corruption										
- Digitization of Financial Management Operations	DBM	DOF-OSEC	DOF-BTR	COA	DOST-ASTI	DOST-NCC				
B. Human Development and Poverty Reduction										
- Pantawid Pamilyang Pilipino Program	DSWD	DepEd	DOH							
- Universal Health Care Program	DOH	PHIC	DILG*	DPWH						
- Housing for Resettlement from Danger Areas	DILG*	DSWD DPWH	DBM MMDA	DOF	DENR	NAPC	PCUP	HUDCC	NHA	SHFC
- Education Program	DepEd	DOLE-TESDA	CHED	SUC	ARMM-CHED, TESDA and DepEd	DOST-PSHS and SEI				
C. Economic Development										
- Transport Infrastructure Program	DOTC	DPWH DOST	DOT	DA	DTI	CAAP	PPA	PNR	LRTA	MMDA
- Agricultural Development Program	DA	DAR NEA	NIA NPC	NFA DILG*	PRRI DPWH	PCA DOTC	DA-BFAR NAPC	DOST	CHED	DTI
- Manufacturing Revival Program 1/	DTI	DOLE	DOST	DOLE-TESDA	CHED	DA	PCA	DOE	NPC	NEA
- Tourism Development Program	DOT	DOTC CHED TIEZA	DPWH DOST TPB	CAAP DOH-Quarantine DILG*	DOJ-BI DENR	DFA NCCA-NHCP	DOF-BOC DEPED-NM	MIAA DOE	DTI NEA	DOLE-TESDA NPC
D. Climate Change Adaptation										
- Risk Resiliency Program 2/	DENR	CCC DOST-PHIVOLCS DOF	DENR-OSEC DA HLURB	DENR-EMB DILG* NHA	DENR-MGB DPWH NEDA	DENR-NAMRIA DOH DOF	DENR-NWRB DND-OCD	NDRMMC MMDA	DOST-OSEC PRRC	DOST-PAGASA DSWD

1/ Includes SME Development Program

2/ Includes the National Greening Program and other Climate Change Adaptation Programs

* Requires LGU participation

CLIMATE CHANGE EXPENDITURES
(In P'000)

Department/Agency:																	
Cost Structure /	Key Program Code(s)	2018 Proposed Activity															Climate
Activities/ Projects		TIER 1					TIER 2					TOTAL PROPOSED ACTIVITY					Change
		PS	MOOE	FinEx	CO	TOTAL	PS	MOOE	FinEx	CO	TOTAL	PS	MOOE	FinEx	CO	TOTAL	Typology/ies
(1)	(2)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(13)
GRAND TOTAL:																	
Prepared By:						Certified Correct:					Approved By:					Date:	
Budget Officer						Planning Officer					Chief Accountant					Head of Office/Agency	

BP FORM 201-F
CLIMATE CHANGE EXPENDITURES

Instructions

This form reflects the summary of climate change expenditures. It shall be accomplished as follows:

- | | |
|--------------|--|
| Column 1 | Indicate under this Column P/A/Ps in the same level of detail as required in BP Forms 201. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.) |
| Column 2 | Indicate the code of Climate Change (CC) component as indicated in DBM-CCC JMC No. 2015-01. The Climate Change Component shall refer to the UACS Subsector Code. |
| Column 3-7 | Indicate under these Columns the 2016 Actual Obligation by Expense Class (MOOE and CO, TOTAL) of the Agency specifically for the CC component. |
| Column 8-12 | Indicate under these Columns the 2017 Current Program by Expense Class (MOOE and CO, TOTAL) of the Agency specifically for the CC component. |
| Column 13 | Indicate the appropriate Climate Change Typology/ies as indicated in CCC MC No. 2016-01 dated February 17, 2016 under the UACS subsector indicated in Column 2. |
| Column 14-28 | Indicate under these Columns the 2018 Proposed Program by Expense Class (MOOE and CO) of the Agency specifically for the CC component. |

PROPOSAL FOR NEW OR EXPANDED LOCALLY-FUNDED PROJECT

1. Proposal/Project Name					
2. Implementing Department / Agency					
3. Priority Ranking No.					
4. Categorization	New <input type="checkbox"/>		Infrastructure <input type="checkbox"/>		
	Expanded/ Revised <input type="checkbox"/>		Non-Infrastructure <input type="checkbox"/>		
5. NEDA Project ID:					
6. Total Proposal Cost:					
7. Description:					
8. Purpose:					
9. Beneficiaries:					
10. Implementation Period:	ORIGINAL Start Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Finish Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> REVISÉD Start Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Finish Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
11. Pre-Requisites:	Approving Authorities	Reviewed/Approved			Remarks
		Yes	No	Not Applicable	
	NEDA Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NEDA Board - ICC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DPWH Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DPWH MOA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DPWH Costing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DENR Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	RDC Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	CSO Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	List of Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	List of Beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Others (please specify)				

