



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

CORPORATE BUDGET MEMORANDUM

No. 29

**F O R : ALL HEADS OF GOVERNMENT-OWNED AND/OR
CONTROLLED CORPORATIONS, INCLUDING
GOVERNMENT FINANCIAL INSTITUTIONS AND ALL
OTHERS CONCERNED**

**SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE
PREPARATION AND SUBMISSION OF BUDGET
ESTIMATES FOR FY 2010**

1.0 PURPOSE

- 1.1 To provide the overall macroeconomic and fiscal policy framework and thrusts for FYs 2010-2011 within the context of the Medium-Term Philippine Development Plan, 2004-2010 (MTPDP) and other policy developments;
- 1.2 To prescribe the guidelines and procedures in the preparation and submission of requests for budgetary assistance from the national government in FY 2010;
- 1.3 To prescribe the guidelines and procedures in the preparation of financial and related data to be incorporated in the Budget of Expenditures and Sources of Financing for FYs 2008-2010 and the Corporate Operating Budget (COB) for FY 2010; and
- 1.4 To set the schedule of budget preparation activities.

2.0 BUDGET FRAMEWORK

- 2.1 The FY 2010 Budget will reflect the Arroyo Administration's commitment to the strategy of fiscal consolidation, and the completion of its Ten-point Agenda, key programs stated in the various addresses on the State of the Nation, and the Millennium Development Goals. In particular, the budget shall give priority to strategic ongoing programs and completing projects which will aim to enhance economic productivity and social equity in the country in the aftermath of the global economic slowdown.
- 2.2 Given the challenges introduced by the global financial crisis, performance/results orientation becomes more critical. Thus, the sustained and aggressive implementation of major public sector

reforms shall continue to be pursued and institutionalized in the planning and budgeting arenas. These include the Medium Term Expenditure Framework (MTEF) and the Organization Performance Indicator Framework (OPIF).

2.3 MTEF

2.3.1 The MTEF will be in its fourth year of implementation (starting the 2007 budget preparation cycle), with the Forward Estimates (FEs), or estimates of the future costs of existing policies, serving as the determinant of the available budget for new projects as well as serving as validation instrument for assessing agency proposals.

2.3.2 For the 2010 budget preparation cycle, the FEs for 2009 up to 2011 based on the 2009 NEP were updated, and a new set of FEs for 2012 has been formulated in consultation with the departments/agencies concerned. The updating considered changes in policy (e.g., per the FY 2009 GAA) and macroeconomic parameters. In view of unavailability of relevant inputs during the updating process, actual OPIF-based performance data will be used in subsequent phases of budget preparation to further refine the FEs and evaluate budget proposals.

2.3.3 The preparation of the Paper on Budget Strategy (PBS) continues to be undertaken, relating progress in meeting development objectives with resource allocation.

2.3.3.1 Consistent with Presidential pronouncements, the following priority sectors guided the FY 2010 budget preparation process: infrastructure, basic education, health services, social welfare, agriculture and environmental protection.

2.3.3.2 The allocation of the fiscal space among departments concerned as recommended by the DBCC and as approved by the President shall be duly communicated. A separate issuance shall provide the details and other requirements relative to new spending proposals.

2.4 OPIF

2.4.1 The OPIF or the Performance Based Budgeting approach involves a review of the agencies existing budgetary programs and projects to ensure that these support its core mandated functions. It shall be used as a tool in the evaluation of budgetary proposals for FY 2010.

- 2.5 The 2010 budget preparation exercise shall aim for the following:
- 2.5.1 Ensure that the national budget is aligned with the overall development agenda, consistent with the fiscal discipline and consolidation strategy, specifically through the MTEF.
 - 2.5.2 Enjoin agencies to focus on performance/results pursuant to their respective organizational goals, with the status of Major Final Outputs (MFOs) as the key units for determining resource allocation, and for monitoring/evaluating agency financial/physical performance using agreed upon performance indicators.
 - 2.5.3 Improve efficiency and effectiveness in government operations by incorporating implications of the following public sector reforms on their budget proposals:
 - 2.5.3.1 The Rationalization Program under Executive Order No. 366, relative to the review of agency operations.
 - 2.5.3.2 Cost recovery measures, to assist in the revenue enhancement efforts and improve service delivery.
 - 2.5.3.3 Mandatory use of the Philippine Government Electronic Procurement System (PhilGEPS), for transparency and efficiency purposes.
 - 2.5.3.4 Disclosure on contingent liabilities with high probability of becoming real, stating the risks.

