

ANNEX B

BUDGET PREPARATION FORMS AND INSTRUCTIONS

ANNEX B

BUDGET FORMS

DBM Form No. 700	Corporate Objectives, Priorities and Performance Measures
DBM Form No. 701	Proposed Provisions
DBM Form No. 702	Comparative Balance Sheet
DBM Form No. 702-A	Schedule of Investments
DBM Form No. 702-B	Statement of Receivables
DBM Form No. 702-C	Statement of Accounts Payable to Suppliers or Trade Creditors
DBM Form No. 702-D	Statement of Borrowings
DBM Form No. 703	Comparative Profit and Loss Statement
DBM Form No. 703-A	Sales/Revenue Statement
DBM Form No. 703-B	Cost of Sales Statement
DBM Form No. 703-C	Staffing Summary & Details of Salaries and Other Compensation of Permanent Positions, Contractual and Casual Positions
DBM Form No. 703-C1	Details of Others under DBM Form 703-C.
DBM Form No. 703-D	Details of Maintenance and Other Operating Expenses
DBM Form No. 703-E	Details of Financial Expenses
DBM Form No. 703-F	Capital Outlays Obligations, by Object of Expenditures
DBM Form No. 703-F1	Details of Annual Equipment Procurement Plan
DBM Form No. 704	Statement of Cash Flows
DBM Form No. 704-A	Comparative Cash Flow Statement for the Consolidated Public Sector Deficit
DBM Form No. 705	Comparative Sources of Funds
DBM Form No. 705-A	National Government Support
DBM Form No. 706	Uses of Funds by Expense Class
DBM Form No. 707	Program Expenditure Plan
DBM Form No. 708	Profile and Requirements for Locally-Funded Projects
DBM Form No. 709	Profile and Requirements for Foreign-Assisted Projects
DBM Form No. 710	Gender and Development (GAD) Plan and Budget
DBM Form No. 710-A	Annual GAD Accomplishment Report
DBM Form No. 711	Climate Change Expenditures

CORPORATION:

L CORPORATE PROFILE

- D. Linkages of Corporate Priorities/Programs/Projects with the National/Sectoral Development Plan, The Medium-Term Philippine Development Plan (MTPDP) and National Policy Pronouncements and National Policy Pronouncements.

II. CORPORATE PERFORMANCE MEASURES

PART 4: PHYSICAL OPERATIONS

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PART B: FINANCIAL PERFORMANCE (in Thousands Pesos)													
MFOs/ Pis	PIA/P Code Component Activity Statement	2016 Actual				2017 Estimates				2018 Proposal			
		NG Support	Borrowings	Corp. Funds	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL
MFO 1 Indicator 1 Indicator 2 Indicator n	OPERATIONS												
MFO 2 Indicator 1 Indicator 2 Indicator n													
MFO n Indicator 1 Indicator 2 Indicator n													
Indicators	GENERAL ADMINISTRATION AND SUPPORT												
Indicators	SUPPORT TO OPERATIONS												
TOTAL													
PREPARED BY: _____						APPROVED BY: _____							
PLANNING OFFICER		DATE		BUDGET OFFICER		DATE		HEAD OF CORPORATION		DATE			

DBM Form No. 700
CORPORATE OBJECTIVES, PRIORITIES AND
PERFORMANCE MEASURES

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. "Department" refers to the Department to which the Corporation is attached.

DESCRIPTION OF ITEMS

I. Corporate Profile

A. Corporate Objectives

State briefly or in summarized form the objectives of the corporation as mandated by its charter and subsequent amending laws and/or issuances. Cite the legal basis.

B. Corporate Priorities for the Budget Year

Enumerate new and/or on-going thrusts which the GOCC will pursue during the budget year taking into account anticipated political, fiscal and economic scenario.

C. Major Programs and Projects

Present major programs/projects, new and on-going for the current/budget year and how they support corporate priorities. The justifications may include both quantitative and qualitative factors.

D. Linkages of Corporate Priorities/Programs/Projects with the Philippine Development Plan (PDP) and National Policy Pronouncements

Show how the corporate priorities and major programs and projects support the National Goals which are PDP and National Policy Pronouncements.

II. CORPORATE PERFORMANCE MEASURES

This portion shall contain a three-year presentation of the performance of the corporation. Based on the Organizational Performance Indicator Framework (OPIF), the corporation shall specify its major final outputs (MFOs), appropriate performance indicators (PIs), accomplishments and targets, and corresponding budgetary allocation for related Programs/Activities/Projects (P/A/Ps).

PART A: PHYSICAL PERFORMANCE

MFO – are defined as the goods and services that a GOCC/GFI is mandated to deliver to external clients through the implementation of programs, activities and projects.

PIs – pertain to measures to be used for the assessment of the delivery of MFOs contributing to organizational outcomes which can be expressed in three dimensions:

Quantity indicators – are measures of the volume of outputs. These indicators shall be well-selected and limited to those that best reflect the workload involved as well as the inputs required to deliver the MFOs.

Quality indicators – are measures of “how well” an MFO is delivered. These may include cost efficiency, accuracy, completeness, accessibility, compliance with standards or satisfaction of client needs.

Timeliness indicators – are measures of the availability of output as and when required by the client. Timeliness indicators may include turnaround time, average waiting time, distance/time traveled by clients to receive a service, etc.

At most, indicate two (2) PIs per MFO, although GOCCs/GFIs are not precluded from having several PIs/targets as they may find necessary to monitor and use.

Physical Performance - Specific numerical performance measurement of the GOCC targets and actual accomplishments for FY 2016 and targets from FY 2017 to FY 2018 corresponding to the specific MFOs/PIs, disaggregated according to funding source.

PART B: FINANCIAL PERFORMANCE

Budget Allocation – Cost provision (actual for FY 2016, estimate for FY 2017 and proposed for FY 2018) corresponding to each PAP attributed to MFOs/indicators presented, disaggregated according to fund source.

For each identified MFO, determine existing P/A/Ps which contribute to the production/provision of the MFO, which should tally with the figures under BP Form 706.

In cases where a P/A/P contributes to more than one MFO, the budget for that P/A/P shall accordingly be allocated/distributed among the MFOs. Such budgetary distribution may be determined based on the proportion of the actual number of personnel assigned to the MFOs, or by using other cost allocation factors.

Note: Expenses/output arising from additional releases to GOCCs/GFIs on top of their budget shall be properly disclosed.

PROPOSED PROVISIONS
Fiscal Year 2018

Department:		
Corporation:		
AUTHORIZED FOR FY 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:	
<div>Responsible Officer</div> <div>Date</div>	<div>Head of Corporation</div> <div>Date</div>	

**DBM FORM NO. 701
PROPOSED PROVISIONS**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

1. In the first column, indicate the special/general provisions authorized in the current year.
2. In the second column, state either new and/or proposed amendments/modifications to the existing provision(s), indicate "for retention" if provision is still necessary, and "for deletion" if provision is no longer necessary for the budget year.
3. In the third column, cite both the legal basis and practical consideration to justify the proposed new/modified provisions.

COMPARATIVE BALANCE SHEET(In Thousand Pesos)
Fiscal Year 2018

Department:					
Corporation:					
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
ASSETS					
Current Assets					
Cash					
Short-term Investments (DBM Form 702-A)					
Accounts Receivables (DBM Form 702-B)					
Inventories					
Cash Advances to Various Parties					
Other Current Assets					
Investments (DBM Form 702-A)					
Fixed Assets					
Land & Land Improvements					
Building and Structures					
Furniture, Fixtures, Equipment and Books					
Information Technology Equipment					
Deferred Assets					
Other Assets					
TOTAL ASSETS					
LIABILITIES					
Current Liabilities					
Accounts Payable to suppliers or trade creditors (DBM Form No. 702-C)					
Current portion of borrowings (DBM Form 702-D)					
Long Term Liabilities					
Borrowings (DBM Form No. 702-D)					
Others					
Trust Liabilities					
Deferred Liabilities					
Other Liabilities					
TOTAL LIABILITIES					
STOCKHOLDERS' EQUITY					
Paid-in Capital (Authorized Capitalization _____)					
Retained Earnings					
Other Capital					
TOTAL STOCKHOLDERS' EQUITY					
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY					
Prepared: FYs 2015 & 2016:	Prepared: FYs 2017 & 2018:			Approved by:	
_____ Responsible Officer	_____ Date	_____ Responsible Officer	_____ Date	_____ Head of Corporation	_____ Date

DBM FORM NO. 702

COMPARATIVE BALANCE SHEET

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

1. Use this form to present the financial condition of the GOCC over a four-year period. Disclose any change in accounting method and/or explain any substantial change in the amount from one period to the next under the Remarks column.
2. Reflect the following: (1) the audited balances of the second prior year (2 years before the current year); (2) certified actual balances for the first prior year immediately preceding the current year; and (3) estimated balances for the current year; and (4) the proposed balances for the budget year.
3. Attach the corresponding audited and certified actual corporate financial statements, (i.e., the Balance Sheets as of end of the periods covered utilizing own chart of accounts and format).
4. Use the "Remarks" column to disclose contingent liabilities of NG and any information on the reclassification of corporate accounts made to conform to the prescribed format that will materially affect the presented balances. Indicate any other information deemed important under the "Remarks" column.
5. Submit supporting schedules for Current and Fixed Assets showing the breakdown of each account.
6. Accomplish DBM Form No. 702-A – Schedule of Investments, DBM Form No. 702-B – Statement of Receivables, DBM Form No. 702-C – Statement of Accounts Payable to Suppliers or Trade Creditors, and DBM Form No. 702-D – Statement of Borrowings.
7. Indicate the **position title** of the officer responsible for the preparation of this form.

DEFINITION OF TERMS:

1. **Current Assets.** Cash and other assets that are reasonably expected to be converted into cash during the normal operating cycle of the corporation or within the current year. Support with detailed schedule.
2. **Cash.** Fund that is immediately available for disbursement without restriction. Restricted cash must be disclosed and presented separately (such as retention fees, trust funds, etc.).