12. Financial (in P'000) and Physical Details

12.1. PAP ATTRIBUTION BY EXPENSE CLASS

PAP (A)	TIER2 (B)	2019 (C)	2020 (D)
GRAND TOTAL			

12.2. PHYSICAL ACCOMPLISHMENTS & TARGETS

Physical Accomplishments (A)	Targets		
	TIER2 (B)	2019 (C)	2020 (D)

12.3. REQUIREMENTS FOR OPERATING COST OF INFRASTRUCTURE PROJECT

For infrastructure projects, show the estimated ongoing operating costs to be included in Forward Estimates

PAP (A)	2019 (B)	2020 (C)
GRAND TOTAL		

12.4. COSTING BY COMPONENTS

Components (A)	PS (B)	MOOE (C)	CO (D)	FINEX (E)	Total (F)
GRAND TOTAL					

12.5. LOCATION OF IMPLEMENTATION

Location (A)	PS (B)	MOOE (C)	CO (D)	FINEX (E)	Total (F)
GRAND TOTAL					

Prepared By:	Certified Correct:	Approved:	Date:
Budget Officer	Planning Officer	Chief Accountant	Head of Agency
			Date

BP FORM 202 : PROFILE AND REQUIREMENTS OF LOCALLY-FUNDED PROJECTS

INSTRUCTIONS

Notes: 1) Accomplish this form for each on-going project with proposed revisions only. If a profile has already been accomplished in prior years and no change in cost, implementation, strategy, implementation schedule and other details is to be undertaken, this form need not be accomplished. 2) Likewise, this profile will be used for new Locally-Funded Projects. 3) This same form shall also be accomplished by agencies with grants-in-aid projects.

Box No. 1 : Indicate the **Program/Project Name** as identified in the project document or as approved by pertinent approving authorities such as the Investment Coordination Committee (ICC), if applicable. For any change in Project Name, indicate the old name enclosed in parenthesis.

Illustration: Water Supply and Sanitation Project (Formerly Water Supply Project)

Box No. 2 : Identify the name of the **implementing agency** submitting the form. Indicate the role of the agency in project implementation (lead or participating) in parenthesis after the name of the agency.

Illustration: DOH (Lead Agency) or NBI (Participating Agency)

Box No. 3 : Provide a **priority rank** for the proposal. All proposals should be ranked from 1 being the highest priority. The Priority Ranking Number should be unique to every proposal.

Box No. 4 : Identify the **category** of the proposal. First, determine if the proposal is a new project or an expansion of an on-going project. Second, determine whether the project

Box No. 5 : For infrastructure projects, provide its **NEDA Project ID** as provided for in the Three-Year Rolling Infrastructure Program (TRIP) and/or the Public Investment Program (PIP).

Box No. 6 : Provide the total **cost of the proposal** to be funded in FY 2018.

Box No. 7 & 8 : Provide a brief **description** of the project and its **purpose/objectives**. For ICT projects, agency shall have submitted to the Steering Committee Secretariat of the MITHI its Information Systems Strategic Plans (ISS) and inventory of ICT related resource which shall be supported to this form.

- Box No. 9 : Identify the **beneficiaries** of the project.
- Box No. 10 : Provide the **implementation period** within which the project must be completed, specifying the day, month and year of project start and completion both original and revised (if applicable).
- Box No. 11 : Identify the **pre-requisites** and/or authorities that have been secured for the project. These should be provided as supporting details and documents for the proposal.
- Box No. 12.1 : Indicate the **P/A/Ps** in the same level of detail as required in BP Forms 201-Schedules A, B, C & D. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.)
- Provide the amount of the proposal for FY2018 – Tier 2 for each P/A/Ps identified. Also include the requirements in the 2019 and 2020 forward years, if applicable.
- Box No. 12.2 : List down the project's **physical targets** in absolute terms and the corresponding **accomplishments** for the periods/years indicated.
- Box No. 12.3 : For infrastructure projects, indicate the its **cost of maintenance and operations** upon completion. Similar to Box 12.1, the particular **P/A/Ps** should be specified.
- Box No. 12.4 : List down all the **components** of the project and their corresponding costs.
- Box No. 12.5 : Identify the **location** by providing the region/province/municipality or areas to be covered by the project.

