

U. NATIONAL ARCHIVES OF THE PHILIPPINES

Appropriations/Obligations

(In Thousand Pesos)

<u>Description</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
New General Appropriations	<u>584,757</u>	<u>124,525</u>	<u>123,723</u>
General Fund	584,757	124,525	123,723

502 EXPENDITURE PROGRAM FY 2017 VOLUME III

Automatic Appropriations	4,260	3,821	4,664
Retirement and Life Insurance Premiums	4,260	3,821	4,664
Continuing Appropriations	10,914	492,241	
Unreleased Appropriation for Capital Outlays			
R.A. No. 10651		478,762	
Unobligated Releases for Capital Outlays			
R.A. No. 10633	5,254		
R.A. No. 10651		1,150	
Unobligated Releases for MOOE			
R.A. No. 10633	5,660		
R.A. No. 10651		12,329	
Budgetary Adjustment(s)	4,697		
Transfer(s) from:			
Miscellaneous Personnel Benefits Fund	3,741		
Pension and Gratuity Fund	956		
Total Available Appropriations	604,628	620,587	128,387
Unused Appropriations	( 498,873)	( 492,241)	
Unreleased Appropriation	( 478,762)	( 478,762)	
Unobligated Allotment	( 20,111)	( 13,479)	
TOTAL OBLIGATIONS	105,755	128,346	128,387
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EXPENDITURE PROGRAM  
(in pesos)

No./ Code	GASS / STO / OPERATIONS / PROJECTS	2015 Actual	2016 Current	2017 Proposed
000001000000000	General Administration and Support	36,424,000	34,084,000	34,858,000
	PS	16,822,000	10,315,000	12,374,000
	MOOE	19,602,000	22,769,000	22,484,000
	CO		1,000,000	
000003000000000	Operations	69,331,000	94,262,000	93,529,000
	PS	35,570,000	35,723,000	45,760,000
	MOOE	28,375,000	52,259,000	47,769,000
	CO	5,386,000	6,280,000	
TOTAL AGENCY BUDGET		105,755,000	128,346,000	128,387,000
	PS	52,392,000	46,038,000	58,134,000
	MOOE	47,977,000	75,028,000	70,253,000
	CO	5,386,000	7,280,000	

STAFFING SUMMARY

	2015	2016	2017
TOTAL STAFFING			
Total Number of Authorized Positions	153	153	153
Total Number of Filled Positions	132	130	130

Proposed New Appropriations Language  
 For general administration and support, and operations, as indicated hereunder.....P 123,723,000  
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OPERATIONS BY MFO	PROPOSED 2017			
	PS	MOOE	CO	TOTAL
MFO 1: GOVERNMENT RECORDS MANAGEMENT PROGRAM FORMULATION AND IMPLEMENTATION	25,778,000	19,601,000		45,379,000
MFO 2: GOVERNMENT ARCHIVES ADMINISTRATION	16,267,000	28,168,000		44,435,000

EXPENDITURE PROGRAM BY CENTRAL / REGIONAL ALLOCATION, 2017  
 (in pesos)

REGION	PS	MOOE	CO	TOTAL
Regional Allocation (net of Central Office):	53,470,000	70,253,000		123,723,000
National Capital Region (NCR)	53,470,000	70,253,000		123,723,000
TOTAL AGENCY BUDGET	53,470,000	70,253,000		123,723,000

SPECIAL PROVISION(S)

- Appropriations for Programs and Specific Activities. The amounts appropriated herein for the programs of the agency shall be used specifically for the following activities in the indicated amounts and conditions:

New Appropriations, by Programs/Activities/Projects

	Current Operating Expenditures			
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
PROGRAMS				
0000010000000000 General Administration and Support	11,425,000	22,484,000		33,909,000
1030010001000000 General management and supervision	P 10,828,000	P 22,484,000		P 33,312,000
1030010002000000 Administration of Personnel Benefits	597,000			597,000
Sub-total, General Administration and Support	11,425,000	22,484,000		33,909,000
0000030000000000 Operations	42,045,000	47,769,000		89,814,000
0000030100000000 MFO 1: GOVERNMENT RECORDS MANAGEMENT PROGRAM FORMULATION AND IMPLEMENTATION	25,778,000	19,601,000		45,379,000

504 EXPENDITURE PROGRAM FY 2017 VOLUME III

000003010100000	Training and education in records management and archives administration	16,641,000	15,593,000	32,234,000
106003010100001	Training for government agencies on the creation, maintenance, disposal and retirement of all government records	16,641,000	15,593,000	32,234,000
000003010200000	Records management	6,159,000	3,328,000	9,487,000
106003010200001	Management of transference of records of all government including those of abolished offices	6,159,000	3,328,000	9,487,000
106003010300000	Conduct research studies, promulgation of policies, rules and regulations on the creation, maintenance, disposal and retirement of all government records	2,978,000	680,000	3,658,000
000003020000000	MFO 2: GOVERNMENT ARCHIVES ADMINISTRATION	16,267,000	28,168,000	44,435,000
103003020100000	Maintenance, preservation, rehabilitation and servicing of archival records and documents	16,267,000	28,168,000	44,435,000
Sub-total, Operations		42,045,000	47,769,000	89,814,000
TOTAL NEW APPROPRIATIONS		P 53,470,000 =====	P 70,253,000 =====	P 123,723,000 =====

Obligations, by Object of Expenditures

CYs 2015-2017  
(In Thousand Pesos)

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Current Operating Expenditures			
Personnel Services			
Civilian Personnel			
Permanent Positions			
Basic Salary	31,992	31,842	38,868
Total Permanent Positions	<u>31,992</u>	<u>31,842</u>	<u>38,868</u>
Other Compensation Common to All			
Personnel Economic Relief Allowance	2,864	2,880	3,120
Representation Allowance	791	660	780
Transportation Allowance	674	660	780
Clothing and Uniform Allowance	585	600	650
Productivity Incentive Allowance	236		
Mid-Year Bonus - Civilian			3,239
Year End Bonus	2,600	2,653	3,239
Cash Gift	599	600	650
Step Increment		169	289
Collective Negotiation Agreement	3,008		
Productivity Enhancement Incentive	2,569	600	650
Performance Based Bonus	1,084		
Total Other Compensation Common to All	<u>15,010</u>	<u>8,822</u>	<u>13,397</u>
Other Compensation for Specific Groups			
Other Personnel Benefits			125
Total Other Compensation for Specific Groups			<u>125</u>
Other Benefits			
Retirement and Life Insurance Premiums	3,784	3,821	4,664
PAG-IBIG Contributions	143	145	156
PhilHealth Contributions	364	329	363

Employees Compensation Insurance Premiums	143	143	156
Retirement Gratuity			283
Terminal Leave	956	936	122
Total Other Benefits	<u>5,390</u>	<u>5,374</u>	<u>5,744</u>
TOTAL PERSONNEL SERVICES	<u>52,392</u>	<u>46,038</u>	<u>58,134</u>
Maintenance and Other Operating Expenses			
Travelling Expenses	2,544	4,292	3,105
Training and Scholarship Expenses	1,619	4,099	4,620
Supplies and Materials Expenses	2,152	6,072	7,967
Utility Expenses	3,777	6,238	4,236
Communication Expenses	919	824	1,011
Confidential, Intelligence and Extraordinary Expenses			
Extraordinary and Miscellaneous Expenses	110	118	118
Professional Services	7,509	15,157	8,411
General Services	7,463	8,640	8,800
Repairs and Maintenance	357	1,075	508
Taxes, Insurance Premiums and Other Fees	226	591	226
Other Maintenance and Operating Expenses			
Advertising Expenses	80	100	82
Printing and Publication Expenses	888	610	333
Representation Expenses	291	350	352
Transportation and Delivery Expenses	178	1,120	140
Rent/Lease Expenses	19,790	25,440	30,267
Membership Dues and Contributions to Organizations	38	222	40
Subscription Expenses	36	80	37
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES	<u>47,977</u>	<u>75,028</u>	<u>70,253</u>
TOTAL CURRENT OPERATING EXPENDITURES	<u>100,369</u>	<u>121,066</u>	<u>128,387</u>
Capital Outlays			
Property, Plant and Equipment Outlay			
Machinery and Equipment Outlay	5,386	6,240	
Transportation Equipment Outlay		1,000	
Intangible Assets Outlay		40	
TOTAL CAPITAL OUTLAYS	<u>5,386</u>	<u>7,280</u>	
GRAND TOTAL	<u>105,755</u>	<u>128,346</u>	<u>128,387</u>