3. **Short-term Investments.** Temporary investments which are both readily marketable and expected to be converted into cash within a year. The amount must tally with the total of short-term investments under DBM Form No. 702-A.
4. **Accounts Receivables.** Amount owed to the corporation by other entities collectible during the year. It includes portion of the Long Term Accounts Receivables which is due within the current year. Accomplish DBM Form No. 702-B.
5. **Inventories.** Value of items of tangible property, real or personal, which are: (1) held for sale in the ordinary course of business; (2) in process of production for such sale; or (3) to be consumed in the production of goods or services to be made available for sale.
6. **Cash Advances.** Advances to officers, employees and subsidiaries of the corporation.
7. **Other Current Assets.** Value of other current assets not classified above. Large items included in this account must be disclosed.
8. **Investments.** Include investments in stocks, bonds, or other securities of government and private corporations, associations or political subdivisions which are not expected to be converted into cash within a year. The amount must tally with the total of medium and long-term investments under DBM Form No. 702-A.
9. **Fixed Assets.** Value of tangible, relatively long-lived resources like property, plant and equipment. In another supporting schedule, enumerate the categories of Fixed Assets and the corresponding costs.
10. **Land and Land Improvements Outlay.** The cost of rights to land ownership and the permanent improvements to land such as filling, grading, surveying and planting of trees.
11. **Buildings and Structures Outlay.** The cost of buildings and structures purchased or constructed and permanent improvements thereto.
12. **Furniture, Fixtures, Equipment and Books.** Refers to furniture, fixtures, equipment and books, the cost of which shall not be lower than the minimum amount prescribed by COA, whose serviceable life is more than one year and which add to the assets of the government.
13. **Information Technology (IT) Equipment Outlay.** The cost incurred in the acquisition of IT resources consisting of the cost of hardware, software components, auxiliary equipment, including incidental costs such as delivery, handling, installation, taxes, testing and IT manpower resources. The cost of IT resources shall not be lower than the minimum amount prescribed by COA and whose estimated useful life is more than one year.

14. **Deferred Assets.** Value of assets, usually of an intangible nature, like prepayments, deposits and advances made for goods and services, whose usefulness will expire or will be applied in the near future.
15. **Other Assets.** Value of assets not classified above. Large items included in this account must be disclosed. Long-term Accounts Receivable, if any, are included in this account.
16. **Liabilities.** Amount owed by or obligations of the corporation, to other entities. Accomplish DBM Form Nos. 702-C and 702-D to support Current and Long-term Liabilities.

To facilitate consolidation of public sector accounts, all foreign project loans contracted by the National Government and relent to GOCCs, current or long-term, must be presented as direct corporate borrowings to be recorded as Liabilities to Foreign Creditor.

17. **Current Liabilities.** Obligations which are expected to be satisfied within a relatively short period of time or payable within the year, either by the use of current assets or by the creation of other liabilities. Included under this account is portion of Long-Term Liabilities which is due within the year. This account should tally with the total of the current portion of DBM Form Nos. 702-C and 702-D.
18. **Long-term Liabilities.** Obligations which are not due within the year. This account should tally with the total of the long-term portion under DBM Form Nos. 702-C and 702-D.
19. **Trust Liabilities.** The amount of trust receipts from non-tax/other sources collected/received by the corporation as a trustee or administrator.
20. **Deferred Liabilities.** Payment received in advance for goods and services to be rendered by the corporation in the future.
21. **Other Liabilities.** Other liabilities not classified in any of the items above. Large items including contingent liabilities, if any, must be disclosed. Accordingly, the necessary "contra account" must be reflected as part of Other Assets account.
22. **Paid-in Capital.** The amount directly invested in the corporation for stockholders equity. **The authorized capital stock must be indicated as a memo entry.** For GOCCs not fully owned by the National Government, the amount of paid-in capital by the National Government shall be disclosed.
23. **Retained Earnings.** The amount of cumulative results of operation (income less losses and dividends).
24. **Other Capital.** This includes capital or investments received not in payment of capital stocks, appraisal capital and other increases in equity which are due to payment of capital stock or income from operations.

SCHEDULE OF INVESTMENTS

(In Thousand Pesos)

[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimates); [] FY 2018 (Proposal)

Department:									
Corporation:									
Nature of Investments (1)	Balance Sheet Account (2)	Classification of Investments				Income on Investments Placed			REMARKS (10)
		Short (3)	Medium (4)	Long-term (5)	Total (6)	Interest (7)	Dividend		
							Cash (8)	Stock (9)	
I. Govt. Securities (issuances of the BTr)									
T. Bills									
T. Notes									
Bonds									
Others (enumerate details)									
II. Other Securities (issuances of GFIs, GOCCs and private enterprises)									
Bills									
Notes									
Bonds									
Others (enumerate details)									
III. Shares of Stocks/Holdings									
TOTAL:									
Prepared by: _____									
Approved by: _____									
Responsible Officer		Date		Head of Corporation		Date			

**DBM FORM NO. 702-A
SCHEDULE OF INVESTMENTS**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to present the various investments and the income derived thereat of the corporation at the end of each year.

Accomplish this form separately for each year. Mark "X" the appropriate year.

Use the "Remarks" column to disclose information deemed relevant to the entries made on the schedule. (Indicate the income classification account used to record investments income, whether as other income or operating income).

DESCRIPTION OF ITEMS:

- 1. Nature of Investments.** Indicate the debt instruments/securities issued by the BTr, GFIs, GOCCs and other private enterprises that the corporation bought such as bills, notes, bonds, stocks, etc. The shares of stocks/holdings refers to the equity investment of the GOCC to the shares of stocks of other corporations.
- 2. Balance Sheet Account.** Indicate the asset account used to identify where the investment was included. Example: T-bills – under the Comparative Balance Sheet (DBM Form No. 702) account Investment in Securities.
- 3. Classification of Investments.** The classification refers to the term or holding period. These are classified into: Short-term, which are investments for a period of one year or less; Medium-term, investments of more than a year up to five years; and Long-term, for investments of more than five years.
- 4. Income on Investments Placed.** Indicate the Income derived from investments for the year in the form of interest income or stock and/or cash dividends.
- 5. Remarks.** Indicate the necessary information such as the number of shares received and its par value for stock dividends as well as information whether such investment is temporary or permanent.

STATEMENT OF RECEIVABLES
(In Thousand Pesos)
[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimates); [] FY 2018 (Proposal)
[] Trade; [] Non-Trade

Page 1 of 2 pages

Department:								
Corporation:								
TYPE/ DEBTOR CLASS	ACCOUNT CODE	NATURE OF ACCOUNT	AGE OF ACCOUNT	OUTSTANDING AS OF 1-1-20__ (Beginning)	TRANSACTIONS		OUTSTANDING AS OF 12-31-20__ (Ending)	REMARKS
					COLLECTED	GENERATED		
A. Current Portion								
I. Accounts Receivables								
National Government								
Local Government								
Government Corporation								
Private Sector								
Others								
II. Notes Receivables								
National Government								
Local Government								
Government Corporation								
Private Sector								
Others								
III. Others								
National Government								
Local Government								
Government Corporation								
Private Sector								
Others								
Sub-total Current Portion								

STATEMENT OF RECEIVABLES
(In Thousand Pesos)
[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimates); [] FY 2018 (Proposal)
[] Trade; [] Non-Trade

Page 2 of 2 pages

Department: _____								
Corporation: _____								
TYPE/ DEBTOR CLASS	ACCOUNT CODE	NATURE OF ACCOUNT	AGE OF ACCOUNT	OUTSTANDING AS OF 1-1-20__ (Beginning)	TRANSACTIONS		OUTSTANDING AS OF 12-31-20__ (Ending)	REMARKS
					COLLECTED	GENERATED		
B. Long-Term								
I. Accounts Receivables								
National Government								
Local Government								
Government Corporation								
Private Sector								
Others								
II. Notes Receivables								
National Government								
Local Government								
Government Corporation								
Private Sector								
Others								
III. Others								
National Government								
Local Government								
Government Corporation								
Private Sector								
Others								
Sub-total Long-Term Portion								
GRAND TOTAL								

Prepared by:	Approved by:
_____	_____
Responsible Officer	Head of Corporation
_____	_____
Date	Date

**DBM FORM NO. 702-B
STATEMENT OF RECEIVABLES**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to report all outstanding balances of receivables in the books of the GOCC at the end of each year.

Accomplish the form separately for Trade and Non-Trade Receivables for each year. Mark "X" the appropriate box.

DESCRIPTION OF ITEMS:

1. **Types of Receivables.** Refers to the length of time the account is outstanding: current – age of account is one year and below, or long-term - age of account is longer than one year; and types of account: a) accounts receivables; b) notes receivables; and, c) others.
2. **Debtor Class.** Classifies debtors into the following classes: a) National Government; b) Local Government; c) Government Corporation; d) Private Sector; and, e) Others.
3. **Account Code.** Code used for the major category of debtors based on the standard government chart of accounts. Example: Receivables from Local Government Units; Receivables – Trade/Business; etc.
4. **Nature of Account.** Nature of the transaction/activity such as delivery of goods, provision of services or any other activity for which unpaid obligations were incurred by another entity to the GOCC.
5. **Age of Account.** The number of days (for account less than a year) or years from the date the account was scheduled to be settled up to December 31, 20__ (the year with the ending balance in the Form).
6. **Collected.** Amount of receivables collected during the year.
7. **Generated.** Amount of receivables generated during the year.
8. **Remarks.** Additional information regarding the receivables being reported.

STATEMENT OF ACCOUNTS PAYABLE TO SUPPLIERS OR TRADE CREDITORS
(In Thousand Pesos)
☐ FY 2015 (Audited); ☐ FY 2016 (Actual); ☐ FY 2017 (Estimates); ☐ FY 2018 (Proposal)
☐ Trade; ☐ Non-Trade

Department:									
Corporation:									
TYPE/ CREDITOR CLASS	ACCOUNT CODE	NATURE OF ACCOUNT	AGE OF ACCOUNT	OUTSTANDING AS OF 1-1-20__ (Beginning)	TRANSACTIONS		OUTSTANDING AS OF 12-31-20__ (Ending)	REMARKS	
					LIQUIDATED	INCURRED			
A. Current Portion									
National Government									
Local Government									
Government Corporation									
Private Sector									
Others									
Sub-total Current Portion									
B. Long-Term Portion									
National Government									
Local Government									
Government Corporation									
Private Sector									
Others									
Sub-total Long-Term Portion									
GRAND TOTAL									
Prepared by:					Approved by:				
_____ Responsible Officer			_____ Date		_____ Head of Corporation			_____ Date	

DBM FORM NO. 702-C
STATEMENT OF ACCOUNTS PAYABLE TO SUPPLIERS OR TRADE
CREDITORS

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to report all outstanding balances of payables in the books of the GOCC at the end of each year.

Accomplish the form separately for Trade and Non-Trade Payables for each year. Mark "X" the appropriate box.