PROPOSAL FOR NEW OR EXPANDED FOREIGN-ASSISTED PROJECT

1. Proposal/Project Name					
2. Implementing Department / Agency					
3. Project ID					
4. Priority Ranking No.					
5. Categorization	New	<input type="checkbox"/>	Infrastructure	<input type="checkbox"/>	
	Expanded/ Revised	<input type="checkbox"/>	Non-Infrastructure	<input type="checkbox"/>	
6. Total Proposal Cost:					
7. Description:					
8. Purpose:					
9. Beneficiaries:					
10. Implementation Period:	ORIGINAL				
	Start Date:				
	Finish Date:				
	REVISED				
	Start Date:				
	Finish Date:				
11. Pre-Requisites:	Approving Authorities		Reviewed/Approved		
		Yes	No	Not Applicable	Remarks
	NEDA Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NEDA Board - ICC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DPWH Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DPWH MOA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DPWH Casting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	DENR Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	RDC Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ESO Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	List of Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	List of Beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Others (please specify)				

12. Financial Details (in P'000) and Physical Details

12.1. ACTIVITY/PROJECT BY EXPENSE CLASS

P/A/P	TIER2				2019				2020			
	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL
	Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash		
GRAND TOTAL												

12.2. PHYSICAL ACCOMPLISHMENTS & TARGETS

Physical Accomplishments	Targets		
	TIER2	2019	2020

12.3. TOTAL PROJECT COST

For ALL New FAPs

Expense Class	Total Project Cost			
	LP		GOP	TOTAL
	Cash	Non-Cash		
PS				
MOOE				
FINEX				
CO				
GRAND TOTAL				

12.4 OPERATING COST OF INFRASTRUCTURE PROJECTS

For Infrastructure projects, show the estimated ongoing operating costs to be included in Forward Estimates

	2019				2020			
	LP		GOP	TOTAL	LP		GOP	TOTAL
	Cash	Non-Cash			Cash	Non-Cash		
GRAND TOTAL								

12.5. COSTING BY COMPONENTS

Component	PS				MOOE				FINEX				CO				Total			
	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL
	Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash		
GRAND TOTAL																				

12.6. LOCATION OF IMPLEMENTATION

Location	PS				MOOE				FINEX				CO				Total			
	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL	LP		GOP	TOTAL
	Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash			Cash	Non-Cash		
GRAND TOTAL																				

Prepared By:	Certified Correct:	Approved:	Date:
Budget Officer	Planning Officer	Chief Accountant	Head of Agency
			Date

BP FORM 203 : PROFILE AND REQUIREMENTS OF FOREIGN-ASSISTED PROJECTS

NOTE: 1) Accomplish this form for every on-going foreign-assisted project with proposed revisions only. If a profile has already been accomplished in prior years and no change in cost, implementation, strategy, implementation schedule and other details is to be undertaken, this form need not be accomplished. 2) Likewise, this profile will be used for new Foreign-Assisted Projects. 3) For project with multi-implementing agencies (with one or multi-donors/creditors), each implementing agency shall accomplish the form for its own component. In addition, the lead/executing agency shall be responsible for the submission of an overall project profile. Complete all information requested.

INSTRUCTIONS

- Box No. 1 : Indicate the **Program/Project Name** as identified in the project document and/or as approved by the Investment Coordination Committee (ICC).
- Box No. 2 : Identify the name of the **implementing agency** submitting the form. Indicate the role of the agency in project implementation (lead or participating) in parenthesis after the name of the agency.
- Illustration: DOH (Lead Agency) or NBI (Participating Agency)*
- Box No. 3 : Identify the **Project ID** corresponding to the loan/grant number in the loan/grant agreement.
- Box No. 4 : Provide a **priority rank** for the proposal. All proposals should be ranked from 1 being the highest priority. The Priority Ranking Number should be unique to every proposal.
- Box No. 5 : Identify the **category** of the proposal. First, determine if the proposal is a new project or an expansion of an on-going project. Second, determine whether the project
- Box No. 6 : Provide the total **cost of the proposal** to be funded in FY 2018.
- Box No. 7 & 8 : Provide a brief **description** of the project and its **purpose/objectives**. For ICT projects, agency shall have submitted to the Steering Committee Secretariat of the MITHI its Information Systems Strategic Plans (ISS) and inventory of ICT related resource which shall be supported to this form.
- Box No. 9 : Identify the **beneficiaries** of the project.
- Box No. 10 : Provide the **implementation period** within which the project must be completed, specifying the day, month and year of project start and completion both original and revised (if applicable).