## STRATEGIC OBJECTIVES

SECTOR OUTCOME : 1. Equitable access to adequate quality social services  
2. Knowledge skills, attitudes and values of Filipinos to lead productive lives enhanced

ORGANIZATIONAL OUTCOME : 1. Management and preservation of government records strengthened  
2. Awareness, appreciation, and access to archival records strengthened

## PERFORMANCE INFORMATION

## KEY STRATEGIES :

1. Change management for new practices as head agency for NARMIS
2. National business continuity for climate change and armed conflict

ORGANIZATIONAL OUTCOMES (00s) / PERFORMANCE INDICATORS (PIs)	Baseline	2017 Targets
<b>Management and preservation of government records strengthened</b>		
Percentage of government offices with approved/updated Records Disposition Schedule (RDS)	338 offices - Executive Branch	10 RDS (minimum) 20 RDS (maximum)
Percentage of records digitized	50,000 bundles, with estimated 13 million pages ( approx. 20 million images ) of Spanish Colonial records	1.8 million images (minimum) 2.0 million images (maximum)
Percentage of government offices included in the National Inventory of Public Records	338 offices - Executive Branch	67 government offices (minimum ) 77 government offices ( maximum )
<b>Awareness, appreciation, and access to archival records strengthened</b>		
Percentage increase of users who rated service as good or better	2013 as basis: Good - 669; Better - 20 (689)	680 general public (minimum) 689 general public (maximum)
Percentage of archived records in poor condition restored	450,560 pages Civil Registry	900 pages (minimum) 980 pages (maximum)

MFO / PIs	2017 Targets
<b>MFO 1: GOVERNMENT RECORDS MANAGEMENT PROGRAM FORMULATION AND IMPLEMENTATION</b>	
Implementation of Policies , Rules and Regulations on Government Records to Different Government Agencies as Client	
Number of government agencies assisted in the records and archives management implementation	950
Number of government agencies assisted in in-house trainings by sending resource speakers and facilitators	22
Percentage of government agencies who rate NAP as good or better	100%
Percentage of requests for assistance and for transfer acted upon in 3 months	80%
Formulation and Issuances of Policies, rules and regulations on Government Records	
Number of issuances on policies, rules and regulations prepared, reviewed and updated	1
Number of policy contributions made	2
Percentage of contributions completed in 6 months	50%
Percentage of issuances completed in 12 months	50%
<b>MFO 2: GOVERNMENT ARCHIVES ADMINISTRATION</b>	
Maintenance, Preservation and Servicing Archival Holdings	
Number of archived documents under management	37,000,000
Number of archival documents that are available in either microfilm, microfiche or digital form	1,800,000
Percentage of archival documents requiring rehabilitation	20%
Public Access of Records and Promotional Activities of Archival Collections	
Number of records served to general public	20,000
Number of international exchanges with partner archives completed including echo activities	3
Number of promotional activities of archival collections through printed publications, exhibits and other media	4
Percentage of clients who rate NAP as good or better	95%
Percentage of requests for archived information released/issued within a day	25%