3.0 MACROECONOMIC AND FISCAL TARGETS

The 2010 fiscal stance addresses the challenge of keeping the momentum of the economy growing amidst the uncertainty resulting from the ongoing global financial crisis. The provision of appropriate policy responses starting this year to the decline of exports and OFW remittances as well as the more aggressive implementation of key reforms to strengthen competitiveness will ensure the economy's sustained resilience over the short and medium terms. Crucial is the provision of strong regulatory environment and more effective governance, particularly transparency and the rule of law.

3.1 Microeconomic Assumptions

For the period 2009-2012, the budget aggregates are based on the following macroeconomic assumptions, which already take into

account the latest available information on international and domestic developments as of April 16, 2009.

Particulars	2008 Actual	2009*	2010*	2011*	2012*
GNP Real Growth (%)	6.1	2.8-3.8	4.4-5.4	6.4-7.3	7.5-8.3
GDP Real Growth (%)	4.6	3.1-4.1	4.3-5.3	5.5-6.4	5.9-6.8
Inflation Forecast (%)	9.3	2.5-4.5	3.5-5.5	3.0-5.0	3.0-5.0
91-Day T-bill rate (%)	5.4	5.0-7.0	5.0-7.0	4.5-6.5	4.5-6.5
FOREX (P/US\$)	44.47	46-49	46-49	46-49	46-49

*Approved by the Development Budget Coordination Committee on April 16, 2009

Sources: BSP, NEDA, NSCB

3.1.1 In 2009, OFW remittances are expected to remain stable together with slower growth in all production sectors resulting from the contraction of global trade. A gradual recovery is seen starting 2010 as the global economy recuperates from the negative impact of the financial crisis and the lingering effects of the surge in oil and food prices. Close monitoring of the developments will need to be done for a better reading of the strength of the recovery.

3.1.1.1 The domestic economy is projected to grow between 4.3 and 5.3 percent in 2010. The gross national product, after 2009 expectations of posting lower real growth vis-à-vis the gross domestic product (mainly due to lackluster growth in OFW remittances), will likely surge back in 2010, due to the projected global economic rebound.

3.1.1.2 Growth in agriculture will be buoyed by the government's continued strong support for agriculture, not only in providing more funds but also by reforming policies to ensure that resources are used efficiently and effectively. Value added in the agriculture sector is projected to grow between 3.4-4.4 percent in 2010 from 3.0 to 3.6 percent in 2009, as the sector's growth is expected to be fueled by intensified government support towards irrigation, farm-to-market roads, and post-harvest facilities.

3.1.1.3 In 2010, industry is projected to grow between 4.1-5.1 percent faster than the 2.8-4.3 in 2009, spurred by higher growth in manufacturing, the continued boom in construction, with private sector as lead in the latter part, and the recovery of mining and quarrying. The expected improvement in the global economy together with the improvement in the financial sector, and the resulting pick-up in

international trade are seen to stimulate external demand, ease financing, and invigorate domestic production.

- 3.1.1.4 The services sector is projected to grow between 4.8-5.7 percent in 2010 with the improvement in OFW remittances and as the global economy recovers. Transportation, communications and storage is expected to benefit from the pick-up in international trade. Growth in private services will be sustained by the expected faster growth in off-shoring and outsourcing.
- 3.1.2 For 2011 and 2012, the economy is projected to grow in real terms by 5.5-6.4 percent and 5.9-6.8 percent respectively. These projections assume the continuous global economic recovery and a realization of gains from the implementation of reforms that improve the country's competitiveness.
- 3.1.3 From 9.3 percent in 2008, inflation is expected to fall to 2.5-4.5 percent in 2009, inch up to 3.5-5.5 percent in 2010 before tapering down to the 3.0-5.0 percent range from 2011 to 2012. This inflation outlook is supported by a downward shift of risks following the declines in commodity prices, the fallback in inflation expectations, the slowdown in economic activity in the near term, the supply responses to earlier large hikes in commodity prices, and the consequent recovery in the world economy over time. With commodity prices stabilizing, cost and wage pressures should moderate, reducing the risks of second-round effects. For programming purposes, the midpoint of the forecast inflation rate shall be used.
- 3.1.4 The assumed 91-day T-bill rate considered the interest rates in both the primary and secondary markets. The range in the forecasts took into account the movements of the rates since 2000. The real interest rate is expected to turn positive starting in 2009 as inflation is expected to decelerate significantly. For programming purposes, the high-end of the forecast interest rate range is used for expenditure projections while revenue projections are based on the low end.
- 3.1.5 The exchange rate is expected to be generally stable in the medium term at around P46-P49, supported by modest demand for foreign exchange in 2009 as global economic slowdown puts more emphasis on domestic sources of capital and lowers import requirements. It also considers the improved level of reserves, and a rebound in exports over the longer horizon. The foreign exchange rate assumptions are based on the Purchasing Power Parity (PPP) and