- Box No. 11 : Identify the **pre-requisites** and/or authorities that have been secured for the project. These should be provided as supporting details and documents for the proposal.
- Box No. 12.1 : Indicate the **P/A/Ps** in the same level of detail as required in BP Forms 201-Schedules A, B, C & D. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.)
- Provide the amount of the proposal for FY2018 – Tier 2 for each P/A/Ps identified. Also include the requirements in the 2019 and 2020 forward years, if applicable.
- The amounts shall correspond to the program in Schedules A, B and C and if possible, to the allocation (for the year) per approved FOA as indicated in Part I, Item 15. The amounts should be disaggregated as to expense class, category, component and allocation by location.
- Box No. 12.2 : List down the project's **physical targets** in absolute terms and the corresponding **accomplishments** for the periods/years indicated.
- Box No. 12.3 : For Infrastructure projects, indicate the its **cost of maintenance and operations** upon completion. Similar to Box 12.1, the particular **P/A/Ps** should be specified.
- Box No. 12.4 : List down all the **components** of the project and their corresponding costs.
- Box No. 12.5 : Identify the **location** by providing the region/province/municipality or areas to be covered by the project.

SF FORM 204

SUMMARY OF POSITIONS	
Classification (22)	No. of Positions (23)
Casual	
Contractual	
Part-time	
Substitute	
Seasonal	

BP FORM 204: STAFFING SUMMARY OF NON-PERMANENT POSITIONS

Instructions

This form shall be used to present the particulars of non-permanent positions in all government agencies. It shall be accomplished as follows:

- | | |
|---------------|---|
| Column (1) | P/A/P Attribution – the program/project/activity as indicated in the General Appropriations Act under which each position is assigned; indicate under this Column P/A/Ps in the same level of detail as required in BP Forms 201-Schedules A, B, C & D. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.) |
| Column (2) | Organizational Unit - the bureau, division, project management office and related organizational unit where the position is assigned |
| Column (3) | Position Title - to consist of the approved classification of positions for existing items whose creation is proposed to be renewed |
| Column (4) | Number of Positions - the number of positions for the position title indicated in Column (3) |
| Column (5) | Number of Months Employed per Position - total number of months rendered by an employee hired by type of position indicated in Column (3) |
| Column (6) | Total No. of Months Employed - total number of months rendered by all employees hired by type of position; this is computed by multiplying Column (5) by Column (4) |
| Column (7) | Salary Grade - the Salary Grade Allocation of the position as indicated in the IOS |
| Column (8) | Total Salary Based-on Months Employed – based on the monthly hiring rate of the position multiplied by the number of months employed as indicated in Column (6) |
| Column (9-19) | Other Compensation – shall be computed based on Item 2 of Annex A |
| Column (20) | Total Other Compensation – the sum of Columns (9) to (19) |
| Column (21) | Total Compensation - the sum of Columns (8) and (20) |

Column (22) Classification – refers to whether the non-permanent positions are Casual, Contractual, Part-Time, or Substitute

Column (23) Number of Positions – the total of positions based on the classifications in Column (22)

BP FORM 205
LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE AND RETIREMENT GRATUITY BENEFITS
FY 2018

DEPARTMENT:					AGENCY:			<input type="checkbox"/> Mandatory <input type="checkbox"/> Optional			
NAMES OF RETIREES AND RETIREMENT LAW	Position at Ret. Date	Date (Mo/Day/Year)			Highest Monthly Salary (Per NOSA)	TERMINAL LEAVE		RETIREMENT GRATUITY			
		Birth	Orig. Appt.	Ret.		No. of Leave Credits Earned		Amount	Total Creditable Service	No. of Gratuity Months	Amount
						VL	SL				
(1) For GSIS Members: I. Under RA No. 1816 II. Other Retirement Laws (pls. specify, e.g. RA 8291) Sub-Total For Non-GSIS Members: (e.g. Military/Uniformed), Retirement Laws (pls. specify) Sub-Total TOTAL	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
PREPARED BY:		APPROVED BY:						DATE:			
_____ PERSONNEL OFFICER		_____ HEAD OF OFFICE/AGENCY						_____ DAY/MO/YR			

BP FORM 205
LIST OF RETIREES
FOR PAYMENT OF TERMINAL LEAVE (TL) AND RETIREMENT GRATUITY (RG) BENEFITS

This form shall be accomplished by departments/agencies to provide information on their requirements TL and RG benefits for 2018.