DESCRIPTION OF ITEMS:

1. **Type of Payables.** Refers to the length of time the account is outstanding: current - age of account is one year and below, or long-term - age of account is longer than one year; and types of account: a) accounts payables; b) notes payables; and, c) others.
2. **Creditor Class.** Classifies creditors into the following classes: a) National Government; b) Local Government; c) Government Corporations; d) Private Sector; and, e) Others.
3. **Account Code.** Code used for the major category of creditors based on the standard government chart of accounts. Example: Payables from Local Government Units; Payables - Trade/Business; etc.
4. **Nature of Account.** Nature of the transaction/activity such as delivery of goods, provision of services or any other activity for which unpaid obligations were incurred by the GOCC to another entity.
5. **Age of Account.** The number of days (for accounts less than a year) or years from the date the account was scheduled to be settled up to December 31, 20____ (the year with the ending balance in the Form).
6. **Liquidated.** Amount of payables paid during the year.
7. **Incurred.** Amount of payables incurred during the year.
8. **Remarks.** Additional information regarding the payables being reported (i.e., Cite reasons why payables have long been outstanding).

STATEMENT OF BORROWINGS

(In Thousand Pesos)

[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimates); [] FY 2018 (Proposal)

Department: _____											
Corporation: _____											
TYPE/CREDITOR/LOAN NO.	DATE OF CONTRACT	MATURITY (NO. OF YEARS)	ORIGINAL AMOUNT OF LOAN IN ORIGINAL CURRENCY	OUTSTANDING BALANCE AS OF 01-01-__	AVAILMENT		DEBT SERVICE			ESTIMATED OUTSTANDING BALANCE AS OF 12-31-__	REMARKS
					CURRENT YEAR	CUMULATIVE	PRINCIPAL	INTEREST	OTHER CHARGES		
A. Current Portion											
1. Foreign Loans											
2. Domestic Loans											
Sub-total											
Add: Total Revaluation											
Total Current Portion											
B. Long-Term Portion											
1. Foreign Loans											
2. Domestic Loans											
Sub-total											
Add: Total Revaluation											
Total Long-Term Portion											
GRAND TOTAL											

Prepared by: _____
 Responsible Officer

Date _____

Approved by: _____
 Head of Corporation

Date _____

DBM FORM NO. 702-D
STATEMENT OF BORROWINGS

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to present information on the outstanding Loan Obligations as of end of each year. Mark "X" the appropriate year.

DESCRIPTION OF ITEMS:

1. **Type.** Refers to type of borrowings whether short-term or long-term, domestic, or foreign.
2. **Creditor/Loan No.** The creditor institution from which the loan was obtained together with the corresponding loan number. Credit lines obtained from suppliers as a result of regular business operations of the GOCC shall not be included.
3. **Date of Loan Contract.** The date the loan agreement was signed.
4. **Maturity.** The number of years covered by the loan agreement, including the allowed grace period.
5. **Original Amount of Loan.** The amount of loan contracted using the original currency denomination.
6. **Outstanding Balance (Beginning).** The balance of the outstanding loans as of start of the period. The figures should tally with the corresponding balance sheet account. Any difference should be disclosed and/or explained.
7. **Availment: Current.** The amount availed during the period.
8. **Availment: Cumulative.** The total amount of loan availed as of the beginning of the year.
9. **Debt Service: Principal.** The amount of the principal serviced or paid during the year. Principal repayment of foreign and domestic loans should tally with their counterparts in DBM Form No. 704 (Cash Flow Statement).
10. **Debt Service: Interest.** The amount of interest payments made during the year.
11. **Debt Service: Other Charges.** The amount of charges other than interest such as service charge and other charges.

12. **Estimated Outstanding Balance (Ending).** The balance after adding current availment and subtracting debt servicing for principal. The outstanding balance of domestic and foreign loans should tally with their corresponding counterparts in DBM Form No. 702 (Comparative Balance Sheet) for the year.
13. **Remarks.** The "Remarks" Column is intended to capture disclosures on the loans, i.e., if the repayment shall be made through BTr advances, or if the loan is guaranteed by NG, etc. All BTr advances whether principal or interest payments shall be consolidated and should appear in the Balance Sheet as a current liability under Due to National Government/BTr since they are deemed due and demandable any time during the year. Disclose the foreign exchange rate used in the valuation of the outstanding loan and the particular account under such valuation is charged.

COMPARATIVE PROFIT AND LOSS STATEMENT
(In Thousand Pesos)
Fiscal Year 2018

☐ Cash Basis ☐ Accrual Basis

Department: _____					
Corporation: _____					
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
I. REVENUES (DBM Form 703-A) Operating Revenues Other Revenues (Specify major items)					
II. COST OF SALES (DBM Form 703-B)					
III. GROSS PROFIT					
IV. OPERATING EXPENSES Personnel Services Maintenance and Other Operating Expenses (include interest expense-operating, business taxes, duties and licenses other than income tax) Others Non-cash Expenses Depreciation of fixed assets Amortization of deferred assets Other non-cash expenses					
V. NET PROFIT/(LOSS) BEFORE INCOME TAX					
VI. INCOME TAX					
VII. NET PROFIT/(LOSS) AFTER INCOME TAX Add: SUBSIDIES Subsidies from National Government Rest of Subsidies					
VIII. NET PROFIT AND SUBSIDIES					
Prepared: FY 2015 & FY 2016	Prepared: FY 2017 & FY 2018		Approved by:		
Responsible Officer _____ Date _____	Responsible Officer _____ Date _____		Head of Corporation _____ Date _____		

DBM FORM NO. 703
COMPARATIVE PROFIT AND LOSS STATEMENT

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

1. Use this form to present the results of operations of the GOCC over a four-year period. The accounting system (whether cash or accrual basis) used in preparing the form must be consistent with the one used in preparing the Balance Sheet (DBM Form No. 702).
2. Accomplish DBM Form Nos. 703-A and 703-B to support the Revenues and Cost of Sales, respectively. Accomplish DBM Form No. 703-B when applicable.
3. Reflect the following: (a) audited balances of the second prior year (2 years before the current year); (b) certified actual balances for the first prior year (year immediately preceding the current year); (c) estimated balances for the current year; and (d) the projection for the budget year. Disclose the assumptions used in determining the current year estimate and budget year proposal.
4. Attach the corresponding audited and certified actual corporate financial statements (i.e., the Income Statement for the periods covered using own chart of accounts and format).
5. Use the "Remarks" column to disclose: (a) change in accounting methods; (b) information on the reclassification of corporate accounts made to conform to prescribed format that will materially affect the presented balances; (c) explain any substantial change in amount from one period to another; and (d) other information deemed important.
6. Indicate the position title of the officer responsible for the preparation of this form.

DEFINITION OF TERMS:

1. **Operating Revenues/Sales.** Revenues generated in exchange for goods sold, direct services rendered or those arising from the exercise of the regular functions of the corporation. Accomplish DBM Form No. 703-A.
2. **Other Revenues.** All other income of the corporation resulting from the conduct of its regular operations not elsewhere classified (e.g, Interest Income, Dividend, etc. Disclose interest earned on savings and time deposits). Large amounts included in this item must be disclosed. Include in this item the Interest Income derived from National Government budgetary support.
3. **Cost of Sales.** The expenses incurred by the corporation in the manufacture and trading of goods. Accomplish DBM Form No. 703-B. This item is

applicable to trading and manufacturing corporations. For the rest of the corporations, leave this row blank.

4. **Gross Profit.** The difference between operating revenues/sales and cost of sales.
5. **Operating Expenses.** The costs incurred in the exercise of the regular functions of the corporation.
6. **Personnel Services.** Refers to salaries, wages and other compensation (e.g., allowances of permanent, temporary, contractual and casual employees of the corporation). The total Personnel Services shall correspond to the total Personnel Services indicated under DBM Form Nos. 703-C and 703-C1.
7. **Maintenance and Other Operating Expenses.** All other expenses of the corporation resulting from the conduct of operations other than personnel services. This must tally with DBM Form No. 703-D.
8. **Others.** All other expenses of the corporation, exclusive of corporate income tax but inclusive of expenses not elsewhere classified, which are also incurred by the corporation in the conduct of its regular operations (e.g., Non-cash Expenses, etc.)
9. **Net Profit/(Loss) Before Corporate Income Tax.** The difference between gross profit and total expenses before the payment of corporate income tax.
10. **Income Tax.** Refers to tax levied on the taxable net income of the corporation during each taxable year determined in accordance with the schedule prescribed by the Bureau of Internal Revenue. If subsidized by the National Government, disclose the request for tax subsidy under the "Remarks" column.
11. **Net Profit/(Loss) After Corporate Income Tax.** The difference between net profit (loss) before income tax and the provision for income tax. Disclose whether subject to Income Tax. If not, indicate legal basis and justification.
12. **Subsidies from National Government. These include:**
 - 12.1 Subsidy for Operations. Amounts granted to GOCCs from the General Fund to cover operational expenses. They also include taxes that are not supported by corporate revenues or to cover corporate deficits and losses.
 - 12.2 Subsidy for Projects. Amounts granted to GOCCs for projects.
13. **Rest of Subsidies.** This account includes subsidies or grants received from other government agencies, GOCCs, local government units and/or foreign institutions/government, as well as donations from private individuals and institutions. Breakdown by source must be presented for this account.

SALES/REVENUE STATEMENT

(In Thousand Pesos)

Fiscal Year 2018

Department:					
Corporation:					
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
Sales/Revenue from Operations: (Please specify, e.g., irrigation fee, passenger fare, among others)					
Other Revenues Interest Income Gains from sale of assets Others (specify significant amounts)					
TOTAL SALES/REVENUE					
Prepared: FY 2015 & 2016:		Prepared: FY 2017 & FY 2018:		Approved by:	
<u>Responsible Officer</u>	<u>Date</u>	<u>Responsible Officer</u>	<u>Date</u>	<u>Head of Corporation</u>	<u>Date</u>

DBM FORM NO. 703-A
SALES/REVENUE STATEMENT

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to show the details of sales or revenues earned during the period indicated.

Reflect the following. (1) the audited amounts of the second prior year (2 years before the current year); (2) certified actual amounts for the first prior year-year immediately preceding the current year; (3) estimated balances for the current year; and (4) the proposal for the budget year.

The "Remarks" Column shall be used to disclose the assumptions used in determining the current year and budget year estimates/proposal including increase in fees/charges pursuant to A.O No. 31, s. of 2012 and other legal issuances.

Indicate the position title of the officer who is responsible for preparing the audited and actual amounts for the prior years and the estimates/proposal for the current and budget years.

DESCRIPTION OF ITEMS:

1. **Sales/Revenue from Operations.** Refers to those derived from the exercise of the corporation's primary functions or responsibilities as mandated by law.
2. **Other Revenues.** Includes non-operating revenues or those which are non-recurring or incidental revenue or those derived from sources other than the corporation's primary functions and responsibilities. Common items of Other Revenues are Interest Income and Gains from Sale of Assets. Interest income from savings and time deposit must be disclosed.
3. **National Government subsidies must not be included as revenue in the Sales/Revenue Statement.** Subsidies must be disclosed as an additional item to Net Profit after Income Tax in the Profit and Loss Statement.

