

N.4. NATIONAL ARCHIVES OF THE PHILIPPINES

For general administration and support, and operations, as indicated hereunder.....P 149,858,000
=====

New Appropriations, by Program
=====Current Operating Expenditures

| | Personnel Services | Maintenance and Other Operating Expenses | Capital Outlays | Total |
|--|-----------------------|---|--------------------|----------------------|
| PROGRAMS | | | | |
| General Administration and Support | P 10,409,000 | P 34,141,000 | P 3,730,000 | P 48,280,000 |
| Operations | 41,960,000 | 55,826,000 | 3,792,000 | 101,578,000 |
| GOVERNMENT RECORDS MANAGEMENT PROGRAM | 24,380,000 | 27,174,000 | | 51,554,000 |
| GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM | 17,580,000 | 28,652,000 | 3,792,000 | 50,024,000 |
| TOTAL NEW APPROPRIATIONS | P 52,369,000 | P 89,967,000 | P 7,522,000 | P 149,858,000 |

Special Provision(s)

1. Reporting and Posting Requirements. The National Archives of the Philippines (NAP) shall submit quarterly reports on its financial and physical accomplishments, within thirty (30) days after the end of every quarter, through the following:

- (a) Unified Reporting System (URS) or other electronic means for reports not covered by the URS; and
- (b) NAP's website.

The NAP shall send written notice when said reports have been submitted or posted on its website to the DDM, House of Representatives, Senate of the Philippines, House Committee on Appropriations, Senate Committee on Finance, and other offices where the submission of reports is required under existing laws, rules and regulations. The date of notice to said agencies shall be considered the date of compliance with this requirement.

2. Appropriations for Activities or Projects. The amounts appropriated herein shall be used specifically for the following activities or projects 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 | | | | |
| General Administration and Support | | | | |
| General Management and Supervision | P 10,254,000 | P 34,141,000 | P 3,730,000 | P 48,125,000 |

| | | | | |
|--|--------------|--------------|-------------|---------------|
| Administration of Personnel Benefits | 155,000 | | | 155,000 |
| Sub-total, General Administration and Support | 10,409,000 | 34,141,000 | 3,730,000 | 48,280,000 |
| Operations | | | | |
| Management of Government Records Strengthened | 24,380,000 | 27,174,000 | | 51,554,000 |
| GOVERNMENT RECORDS MANAGEMENT PROGRAM | 24,380,000 | 27,174,000 | | 51,554,000 |
| Training for government agencies on the creation, maintenance, disposal and retirement of all government records | 16,759,000 | 17,793,000 | | 34,552,000 |
| Management of transference of records of all government including those of abolished offices | 5,365,000 | 9,015,000 | | 14,380,000 |
| Conduct of research studies, promulgation of policies, rules and regulations on the creation, maintenance, and disposition of all government records | 2,256,000 | 366,000 | | 2,622,000 |
| Awareness, Appreciation and Access to Archival Records Strengthened | 17,580,000 | 28,652,000 | 3,792,000 | 50,024,000 |
| GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM | 17,580,000 | 28,652,000 | 3,792,000 | 50,024,000 |
| Maintenance, preservation, rehabilitation and servicing of archival holdings | 17,580,000 | 28,652,000 | 3,792,000 | 50,024,000 |
| Sub-total, Operations | 41,960,000 | 55,826,000 | 3,792,000 | 101,578,000 |
| TOTAL NEW APPROPRIATIONS | P 52,369,000 | P 89,967,000 | P 7,522,000 | P 149,858,000 |

New Appropriations, by Object of Expenditures

(In Thousand Pesos)

Current Operating Expenditures

Personnel Services

Civilian Personnel

Permanent Positions

Basic Salary 38,892

Total Permanent Positions 38,892

Other Compensation Common to All

Personnel Economic Relief Allowance 2,928

| | |
|---|----------------|
| Representation Allowance | 558 |
| Transportation Allowance | 558 |
| Clothing and Uniform Allowance | 732 |
| Mid-Year Bonus - Civilian | 3,240 |
| Year End Bonus | 3,240 |
| Cash Gift | 610 |
| Productivity Enhancement Incentive | 610 |
| Step Increment | 97 |
| Total Other Compensation Common to All | 12,573 |
| Other Benefits | |
| PAG-IBIG Contributions | 146 |
| PhilHealth Contributions | 457 |
| Employees Compensation Insurance Premiums | 146 |
| Terminal Leave | 155 |
| Total Other Benefits | 904 |
| Total Personnel Services | 52,369 |
| Maintenance and Other Operating Expenses | |
| Travelling Expenses | 4,281 |
| Training and Scholarship Expenses | 5,644 |
| Supplies and Materials Expenses | 6,565 |
| Utility Expenses | 9,934 |
| Communication Expenses | 905 |
| Confidential, Intelligence and Extraordinary Expenses | |
| Extraordinary and Miscellaneous Expenses | 108 |
| Professional Services | 5,019 |
| General Services | 18,448 |
| Repairs and Maintenance | 1,489 |
| Taxes, Insurance Premiums and Other Fees | 2,003 |
| Other Maintenance and Operating Expenses | |
| Advertising Expenses | 50 |
| Printing and Publication Expenses | 225 |
| Representation Expenses | 616 |
| Transportation and Delivery Expenses | 139 |
| Rent/Lease Expenses | 34,475 |
| Membership Dues and Contributions to Organizations | 40 |
| Subscription Expenses | 26 |
| Total Maintenance and Other Operating Expenses | 89,967 |
| Total Current Operating Expenditures | 142,336 |
| Capital Outlays | |
| Property, Plant and Equipment Outlay | |
| Machinery and Equipment Outlay | 7,172 |
| Furniture, Fixtures and Books Outlay | 350 |
| Total Capital Outlays | 7,522 |
| TOTAL NEW APPROPRIATIONS | 149,858 |