Column 1	Name of Retiree and the Retirement Package/Law, such as RA 1616, RA 8291, etc.
Column 2	Position as of Retirement Date – indicate Position or Class ID as provided under the Index of Occupational Services, Position Titles and Salary Grades. Indicate the unique Item No. of the retiree under the PSIPOP.
Column 3	Date of Birth of Retiree – (mo/dd/yr)
Column 4	Date of Original Appointment of Retiree – (mo/dd/yr)
Column 5	Effectivity of Retirement – (mo/dd/yr)
Column 6	Monthly Salary as of Retirement Date – used in the computation of the benefits due (as prescribed to be derived from the Notice of Salary Adjustment – NOSA)
Column 7	For Terminal Leave, Number of Vacation Leave (VL) Credits Earned which is used in the computation of the amount due
Column 8	For Terminal Leave, the Number of Sick Leave (SL) Credits Earned which is used in the computation of the amount due
Column 9	Computed Amount of Terminal Leave Benefit due each subject retiree
Column 10	For Retirement Gratuity Benefit, the Total Creditable Service which may be derived from the service record of the retiree and used in the computation of the amount due
Column 11	Number of Gratuity Months used in the computation of the amount due. As prescribed, the total creditable service is converted into gratuity months as follows: <ul style="list-style-type: none"> ▪ 1 gratuity month – for each creditable year of service not exceeding 20 years ▪ 1.5 gratuity months – for each creditable year of service over 20 years but not exceeding 30 years ▪ 2 gratuity months – for each creditable year of service over 30 years
Column 12	Computed Amount of Retirement Gratuity Benefit due each subject retiree

BP FORM 300
FY 2018 PROPOSED PROVISIONS

DEPARTMENT:		AGENCY:	
AUTHORIZED FOR 2017 (Provision in the FY 2017 GAA)	PROPOSAL FOR FY 2018	JUSTIFICATION (Proposal should include both legal and practical considerations/justifications)	
A. SPECIAL PROVISIONS			
B. GENERAL PROVISIONS			
PREPARED BY: _____	APPROVED BY: _____	DATE: _____	
BUDGET OFFICER	HEAD OF OFFICE/AGENCY	DAY/MO/YR	

BP FORM 300: FY 2018 PROPOSED PROVISIONS

Instructions

- 1.0 In the first column, indicate the special/general provisions authorized under the FY 2017 Budget.
- 2.0 In the second column, state either new and/or proposed amendments/modification to the existing provision(s), indicate "for retention" if provision is still necessary, and "for deletion" if provision is no longer necessary for the year 2018.
- 3.0 In the third column, cite the legal basis/justification of the proposed new/modified provisions.

BP FORM 400
ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET
FY 2018

Department/Agency:						
Cost Structure / Activities, Projects (1)	PREXC UACS (2)	TIER 1 (3)	TIER 2 (4)	TOTAL (5)	AMOUNT ALLOCATED FOR GAD (6)	% (7)
Grand Total:						
% of Proposed Budget Allocated for GAD: (7)						
Prepared By:		Approved By:			Date:	
Chairperson, GAD Focal Point System		Head of Agency			_____ DAY/MO/YEAR	

BP FORM 400
ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND
BUDGET
Instructions

- Column 1 - **Cost Structure / Activities, Projects.** Indicate under this Column P/A/Ps in the same level of detail as required in BP Forms 201-Schedules A, B, C & D. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.)
- Column 2 - **PREXC UACS.** Indicate under this column the appropriate PREXC UACS code of each P/A/P statement under 'General Administrative and Support Services' (GASS), 'Support to Operations' (STO) and 'Operations'. The PREXC UACS code shall be the enhanced 15 digit code that will be separately issued through a Joint Circular.
- Columns 3-5 - **FY 2018 Proposed.** Represents the summary of the FY 2018 budget proposal to be funded from the GAA, including Automatic Appropriation. The amount provided should be the total budget of the P/A/P, including amounts not specifically allocated for GAD-related activities.
- Column 6 - **Amount Allocated for GAD.** Represents the total amount of the P/A/P in Column 1 specifically allocated for GAD-related activities.
- Column 7 - **Percentage.** Indicate the ratio between Column 6 and Column 5 as a percentage. In accordance to the Magna Carta for Women and its implementing guidelines, the budget for implementing GAD programs and related activities shall be at least 5% of the agency's total budget appropriations.