COST OF SALES STATEMENT

(In Thousand Pesos)

Fiscal Year 2018

Department:					
Corporation:					
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
Direct Materials/Goods: (Please specify, e.g., crude oil purchased)					
Other Direct Costs:					
TOTAL COST OF SALES					
Memorandum Items					
Beginning Inventory of Direct Materials/Goods					
Ending Inventory of Direct Materials/Goods					
Prepared: FY 2015 & 2016:		Prepared: FY 2017 & FY 2018:		Approved by:	
Responsible Officer	Date	Responsible Officer	Date	Head of Corporation	Date

**DBM FORM NO. 703-B
COST OF SALES STATEMENT**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to show the direct costs attributed to sales or revenues from goods and services for the period indicated.

Reflect the following: (1) the audited amounts of the second prior year (2 years before the current year); (2) actual amounts for the first prior year-year immediately preceding the current year; (3) estimated balances for the current year; and (4) the proposal for the budget year. Disclose under the "Remarks" Column the assumptions used in determining the current year and budget year estimates/proposal.

Indicate the position title of the officer who is responsible for preparing the audited and actual amounts for the prior years and the estimates/proposal for the current and budget year.

DESCRIPTION OF ITEMS:

1. **Direct Materials/Goods.** Refers to the costs of the goods or direct materials used to produce goods sold to generate the sales for the period indicated.
2. **Other Direct Costs.** Refers to costs of services directly related to the production of goods sold or generation of revenues. Such other direct costs include labor, power and other utilities, etc.
3. For GOCCs performing or delivering services, the costs of which are shown as "operating expenses" shall continue to reflect such costs as operating expenses in the Profit and Loss Statement.

STAFFING SUMMARY & DETAILS OF SALARIES & OTHER COMPENSATION OF PERMANENT, CONTRACTUAL AND CASUAL POSITIONS
 (In Thousand Pesos, Except Number of Positions)
 [] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimate); [] FY 2018 (Proposal)

Department: _____				Authorized No. of Positions: Permanent _____ Contractual _____ Casual _____		Standard Allowance										Specific Purpose Allowance				Incentives and Benefits		Fixed Expenditures					Separation and Retirement Benefits				Total
Particulars	No.	Grade	Step	Basic Salary (1)	PERA (2)	Uniform Allowance (3)	Mid-Year Bonus (4)	Year-end Bonus (5)	Cash GR (6)	RATA (7)	Per Diem (8)	Honoraria (9)	Others* (Form 703-C1) (10)	Anniversary Bonus (11)	Others* (Form 703-C1) (12)	Sub-total (13=1 to 12)	Employee's Comp. Ins. Premium (14)	PAG-IBIG Premium (15)	PHILHEALTH Contribution (16)	Life Insurance Premium (17)	Sub-Total (18=14 to 17)	Terminal Leave (19)	Retirement Benefits (20)	Others* (Form 703-C1) (21)	Sub-Total (22=19 to 21)	Total Personnel Services (PS) (23=13+18+22)					
I. SPECIFICATIONS																															
Legal Basis																															
Rate																															
Frequency																															
Number of recipients																															
II. AMOUNT PER POSITION TITLE																															
A. Board of Directors/Trustees																															
A1. Chairman																															
A2. Vice-Chairman																															
A3. Members																															
Sub-total																															
B. Permanent																															
B1. Managerial																															
B2. Technical																															
B3. Administrative Support																															
Sub-total																															
C. Contractual																															
C1. Program																															
C2. Locally-Funded Project																															
C3. Foreign-Assisted Project																															
Sub-total																															
D. Casual																															
D1. Program																															
D2. Locally-Funded Project																															
D3. Foreign-Assisted Project																															
Sub-total																															
*Enumerate all other specific purpose allowances, incentives and benefits, and separation and retirement benefits in DBM Form No. 703-C1 indicating the legal basis, nature of allowances and amount granted to each employee (Please see attached format)																															
GRAND TOTAL																															

Prepared by:

Approved by:

Personnel Officer

Date

Head of Corporation

Date

DETAILS OF OTHERS UNDER DBM FORM 703-C
(In Thousand Pesos, Except Number of Positions)
[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimates); [] FY 2018 (Proposal)

Department: _____																								
Corporation: _____																								
Authorized No. of Positions: (For permanent positions, based on the latest DBM-approved GSSP)		Permanent _____ Contractual _____ Casual _____		Basic Salary	Specific Purpose Allowance (Others)						Incentives and Benefits (Others)								Separation and Retirement Benefits (Others)					
Position Title	No.	Grade	Step		Subsistence Allowance	Night Shift Differential	Quarters Allowance	Teller's Allowance	Enumerate additional allowances. Insert columns per item		Total	Rice Subsidy	Children's Allowance	Meal Subsidy	Medical/ Dental/ Optical Benefits	Other Commodity Subsidy	Longevity Pay	Enumerate additional incentives and benefits. Insert columns per item	Total	Enumerate additional benefits. Insert columns per item	Total			
					(1)	(2)	(3)	(4)	(5)	(6)	(7=1 to 6)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=8 to 15)	(17)	(18)	(19)	(20=17 to 19)
I. SPECIFICATIONS																								
Legal Basis																								
Rate																								
Frequency																								
Number of recipients																								
II. AMOUNT PER POSITION TITLE																								
A. Board or Directors/Trustees																								
A1. Chairman																								
A2. Vice-Chairman																								
A3. Members																								
Sub-total																								
B. Permanent																								
B1. Managerial																								
B2. Technical																								
B3. Administrative Support																								
Sub-total																								
C. Contractual																								
C1. Program																								
C2. Locally-Funded Project																								
C3. Foreign-Assisted Project																								
Sub-total																								
D. Casual																								
D1. Program																								
D2. Locally-Funded Project																								
D3. Foreign-Assisted Project																								
Sub-total																								
GRAND TOTAL																								
<div> <div>Prepared by: _____</div> <div>Personnel Officer _____</div> <div>Date _____</div> </div> <div> <div>Approved by: _____</div> <div>Head of Corporation _____</div> <div>Date _____</div> </div>																								

DBM FORM NO. 703-C and 703-C1
STAFFING SUMMARY & DETAILS OF SALARIES & OTHER
COMPENSATION OF PERMANENT, CONTRACTUAL AND
CASUAL POSITIONS
AND
DETAILS OF OTHERS UNDER DBM FORM 703-C

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Accomplish the form for each year. Mark "X" the appropriate year.

In accomplishing said forms, indicate the number of positions, salary grade, basic salary including step increment, standard allowance, specific purpose allowance, incentives and benefits, fixed expenditures and separation and retirement benefits to compute the personal services costs allocable for each position entitled thereto. In the case of other compensation and benefits not listed/identified in DBM Form No. 703-C prepare a separate listing as DBM Form No. 703-C1. Also indicate the legal basis, rates, frequency, number of recipients and amount granted to each employee.

The specific purpose allowance (others), incentives and benefits (others), and separation and retirement benefits (others) columns in DBM Form No. 703-C should tally with DBM Form No. 703-C1.

Terminal Leave Benefits for employees who retired effective January 1, 2002 onwards shall be computed as follows:

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

Where:

TLB	=	Total TLB
S	=	Highest monthly salary received by the person
D	=	No. of days of leave credits of personnel scheduled to retire
CF	=	Constant Factor is .0481927

TLB of compulsory retirees, whether permanent or casual, shall be computed separately from those of optional retirees.

DESCRIPTION OF ITEMS:

- Authorized No. of Positions per Latest DBM-Approved Organizational Structure and Staffing Pattern (OSSP).** Refers to the total number of positions approved by DBM in the OSSP, inclusive of positions created/converted during the year.
- Position Title.** Enumerate all the positions filled/to be filled. In the case of permanent positions, categorize the same into: (A) Managerial (B) Technical and

(C) Administrative Support as authorized in the approved OSSP. For contractual and casual positions, indicate whether these are for programs, locally-funded or foreign-assisted projects.

3. **No.** The number of positions per position title authorized to receive compensation.
4. **Basic Salary.** The annual salary including the step increment.
5. **Salary Grade/Step.** For each position title, indicate the corresponding salary grade and step.
6. **Standard Allowances.** These are allowances and benefits given to all employees across agencies at prescribed rates, guidelines, rules and regulations, which shall be limited to the following:
 - a) **Personnel Economic Relief Allowance** – This shall be given at prescribed rates per month, which is the combined total of the current Personnel Economic Relief Allowance and the Additional Compensation, to supplement pay due to the rising cost of living;
 - b) **Uniform/Clothing Allowance** – This is to provide for the required uniform/clothing to employees, at prescribed rates; and
 - c) **Mid-Year Bonus** - This is equivalent to one (1) month basic salary provided under Executive Order No. 201, s. of 2016.
 - d) **Year-End Bonus and Cash Gift** – This is equivalent to one (1) month basic salary and Cash Gift provided under Republic Act No. 6686, as amended by Republic Act No. 8441.
7. **Specific Purpose Allowances.** These are allowances and benefits given to employees under specific conditions and situations in relation to the actual performance of work at prescribed rates, guidelines, rules and regulations. Example:
 - a) **Representation and Transportation Allowances** – These are given to officials down to division chiefs at monthly standard rates in order to defray transportation and representation expenses while in the actual performance of the duties of the positions. Transportation allowance shall not be given to those assigned government transportation.

It shall be provided to the following officials and those of equivalent rank as determined by DBM in accordance with the monthly rates for each type of allowance as reflected in pertinent provisions of the General Appropriations Act, as follows:

 - P14,000 - 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 and;
 - P 5,000 - Chief of Divisions or equivalent, identified as such in the DBM-approved Staffing Pattern/Plantilla of Personnel
- b) Per Diem – This is a compensation for attendance in meetings in view of membership in collegial bodies created by law;
 - c) Honoraria – These are token payments in recognition of services rendered beyond the regular duties and responsibilities of positions;
 - d) Night-Shift Differential – This premium is given to an employee whose regular working hours fall wholly or partially within six o'clock in the evening to six o'clock in the morning of the following day;
 - e) Subsistence Allowance – This is an allowance for meal or sustenance given only to government personnel who, by the nature of the duties and responsibilities of their positions, have to make their services available at all times in their places of work even during mealtimes. This shall be given at the prescribed standard rate; and
 - f) Other allowances and benefits granted under specific conditions and situations, related to the actual performance of work.
8. **Incentives.** These are rewards and benefits for loyalty to government service and contribution to the agency's continuing viable existence and for exceeding financial and operational target and to motivate employees toward higher production. Example:
- a) Anniversary Bonus – This is a one-time incentive to be given to employees on the occasion of their agencies' milestone anniversaries, to recognize the employees' participative efforts in and contributions to the agencies' continuing and/or viable existence; and
 - b) Other existing incentives and benefits.
9. **Prior Year (Actual).** Indicate the PS cost of positions filled.
10. **Current Year (Estimates) and Budget Year (Proposal).** Indicate the PS cost of positions filled/to be filled out of the authorized positions.

DETAILS OF MAINTENANCE AND OTHER OPERATING EXPENSES
(In Thousand Pesos)
Fiscal Year 2018

Department: _____					
Corporation: _____					
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
Travelling Expenses Communication Expenses Repair and Maintenance of Government Facilities Repair and Maintenance of Government Vehicles Transportation Services Supplies and Materials Rents Interests (operating) Grants, Subsidies and Contributions Awards and Indemnities Loan Repayments and Sinking Fund Contributions Losses/Depreciation/Depletion Water, Illumination and Power Service Rewards and Other Claims Auditing Services Training and Seminar Expenses Extraordinary and Miscellaneous Expenses Confidential and Intelligence Expenses Anti-Insurgency/Contingency/Emergency Expenses Taxes, Duties and Fees Trading/Production Gasoline, Oil and Lubricants Fidelity Bonds and Insurance Premium Loss on Foreign Exchange Commitment Fees and Other Charges Library Books and Materials Other Services (attach supporting schedule)					
Total MOOE					
Prepared by: _____			Approved by: _____		
Responsible Officer	Date	Head of Corporation	Date		

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DBM FORM NO. 703-D
DETAILS OF MAINTENANCE AND OTHER OPERATING EXPENSES

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Indicate the position title of the officer who is responsible for the preparation of this form.

1. Use this form to present the details of the Maintenance and Other Operating Expenses (MOOE).
2. The total MOOE net of Loan Repayments and Sinking Fund Contributions should tally with the figure reported under DBM Form No. 703.
3. For object of expenditure under Confidential and Intelligence Expenses, cite legal basis under "Remarks" column.
4. For object of expenditure under Taxes, Duties, and Fees, disclose payments made on items to be capitalized and tax payments to be refunded. This amount need not be equal to the tax subsidy received from the National Government.
5. Present justification for marked increases or decreases other than inflationary increase under the "Remarks" column. If applicable, specify expansion of existing programs/activities or the undertaking of new programs/activities and projects.

DETAILS OF FINANCIAL EXPENSES
(In Thousand Pesos)
Fiscal Year 2018

Department:					
Corporation:					
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
Management Supervision/ Trusteeship Fees Loan Repayment Interest Expenses Guarantee Fees Bank Charges Commitment Fees Other Financial Charges					
TOTAL FINEX					
Prepared by:			Approved by:		
_____		_____		_____	
Responsible Officer		Date		Head of Corporation	
				Date	

**DBM FORM NO. 703-E
DETAILS OF FINANCIAL EXPENSES**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. "Department" refers to the Department to which the Corporation is attached.

DESCRIPTION OF ITEMS

I. Particulars

A. Management Supervision/Trusteeship Fees

Amount paid to an appointed person or institution that manages assets, including mutual funds and unit trusts, for the benefit of the government; or an agent who handles the administrative aspects of bond issuance and ensures that the borrower complies with the terms of the bond indenture.

B. Loan Repayment

Payment for the principal portion of the loan.

C. Interest Expenses

Interest charges paid for the use of borrowed money. This also includes discounts on treasury bills and treasury bonds; premiums on bond investments; coupon payments/interests on domestic and foreign bonds issued by the NG; and interest payment on NG-direct and relent loans, and NG-assumed liabilities.

D. Guarantee Fees

Guarantee fee paid by a debtor government agency to the guarantor for the assurance to pay the agency's obligations to the creditor as stipulated in the guarantee clause.

E. Bank Charges

Charges imposed by the bank for various services rendered excluding interest charges. This also includes cost of checkbooks, penalties and surcharges on overdrafts.

F. Commitment Fees

Commitment charges imposed by creditors based on an agreed percentage of the undrawn loan amount.

G. Other Financial Charges

Charges not falling under any of the specific financial expense accounts. The use of "OTHERS" account shall be strictly prohibited.

CAPITAL OUTLAYS OBLIGATIONS, BY OBJECT OF EXPENDITURES

(In Thousand Pesos)

[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimates); [] FY 2018 (Proposal); [] FY 2019 (Proposal); [] FY 2020 (Proposal)

Department: _____												
Corporation: _____												
NAME OF PROGRAM/PROJECT	Investments Outlay	Loans Outlay	Land and Land Improvements Outlay	Buildings and Structures Outlay	Office Equipment Furniture and Fixtures	Machineries and Equipment Outlay	Transportation Equipment	Public Infrastructures	Reforestation Outlay	Livestock and Crops Outlay	Work Animals Outlay	TOTAL

Prepared by: _____
 Budget Officer

 Date

Approved by: _____
 Head of Corporation

 Date

DETAILS OF ANNUAL EQUIPMENT PROCUREMENT PROGRAM
(In Thousand Pesos)
Fiscal Year 2018

Department:						
Corporation:						
Particulars	Deployment	Qty	Unit Cost	Amount	I-Initial A-Add'l R-Repm't	Remarks
Office Furniture and Fixtures						
Books Outlay						
Machineries and Equipment						
Information Technology						
Transportation						
TOTAL AEPP						
Prepared by:			Approved by:			
_____		_____		_____		_____
Responsible Officer		Date		Head of Corporation		Date

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DBM FORM NO. 703-F
CAPITAL OUTLAYS OBLIGATIONS, BY OBJECT OF EXPENDITURES

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Accomplish the form separately for each year. Mark "X" the appropriate year.

Use this Form to enumerate the infrastructure and non-infrastructure projects of the corporation such as construction of roads, ports, hospitals, irrigation facilities and other similar physical structures and facilities funded from corporate funds, borrowings or subsidy/equity from the national government. Provide details on the cost, timetable, financing and other features of the projects.

For the proposed Office Equipment, Furniture and Fixtures, Books Outlay, Machineries and Equipment, Information Technology Equipment and Transportation Equipment, accomplish DBM Form No. 703-F1 (Details of Annual Equipment Procurement Program) enumerating the list, quantity, deployment, unit cost and justification of the proposed equipment.

DEFINITION OF TERMS

1. Investments Outlay. Investment outlay shall refer to stocks, bonds or other marketable securities of government and private corporations, associations or political sub-divisions.

2. Loans Outlay. This account includes loans and capital advances made to persons, government and private corporations, revolving funds, associations and political sub-divisions.

3. Land and Land Improvements Outlay. This account includes the cost of rights to land ownership and the improvements to land which are permanent or capital in nature. This include runways and taxiways; railways; and electrification, power and energy structures.

4. Buildings and Structures Outlay. This account shall include cost of buildings and structures, constructed or acquired and related improvements thereto which are permanent or capital in nature. This expense item includes school buildings; hospitals and health centers; markets and slaughterhouses and other structures.

5. Office Equipment, Furniture and Fixtures. This account shall include all types of office equipment, furniture and fixtures, IT equipment and software and library books and all other materials, whether printed or in audio-visual form, relevant to the functions of the agency or institution concerned, and library collections needed in the intellectual and professional advancement of government personnel and other library users.

The following guidelines shall be considered in the determination of equipment requirements of agencies:

Equipment directly needed in the performance of line functions shall be given priority over items intended for administrative and support activities. In this connection, the purchase of additional cell phone units, personal digital assistants e.g., palm computers, other sophisticated equipment and gadgets regardless of funding source, is hereby discouraged.

The repair and rehabilitation of existing equipment shall be considered as an alternative to the purchase of new items.

The optimum utilization of existing equipment shall be a precondition for the purchase of additional ones. The policy of sharing equipment like copying machines, audio-visual and other similar types shall be adopted.

Requests to replace non-serviceable equipment considered extremely necessary shall also be given priority over the purchase of additional items. Proposals for replacement shall be supported by an Inventory and Inspection Report of Unserviceable Property duly signed by the Head of Agency/COA Auditor and information on the expected proceeds of the sale.

6. Machineries and Equipment. This account shall include the value or cost of machineries; agricultural, fishery and forestry equipment; airport equipment; communication; construction and heavy equipment; firefighting equipment and accessories; hospital equipment; medical, dental and laboratory equipment; military and police equipment; sports equipment; technical and scientific equipment and all other equipment.

7. Transportation Equipment. This account shall include motor vehicles, trains, aircrafts and aircraft ground equipment, watercraft and other transportation equipment.

The following guidelines shall be considered in the determination of transportation equipment, watercraft and other transportation equipment.

Proposals for the purchase of motor vehicles shall be subject to pertinent provisions of the General Appropriations Act, Budget Circular Nos. 2016-5 and 2010-2, National Budget Circular Nos. 446 and 446-A, Administrative Order No. 233, prohibiting the acquisition by government offices of luxury vehicles.

The agency shall determine and dispose its unserviceable motor vehicles subject to pertinent COA rules and regulations. No amount shall be provided for the repair of unserviceable vehicles.

Motor vehicles that should be replaced shall likewise be determined. The provisions of NBC No. 446 shall, however, be strictly adhered to in the replacement of motor vehicles.

8. Public Infrastructures. This account shall include the cost of construction or acquisition of roads, highways, and bridges; parks, plazas and monuments; ports, lighthouses and harbors; artesian wells, reservoirs, pumping stations and conduits; irrigation, canals and laterals; flood control structures; waterways, aqueducts, seawalls, river walls and other public infrastructure.

9. Reforestation Outlay. This refers to the cost or appraised value of upland, marshland or swampland reforestation projects completed or acquired.

10. Livestock and Crops Outlay. Livestock and Crops Outlay shall include costs of investments in breeding animals including their offspring, animal dispersal program, and fruit or non-fruit bearing perennial crops.

11. Work Animals Outlay. This account includes the cost or appraised value or other appropriate value of work animals which add to the assets of the government.