BP FORM 400A
ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT
FY 2016

Department/Agency:				
Cost Structure / Activities, Projects (1)	UACS (2)	2016 APPROPRIATION (3)	AMOUNT UTILIZED FOR GAD (4)	% (5)
Grand Total				
% of Actual Budget Utilized for GAD: (6)				
Prepared By:	Approved By:		Date:	
Chairperson, GAD Focal Point System	Head of Agency		_____ DAY/MO/YEAR	

BP FORM 400-A
ANNUAL GENDER AND DEVELOPMENT (GAD)
ACCOMPLISHMENT REPORT
Instructions

- Column 1 - **Cost Structure / Activities, Projects.** Indicate under this Column P/A/Ps in the same level of detail as required in BP Forms 201-Schedules A, B, C & D. (Please refer to BP Form 201: Schedules A, B, C & D. Instructions for the details.)
- Column 2 - **UACS.** Indicate under this column the appropriate MFO UACS code of each P/A/P statement under 'General Administrative and Support Services' (GASS), 'Support to Operations' (STO) and 'Operations'.
- Column 3 - **FY 2016 Appropriation.** Represents the summary of the FY 2016 appropriation from the GAA for the particular P/A/P in Column 1. The amount provided should be the total budget of the P/A/P, including amounts not specifically allocated for GAD-related activities.
- Column 4 - **Amount Utilized for GAD.** Represents the total amount of the P/A/P in Column 1 specifically allocated for GAD-related activities that were obligated in 2016.
- Column 5 - **Percentage.** Indicate the ratio between Column 4 and Column 3 as a percentage. In accordance to the Magna Carta for Women and its implementing guidelines, the budget for implementing GAD programs and related activities shall be at least 5% of the agency's total budget appropriations.

ANNEX C

FY 2018

BUDGET PREPARATION CALENDAR

CY 2018 BUDGET PREPARATION CALENDAR

ACTIVITY	DATE
1. Issuance of National Budget Memorandum (NBM) for Budget Call	December 28, 2016
2. Budget Forum	
i. DBM Officials and Staff	January 17, 2017
ii. National Government Agencies	January 18-19, 2017
iii. Government Corporations	January 20, 2017
3. DBM-RO/Agency ROs Budget Forum on the CY 2018 National Budget	January 2017
4. RDC Consultation/Dialogue with Selected Agency Central Offices/ROs	January 2017
5. Consultations with:	January 2017
- Regional Development Councils	
- Civil Society Organizations	
- Student/Faculty Associations and PASUC	
- Other Stakeholders under the Assistance to Cities/Municipalities	
6. Submission (thru OSBP) of B.P. Form Nos. 201 A, B, C, D – Past Year's Actual Obligation	January 30, 2017
7. Consultation with Agencies on the Updated FY 2018 Tier 1 Level	Jan. 23 - Feb. 22, 2017
8. Presentation to the DBM Secretary of the Tier I Level	Feb. 27 - Mar. 2, 2017
9. Sending of Confirmation Letters for Tier 1 Level to Agencies	March 3, 2017
10. Presentation to the President and the Cabinet of the Approved Tier I Level of Department/Agency/Special Purpose Funds	March 9-10, 2017
11. Issuance of NBM for Budget Priorities Framework and Tier 1 Level Ceiling	March 17, 2017
12. Deadline of Submission (thru OSBPS) of CY 2018 Budget Proposals Tiers 1 (FEs) and 2	March 31, 2017
13. Conduct of Technical Budget Hearings for Tier 2 (New Spending) Proposals	April - May 2017
14. Conduct of ERB Hearings for Tier 2 Level	June 12-15, 2017
15. Sending of Confirmation Letters to Agencies of the Total Budget Levels (Tiers 1 and 2)	June 16, 2017
16. Presentation to the President and the Cabinet of the CY 2018 Proposed Budget Levels of Department/Agency/Special Purpose Funds	June 27, 2017
17. Finalization of National Expenditure Program (NEP), Budget of Expenditures and Sources of Financing (BESF) Tables, Staffing Summary, Budget Message	July 1-3, 2017
18. Printing of CY 2018 Budget Documents	July 4-13, 2017
19. Submission of the CY 2018 Budget Documents to the President	July 15, 2017
20. Submission of the CY 2018 President's Budget to Congress	July 25, 2017