STATEMENT OF CASH FLOWS

(In Thousand Pesos)

Fiscal Year 2018

Department:				
Corporation:				
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)
Cash flows from operating activities				
Cash generated from operations				
Collection of receivables				
Receipt of government subsidy				
Payment for salaries				
Payment to suppliers				
Payment of taxes				
Other Inflows/outflows				
Net cash flow from operating activities				
Cash flows from investing activities				
Purchase of property, plant and equipment				
Proceeds from sale of unserviceable equipment				
Cash receipts from sale of assets				
Other Inflows/outflows				
Net cash flow from investing activities				
Cash flows from financing activities				
Receipt of government equity				
Proceeds from loans, bonds, notes				
Repayment of loan				
Dividend payment				
Other Inflows/outflows				
Net cash flow from financing activities				
Net increase/(decrease) in cash and cash equivalents				
Cash and cash equivalents, beginning of the year				
Cash and cash equivalents, end of year				
Prepared by:		Approved by:		
Responsible Officer	Date	Head of Corporation	Date	

DBM FORM NO. 704
STATEMENT OF CASH FLOWS

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to present the cash flows from operating, investing and financing activities in a manner most appropriate to its mandate/functions for the period indicated.

DEFINITION OF TERMS:

1. **Cash flow from operating activities.** These are primarily derived from the principal revenue-producing activities of the entity. They generally result from the transactions and other events that enter into the determination of profit or loss.

Examples: cash receipts from sale of goods and the rendering of services; cash payments to suppliers for goods and services; cash payments to and on behalf of employees, etc.

2. **Cash flow from investing activities.** Represent transactions and events that affect long-term assets.

Examples: cash payments to acquire property, plant and equipment; cash receipts from sale of property, plant and equipment.

3. **Cash flow from financing activities.** Represent transactions and events that affect long-term liabilities and equity.

Examples: cash proceeds from loans/bonds/notes; cash repayments of amounts borrowed; dividend payments.

4. **Cash and cash equivalents, beginning of the year.** Outstanding balance of cash and cash equivalents at the beginning of the year.

5. **Cash and cash equivalents, end of the year.** Balance after adding the net increase/decrease in cash and cash equivalents to the beginning balance.

**COMPARATIVE CASH FLOW STATEMENT
FOR THE CONSOLIDATED PUBLIC SECTOR DEFICIT**
(In Thousand Pesos)
Fiscal Year 2018

Department: _____					
Corporation: _____					
DESCRIPTION	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	Remarks
I. TOTAL RECEIPTS 1. Operating Receipts 2. Rest of Receipts a. Current Subsidies a.1 On Account of E.O. 93 a.2 Rest of Subsidies b. Others II. TOTAL CURRENT EXPENDITURES 1. Operating expenditures a. Wages and Salaries 2. Other current expenditures a. Interest Payments a.1 Interest payment to national government a.2 Other interest payments b. Tax payments to NG and LGU b.1 On Account of E.O. 93 b.2 Rest of tax payments c. Other expenditures d. Dividend payments III. TOTAL CAPITAL EXPENDITURES 1. Acquisition of fixed assets 2. Change in Inventories 3. Other capital expenditures IV. INTERNAL CASH GENERATION V. FINANCING DEFICIT (-)/SURPLUS (+) VI. NET EXTERNAL FINANCING 1. Gross external financing 2. Repayment and amortization VII. NET DOMESTIC FINANCING 1. National government equity 2. National government net lending 3. Net domestic bank borrowing 4. Other net domestic financing					
<div style="display: flex; justify-content: space-between;"> <div>Prepared by: _____</div> <div>Approved by: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Responsible Officer _____ _____ Date </div> <div> Head of Corporation _____ _____ Date </div> </div>					

DBM FORM NO. 704-A
COMPARATIVE CASH FLOW STATEMENT FOR
THE CONSOLIDATED PUBLIC SECTOR DEFICIT

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. "Department" refers to the Department to which the Corporation is attached.

1. Use this form to present the three year comparative cash flow statement.
2. Reflect the certified actual balances for the prior year and estimated balances for the current year and proposed balances for the budget year.
3. Include only transactions involving cash inflows and outflows.
4. Disclose transactions involving foreign currencies such as, importation of equipment, foreign debt service and compensation of foreign consultants. Indicate the equivalent amount.
5. Indicate the position title of the officer responsible for the preparation of this form.

DEFINITION OF TERMS:

1. **Operating Receipts.** Revenues resulting from the sale of goods and services and use of capital associated with the main functions or activities of the corporation.
2. **Rest of Receipts.** The income earned by the corporation from other sources which are not directly related to the main function of the said corporation.

This is composed of the following:

- a. **Current Subsidies.** The amount granted to GOCCs from the General Fund, as follows:
 - a.1 **On account of E.O. No. 93.** Tax subsidy granted by the National Government to GOCCs. Those corporations which have pending applications for entitlement to subsidy with FIRB must disclose the same as a footnote in the form.
 - a.2 **Rest of Subsidies.** This includes all kinds of subsidies from the National Government whether for operations or specific project(s). This must include subsidies or grants received from other government agencies, GOCCs, local government units and/or foreign Institutions/government.
- b. **Others.** It refers to revenues not otherwise classified above and are therefore not recurring in nature, such as interest income, proceeds from the sale of scrap and/or obsolete equipment, materials and/or real assets, which sale is not the main function of the corporation.

3. **Operating Expenditures.** This includes actual payments for personal services and maintenance and other operating expenses embodied in current sales either as direct inputs in the production of goods and/or the provision of services. This excludes non-cash items like the reserve for bad debts, allowance for depreciation/depletion, reserve for income tax or accrued tax liabilities and the like obligations.
4. **Wages and Salaries.** This reflects part of the Operating Expenditures spent for the total basic wages and salaries of the GOCC. The reflected amount must be treated as a memorandum item only. The total must not be affected by this entry since the same amount has been part of the total operating expenditures in item II.1. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
5. **Other Current Expenditures.** This includes all other current expenditures incurred not directly to the production of goods or the provision of services.
 - a. **Interest Payments.** This is composed of the following:
 - a.1 **Interest Payment to National Government.** This refers to actual interest payments paid by the GOCC to National Government on account of the loan extended by National Government including advances made by the Bureau of the Treasury. Include on this account interest on net lending.
 - a.2 **Other Interest Payments.** This pertains to the interest payment made by the GOCC on foreign or domestic loan. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
6. **Tax Payments.** This includes all taxes to be paid during the year. The withdrawal of tax exemptions on account of E.O. No. 93 must be quantified and reflected as other expenditures for financial transparency. For purpose of filing In this form, an equal amount must be reflected as other receipts for the offset. For purpose of disclosure, GOCCs must recognize as an expense item, tax payment, even if the same is still being contested in court, as a memorandum item.
7. **Rest of Tax Payments.** This includes real property taxes, income tax, sales taxes/VAT payments and other taxes not otherwise included in b.1.
8. **Other Expenditures.** This refers to expenses not directly connected with the production of goods and services, such as expenses incurred as a result of the sale of scrap/obsolete equipment/materials and/or real assets whose sale is not related to the main function of the corporation.
9. **Dividend Payments.** As provided for in R.A. No. 7656, GOCCs must declare dividend payment to the national government. Payment of cash dividend during the period must be included in this form. Disclose the method used in computing Dividend Payments. Also, disclose dividends paid to entities other than National Government.

10. **Capital Expenditures.** This refers to the sum of acquisition of fixed assets, change in inventories and other capital expenditures.
11. **Acquisition of Fixed Assets.** This includes purchases of machinery and equipment and payment for construction work. Purchases of financial securities must not be included. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
12. **Change in Inventories.** This includes changes in value of materials and supplies. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
13. **Other Capital Expenditures.** This includes expenditures on intangibles deemed to be capital investments (e.g., exploration and drilling costs). It must not include capitalized values of future payments. Capital expenditures financed by suppliers' credits or project loans must be included and the latter included in financing.
14. **Internal Cash Generation.** This is defined as total receipts minus total current expenditures. It is not equivalent to the concept of changes in working capital, which includes increases in cash resulting from borrowing, running down of inventories and other items. The framework differs quite substantially from a corporation's statement of sources and uses of funds where internal cash generation is treated as a source of financing.
15. **Financial Deficit(-)/Surplus(+).** This is equal to the total receipts minus the sum of current and capital expenditures. It must equal to the sum of net external financing and net domestic financing.
16. **Net External Financing.** The difference between gross external financing and repayments/amortization of external financing. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
- a. **Gross External Financing.** The amount from short, medium and long-term financing and direct investments by non-residents. It also includes project loans borrowed by National Government and related to GOCCs.
- b. **Repayment and Amortization.** Refers to payment of principal amount of loan only. It excludes payment of interest.
17. **Net Domestic Financing.** Financing derived from the following:
- a. **National Government Equity.** The amount received by GOCCs as payment of capital subscriptions and generally capital investment of the National Government in said Corporations and which forms part of their capitalization.
- b. **National Government Net Lending.** Loans outlay plus advances minus repayments. This is an account used by the BTr in recording aggregate BTr advances for servicing matured obligations (foreign and domestic),

proceeds of program loans relent to GOCCs and in the case of deposits of the national government to the institutions, less repayments made by the concerned government corporation. This must be accompanied by the corresponding breakdown of each account mentioned earlier.

- c. **Net Domestic Bank Borrowing.** The difference between the gross domestic bank borrowing and the repayment of bank borrowing.
- d. **Other Net Domestic Financing.** Includes loans and bonds payable to non-monetary system, investment, change in cash balance and other domestic borrowing, net of domestic lending which is not classified elsewhere.

COMPARATIVE SOURCES OF FUNDS
(In Thousand Pesos)
Fiscal Year 2018

Department:						
Corporation:						
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)	FY 2019 (Forecast)	FY 2020 (Forecast)
Corporate Funds						
a. Corporate Income						
b. Equity Contribution						
b.1 Private						
b.2 Other Government Entity except the National Government						
c. Others (Specify)						
General Funds						
a. Equity Contribution - National Government						
b. Subsidy - National Government						
c. Infrastructure Funds Allotment						
d. Special Account in the General Fund (specify)						
e. Other Funds Received from the National Government						
Borrowings						
a. Foreign Loan Availment						
b. Domestic Loans						
c. Other (Specify)						
Total Sources						
Prepared by:			Approved by:			
_____ Accountant/Budget Officer/Planning Officer			_____ Date		_____ Head of Corporation	
					_____ Date	

**DBM FORM NO. 705
COMPARATIVE SOURCES OF FUNDS**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to present comparative sources of funds for the period as indicated identifying the sources of funds that would accrue to the GOCC.

A. Corporate Funds. These include the following:

a. **Corporate Income** - operating receipts earned during the year in the course of business transactions.

b. **Equity Contribution from the Private Sector and Other Government Entity** - capital contribution by the interested public and other government entity as mandated by the respective charters of concerned GOCCs.

c. **Others** - receipts from other sources not included above.

B. General Funds. These represent budgetary support of the National Government to the GOCCs in the form of equity contribution, subsidy, and other fund support releasable from the General Fund.

C. Borrowings. This will include direct foreign and domestic loan availments, loans relented by the national government to the GOCCs, and all other forms of loans extended by non-government financial institutions or individuals.

D. The corporate funds under DBM Form No. 705 should be equal to or greater than the corporate funds indicated under DBM Form No. 706.

NATIONAL GOVERNMENT SUPPORT
(In Thousand Pesos)
Fiscal Year 2018

Department:				
Corporation:				
PARTICULARS	FY 2015 (Audited)	FY 2016 (Actual)	FY 2017 (Estimates)	FY 2018 (Proposal)
NEW GENERAL APPROPRIATIONS				
A. Programmed				
1. Subsidy				
2. Equity				
B. Unprogrammed Fund				
1. Loans Outlay				
2. Stock Dividend				
3. Others (specify)				
Sub-total				
AUTOMATIC APPROPRIATIONS				
A. Net Lending				
B. Tax Subsidy				
C. Conversion				
1. Subsidy				
2. Equity				
D. Special Account in the General Fund				
E. Others (specify)				
Sub-total				
GRAND TOTAL				
Prepared by: _____ Approved by: _____				
Responsible Officer		Date	Head of Corporation	Date

DBM FORM NO. 705-A

NATIONAL GOVERNMENT SUPPORT

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. "Department" refers to the Department to which the Corporation is attached.

Use this form to summarize the following national government (NG) support for the period indicated:

- A. **Subsidy.** Amount granted to GOCCs from the General Fund to cover (a) operational expenses; and (b) GOCC programs/projects.
- B. **Equity.** Represents the payment of capitalization of a GOCC with the NG as subscriber to be used for the implementation of corporate projects as mandated by the corporation's charter.
- C. **Loans Outlay.** Loans availed by the NG and relent to GOCCs.
- D. **Stock Dividend.** Refers to the distribution of stocks to the NG as a stockholder of a GOCC in proportion to the number of shares it holds.
- E. **Net Lending.** Advances by the NG for the servicing of government guaranteed corporate debt during the year, net of repayment on such advances. Includes loans outlay proceeds from program loans relent to GOCCs.
- F. **Tax Subsidy.** Refers to subsidy given to GOCCs to cover payment of taxes not supported by corporate revenues per Fiscal Incentives Review Board (FIRB) resolution on account of E.O. No. 93.
- G. **Conversion.** Advances made by BTr to a GOCC converted/proposed to be converted into subsidy and/or equity pursuant to the provisions of A.O. No. 10 dated August 14, 1998.
- H. **Special Account in the General Fund.** Special funds earmarked or administered by department, bureaus, offices and agencies of the national government, including GOCCs, authorized in order to facilitate the funding of priority activities of the government.
- I. **Others.** Budgetary support not falling under any of the aforementioned categories.

USES OF FUNDS BY EXPENSE CLASS

(In Thousand Pesos)

[] FY 2015 (Audited); [] FY 2016 (Actual); [] FY 2017 (Estimate); [] FY 2018 (Proposal); [] FY 2019 (Forecast); [] FY 2020 (Forecast)
[] Cash Basis; [] Accrual Basis

Department: Corporation:																		
P/A/P Code/ Activity Statement/ MFOs/ PIs	Region	NATIONAL GOVERNMENT SUBSIDY/ EQUITY AND/OR LOANS OUTLAY				CORPORATE BORROWINGS				CORPORATE FUNDS				GRAND TOTAL				
		PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	
TIER 1																		
A. PROGRAM																		
1. Operations																		
MFO 1																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
MFO 2																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
MFO n																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
Sub-total																		
2. General Administration and Support Services																		
a. General Management and Supervision																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
Sub-total																		
3. Support to Operations																		
a. Program 1																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
Sub-total																		
B. PROJECT																		
1. Locally-Funded Project(s)																		
a. Project 1																		
Indicators																		
Sub-total																		
b. Project 2																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
Sub-total																		
11. Foreign-Assisted Projects																		
a. Project 1																		
Indicators																		
1. xxxxxxxx																		
2. xxxxxxxx																		
Sub-total																		
b. Project 2																		
Sub-total																		
Sub-total, Tier 1																		

Department Corporation:																	
PIAP Code/ Activity Statement/ MFOs/ PIs	Region	NATIONAL GOVERNMENT SUBSIDY/ EQUITY AND/OR LOANS OUTLAY				CORPORATE BORROWINGS				CORPORATE FUNDS				GRAND TOTAL			
		PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL
TIER 2																	
A. PROGRAM																	
1. Operations																	
MFO 1																	
<i>Indicators</i>																	
1. xxxxxxxx																	
2. xxxxxxxx																	
MFO 2																	
<i>Indicators</i>																	
1. xxxxxxxx																	
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MFO n																	
<i>Indicators</i>																	
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2. General Administration and Support Services																	
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1. xxxxxxxx																	
2. xxxxxxxx																	
Sub-total																	
3. Support to Operations																	
a. Program 1																	
<i>Indicators</i>																	
1. xxxxxxxx																	
2. xxxxxxxx																	
Sub-total																	
B. PROJECT																	
i. Locally-Funded Project(s)																	
a. Project 1																	
<i>Indicators</i>																	
Sub-total																	
b. Project 2																	
<i>Indicators</i>																	
1. xxxxxxxx																	
2. xxxxxxxx																	
Sub-total																	
ii. Foreign-Assisted Projects																	
a. Project 1																	
<i>Indicators</i>																	
1. xxxxxxxx																	
2. xxxxxxxx																	
Sub-total																	
b. Project 2																	
<i>Indicators</i>																	
Sub-total																	
Sub-total, Tier 2																	
TOTAL																	
<div> <div>Prepared by:</div> <div>Approved by:</div> </div> <div> <div>Finance Officer</div> <div>Head of Corporation</div> </div> <div> <div>Date</div> <div>Date</div> </div>																	

**DBM FORM NO. 706
USES OF FUNDS BY EXPENSE CLASS**

GUIDELINES IN ACCOMPLISHING THE FORM

Indicate the name of the Department and of the Corporation. "Department" refers to the Department to which the Corporation is attached.

1. This form shall present the agency budgetary requirements by Program/Activity/Project (P/A/P) statement. Accomplish the form separately for each year: prior year, current year, budget year and etc. Mark "X" the appropriate year. Reflect the following: (1) certified actual expenses for the prior year (year immediately preceding the current year); (2) estimated expenses for the current year; (3) the proposed expenses for the budget year; and, (4) the forecasts for 2 succeeding years. General Administration and Support Services (GASS), Support to Operations (STO) and Projects (P) shall not be distributed among MFOs. Only Operations (O) shall be distributed by MFO, based on the percent contribution in achieving the corresponding MFOs.
2. Categorize expenditures by source of fund and by expense class, in accordance with the structure outlined under National Budget Memorandum No. 61 dated 22 March 1993.

DESCRIPTION OF ITEMS:

1. **P/A/P Code/Activity Statement** - Indicate under this column the appropriate P/A/P code of each P/A/P statement under "General Administrative and Support Services" (GASS), "Support to Operations" (STO) and "Operations" (O) as presented in the General Appropriations Act (for GOCCs with budgetary support). GOCCs must be guided by their corporate charter and the corresponding amendments thereto in formulating the P/A/Ps.
2. **Regions.** Indicate the region of the P/A/P.
3. **Budget Cost Allocation (MFO, ...)** - Attribute the personnel services, maintenance and other operating expenses and capital outlay requirements of each component activity to the MFO as applicable. Each component activity shall link/contribute to one MFO.

NG Equity/Subsidy and/or Loans Outlay. Indicate the proposed expenditures to be funded by the National Government in the form of equity/subsidy and/or loans outlay.

Corporate Borrowings. Include proposed expenditures for programs or projects to be funded from direct corporate borrowings whether from domestic or foreign source.

Corporate Funds. This covers proposed expenditures for programs and projects to be funded from corporate operating receipts, beginning cash balance, and other internally generated fund sources. The corporate funds indicated under DBM Form No. 706 should be equal to or less than the corporate funds provided under DBM Form No. 705.

Note: The P/A/P attribution in this form shall be consistently applied with the allocation of cost in Form 700.

PROGRAM EXPENDITURE PLAN
(in P'000)

1. CLUSTER/PRIORITY AGENDA:																																																																																																																
2. PROGRAM NAME:																																																																																																																
3. IMPLEMENTING AGENCIES/GOCCs AND COMPONENT ACTIVITIES:																																																																																																																
4. PROGRAM DESCRIPTION AND OBJECTIVES:																																																																																																																
5. FUNDING REQUIREMENT: <table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:30%;"></th> <th style="width:5%;">2016</th> <th style="width:5%;">2017</th> <th style="width:5%;">2018</th> <th style="width:5%;">2019</th> <th style="width:5%;">2020</th> <th style="width:5%;">2021</th> </tr> <tr> <td>Program Component</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Component 1</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Corporate Fund</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Borrowings</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> NG Support</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Component 2</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Corporate Fund</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Borrowings</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> NG Support</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Component n</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Corporate Fund</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> Borrowings</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td> NG Support</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>TOTAL</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									2016	2017	2018	2019	2020	2021	Program Component							Component 1							Corporate Fund							Borrowings							NG Support							Component 2							Corporate Fund							Borrowings							NG Support							Component n							Corporate Fund							Borrowings							NG Support							TOTAL						
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6. PHYSICAL TARGET AND ACCOMPLISHMENT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="width:20%;">Performance Indicator</th> <th colspan="5" style="text-align: center;">Target (No.)</th> <th colspan="2" style="text-align: center;">Accomplishment (%)</th> </tr> <tr> <th style="width:5%;">2016</th> <th style="width:5%;">2017</th> <th style="width:5%;">2018</th> <th style="width:5%;">2019</th> <th style="width:5%;">2020</th> <th style="width:5%;">2021</th> <th style="width:5%;">2015</th> <th style="width:5%;">Slippage</th> </tr> <tr> <td style="height: 40px;"></td> <td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td> </tr> </table>								Performance Indicator	Target (No.)					Accomplishment (%)		2016	2017	2018	2019	2020	2021	2015	Slippage																																																																																									
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	2016	2017	2018	2019	2020	2021	2015	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 OFFICER		CHIEF ACCOUNTANT		HEAD OF CORPORATION		DATE																																																																																																										

BP FORM 707 – 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 agencies/GOCCs under a department as well as the component activity/ies of each agency/GOCC involved in the program based on their submission.
- 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 agencies/GOCCs related to the program.

Column 2016 Refers to the actual obligations incurred for 2016

2017 Refers to the 2017 budget

2018 Refers to the 2018 proposed program

2019-2021 Refers to the 2019-2021 budgets

- 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 2014. 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/GOCCS

CLUSTER/PROGRAM	LEAD AGENCY	PARTICIPATING AGENCIES
A. Macroeconomic and Fiscal Policies		
- Macroeconomic Policies		
- Tax Reform Package		
B. Infrastructure and Competitiveness		
- Competitiveness and Ease of Doing Business		
- Infrastructure Spending		
- Science, Technology and Arts		
C. Rural Development		
- Rural Development		
- Land Administration and Management		
D. Human Capital Development		
- Human Capital Development		
- Social Protection		
- Responsible Parenthood and Reproductive Health		
E. Mindanao		
- Peace and Development		

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

2/ Socio-Economic Agenda of the Duterte Administration crafted In June 2016

PROPOSAL FOR NEW OR EXPANDED LOCALLY-FUNDED PROJECT

1. Proposal/Project Name						
2. Implementing Department / GOCC						
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:					
	Finish Date:					
	REVISED					
	Start Date:					
	Finish Date:					
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	GOCC Head
			Date

DBM FORM 708 : 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 GOCC** submitting the form. Indicate the role of the GOCC in project implementation (lead or participating) in parenthesis after the name of the agency.

Illustration: DA (Lead Agency) or NIA (Participating GOCC)

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, the GOCC 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** and its attribution by expense class.
- 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.

1. Proposal/Project Name						
2. Implementing Department / GOCC						
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
		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 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	GOCC Head	Date

DBM FORM 709 : 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 GOCC** submitting the form. Indicate the role of the GOCC in project implementation (lead or participating) in parenthesis after the name of the agency.
- Illustration: DA (Lead Agency) or NIA (Participating GOCC)*
- 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, the GOCC 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 activities/projects and the amounts should be disaggregated as to expense class, category, component and allocation by location.
- 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.

**GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET
FY 2018**

Department:						
Corporation:						
Major Final Output:						
Program/Activity/ Project (1)	Gender Issue/Concern (2)	GAD Objective (3)	Identified GAD Activity (4)	Target (5)	GAD Performance Indicator (6)	GAD Budget (7)
TOTAL						
Prepared by:			Approved by:			Date:
CHAIRPERSON OF GAD FOCAL POINT			HEAD OF CORPORATION			DAY/MO/YR

**DBM FORM NO. 710
GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET**

GUIDELINES IN ACCOMPLISHING THE FORM

This form presents the agency GAD plan and budget for FY 2018.

Column (1) Program/Activity/Project

The objective for reviewing the agency mandate and existing P/A/P(s) is to surface the gender issues that the GOCC should address. GOCC P/A/P(s) to be reviewed must be major, centerpiece programs.

The Gender Equality and Women's Empowerment Framework shall be the guiding framework in reviewing the GOCC's existing P/A/P(s). Sex-disaggregated data must also be used when analyzing the GOCC's existing P/A/P(s). The Framework Plan for Women, the Philippine Plan for Gender-responsive Development and the Convention on the Elimination of All Forms of Discrimination Against Women may serve as references for identifying the gender issues that the GOCC must address. Consultations with gender-aware women and the GOCCs' clientele should likewise be undertaken to validate and further define the gender issues articulated in the above-mentioned documents.

GOCCs without sex-disaggregated data must identify the disaggregation of data by sex as a GAD activity to be prioritized for implementation so as to avoid reporting the same problem in the following years.

Column (2) Gender Issue/Concern

The objective of this action then is to prioritize the gender issues that the GOCC will commit to address within the year.

A gender issue can be classified as client-focused or organization-focused. A client-focused gender issue articulates the extent of disparity of women and men over benefits from and contribution to a program and/or project of the GOCC. On the other hand, an organization-focused issue points to the gap in the capacity of the organization to integrate a gender dimension in the activities of its programs and projects.

The GAD Focal Point, however, must ensure that gender issues that have not been prioritized shall be addressed by the GOCC in the next planning year.

Column (3) GAD Objective

The objective at this point is to clarify and spell-out what the GOCC intends to accomplish vis-à-vis each gender issue that the GOCC commits to address.

The GAD objective must **describe the intended outcome rather than merely state the intended activities of the GOCC**. It must be specific, measurable, attainable, realistic and time-bound.

Identifying intended outcomes will help the GOCC identify appropriate GAD activities; keep its direction and ensure proper focus during implementation; and assess its accomplishments and gains vis-à-vis the gender issues identified.

Column (4) Identified GAD Activity

The objective of this action is to identify corresponding interventions for each gender issue that the GOCC commits to address.

Said interventions may take the form of the GOCCs' existing P/A/P(s) but enhanced with the GAD perspective OR it may take the form of a reformulated P/A/P. The activities that will make the GOCC or the existing P/A/Ps of the GOCC address the gender issues of its clients or organization are called GAD activities. The GAD activities can either be client-focused or organization-focused.

Client-focused GAD activities are activities that seek to address the gender issues of the GOCC's clients. For oversight GOCCs whose clients are government organizations, client-focused GAD activities may include the review and integration of GAD in policies, database systems, monitoring and evaluation, or integration of GAD in training modules of government employees.

Organization-focused activities are activities that seek to: a) create the organizational environment for implementing gender-responsive policies, programs and projects; and b) address the gender issues of employees particularly those that affect women's performance as government workers like sexual harassment, low participation of women in human resource development undertakings and decision-making structures and processes, and lack of support to ease women's multiple burden such as daycare in the workplace.

GOCCs shall give premium to client-focused GAD activities than the organization-focused GAD activities.

Column (5) Target

The objective of this action is to identify the quantitative and qualitative **results** that the GOCC is aiming for which will be the bases for monitoring and evaluating the GOCC's accomplishments and achievements on GAD.

Results refer to the change that has occurred after implementing the activity. The two types of results are the **immediate results of the activity (output)** and the **more distant change (outcome)** that are anticipated or actually have occurred as a result of a series of related activities and achieving a combination of outputs.

Column (6) Performance Indicator

The objective of this action is to identify the quantitative and qualitative **measures of progress** vis-à-vis the achievement of the targets set by the GOCC.

Quantitative indicators are measures or evidences that can be counted while qualitative indicators are measures or evidences that provide meaning and understanding of the clients' experiences.

Column (7) GAD Budget

The objective of this action is to determine the **amount to be allocated by the GOCC for the implementation of its GAD activities** contained in the fourth column.

**ANNUAL GAD ACCOMPLISHMENT REPORT
FY 2016**

Department :					
Corporation:					
Program/Activity/ Project (1)	Gender Issue (2)	GAD Activity (3)	Results (4)	Cost (5)	Remarks (6)
Prepared by:		Approved by:			Date:
CHAIRPERSON OF GAD FOCAL POINT		HEAD OF CORPORATION			DAY/MO/YR

DBM Form No. 710-A
ANNUAL GAD ACCOMPLISHMENT REPORT

GUIDELINES IN ACCOMPLISHING THE FORM

Column (1) Programs/Activities/Projects

GOCCs which have reviewed their programs/activities/projects for gender-responsiveness will proceed by filling up all the sections. Beginners in gender mainstreaming or those GOCCs which have yet to create the environment supportive of gender mainstreaming will start with the second section of the form. Beginners in gender mainstreaming are those which have yet to: make key people in the GOCC appreciate and understand gender; formulate internal policies that will support gender mainstreaming in the GOCC; create mechanisms for GAD such as Focal Point and trainers' pool; and develop sex-disaggregated databases.

To assess the progress in gender mainstreaming, agencies may use the "Gender Mainstreaming and Evaluation Framework" (GMEF). It is a self-assessment tool which will help GOCCs determine where they are in the gender mainstreaming continuum and formulate measures towards progress. The GMEF is available for viewing and free download at www.ncrfw.gov.ph. Hard copies may be purchased at the NCRFW library.

Entries to this section shall include the title, objectives, target clientele, and the total budget of the program, project or mainstream activities.

Column (2) Gender Issue

An issue may be reported as a gender issue if it:

- articulates the extent of disparity of women and men over benefits from and contribution to a program and/or project of the GOCC (**Client-Focused Issues**), or
- points to the gap in the capacity of the organization to integrate a gender dimension in the activities of its programs and projects (**Organization-Focused Issues**).

A gender issue is best drawn from a gender analysis or diagnosis and is supported by data and statistics. The supporting data tells about the extent and magnitude of the gender issue or bias being presented.

Column (3) GAD Activity

The GAD activity is a component of the regular programs, activities and projects of the GOCC. An activity may be reported as a GAD activity if it seeks to:

- promote the equality between women and men in the distribution of benefits and the opportunity to contribute to an GOCC program or project; and/or
- address the gaps in knowledge, skills, and attitudes of key personnel on gender mainstreaming.

It is important to note that in most areas of life, there are significant disparities between women and men. In order to address the disparities, GOCCs have to uphold positive actions to promote the interest of women. For example, in promoting women's participation and involvement in farmer's cooperatives, it is not of value for GOCCs to target and report 50% men and 50% women as participants since this will not change the existing status of women as against men. In the same token, activities that target women without clear articulation as to how they will contribute to closing in gender gaps are likewise of little value. Examples of this are: procurement of violet uniforms for the GOCC's women choral group members, laser tooth extraction for employees, purchase of mineral water for employees, and construction of structures such as covered path walks and tennis court.

GAD activities may target women, men or both. Activities that have targeted men may be reported as GAD activity for as long as the objective is to correct gender disparities as in the case of establishing a network of men against sexual harassment in the workplace or training and encouraging men to share in parenting and child-rearing responsibilities.

GOCCs, especially those which are new in gender mainstreaming may report activities that are intended to develop or strengthen their institutional capacity for gender mainstreaming.

Column (4) Results

This section shall reflect the consequences of the activity that has been conducted. It shall provide a description of the change that has occurred after implementing the activity. There are two types of results that have to be reported. The immediate results of the activity (output) and the more distant change (outcome) that are anticipated or actually have occurred as a result of a series of related activities and achieving a combination of outputs. In cases where many activities are required to come up with an output, it is recommended that the GOCC reflects all these activities in the report.

Column (5) Cost

To avoid double counting and attributing the entire program or project cost as GAD Budget, **GOCCs will only report the actual cost for the conduct of the GAD activities.** The GOCC shall specify whether the funding was sourced from overseas donors or from the GAA or from both.

Column (6) Remarks

GOCCs are encouraged to report any deviation from their proposed plan and budget and provide the reasons for the deviation as well as the factors that have facilitated or hindered the implementation of gender mainstreaming in the GOCC.

CLIMATE CHANGE EXPENDITURES
(In P'000)

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

DBM FORM No. 711
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 the P/A/Ps. |
| 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 GOCC 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 GOCC 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 GOCC specifically for the CC component. |