Interest Rate Parity (IRP) concept. For programming purposes, the forecast exchange rate range is used, similar to that for interest rate.

3.2 Fiscal Aggregates

Consistent with the government's fiscal consolidation strategy and the aforesaid macroeconomic prospects, the budget deficit is targeted to contract to P173.3 billion or 2.0 percent of GDP, is contracting from the 2009 revised target of P199.2 billion or 2.5 percent of GDP. Due to the prolonged and deeper impact of the global financial crisis, the planned balancing of the budget has been deferred, to allow the appropriate magnitude of budgetary response to the economic slowdown, with disbursements projected to outpace revenues. While being aggressive, the fiscal stance remains prudent, in that the national government's outstanding debt-to-GDP ratio for 2010 of 53.4 percent still reflects a contraction from 55.7 percent in 2009, still consistent with the fiscal consolidation strategy embodied in the Medium Term Philippine Development Plan (MTPDP) for 2004-2010.

PARTICULARS	2008 Actual	2009 Revised Program	2010 Proposed
Levels In Billion Pesos			
Revenues	1,202.9	1,295.8	1,403.1
Disbursements	1,271.0	1,495.0	1,576.4
Surplus/(Deficit)	(68.1)	(199.2)	(173.3)
Percent of GDP			
Revenues	16.0	16.3	16.2
Disbursements	17.0	18.8	18.2
Surplus/(Deficit)	(1.0)	(2.5)	(2.0)
Growth Rate (%)			
Revenues	5.8	7.7	8.3
Disbursements	10.6	17.6	5.4
Surplus/(Deficit)	447.5	192.4	(13.0)
GDP (in billion pesos)	7,498.0	7,968.0	8,665.0
Deficit Financing Mix (%)			
Foreign	14.0	25.0	23.0
Domestic	86.0	75.0	77.0
Debt-to GDP Ratio (%)	56.3	55.7	53.4

Sources: DOF, DBM

3.2.1 This fiscal position allows for an obligation budget ceiling of P1.555 trillion, expanding by P128.9 billion or 9.0 percent over the 2009 programmed level of P1.426 trillion, which is inclusive of the supplemental budget for the 2010 national and local elections.

4.0 POLICY GUIDELINES

In accordance with the budget framework and expenditure reforms contained in the preceding sections, GOCCs/GFIs shall follow the budget formulation guidelines prescribed below:

4.1 Performance-Based Budgeting

- 4.1.1 GOCC/GFI budgets shall be formulated to ensure attainment of its mandate. Moreover, the targeted major final outputs and outcomes of programs and projects should be clearly specified, measurable and reflective of the levels of performance which the GOCC/GFI head commits to achieve thru the efficient and effective use of corporate resources.

4.2 Total Resource Budgeting

- 4.2.1 GOCCs/GFIs shall fully reflect in the budget proposal all sources of funds such as corporate funds, borrowings, and budgetary support from the national government.
- 4.2.2 All funding requirements of the GOCCs/GFIs including contingent liabilities arising from BOT projects and similar sizeable liabilities due from previous years' suppliers contracts and other multi-year obligations or multi-year agency projects must be identified in the budget submissions.
- 4.2.3 GOCCs/GFIs should also consider in their investment decisions all available resources within a specific area or locality, to the extent feasible. Hence, programs to be undertaken shall be consistent with the development plan of said area such that the resources from all stakeholders, namely: national agencies, local governments, congressional allocations and private initiatives will complement each other.
 - 4.2.3.1 In the allocation of their budget, GOCCs/GFIs shall undertake consultation with their major stakeholders to ensure that their concerns and priorities are addressed in their budget proposals.

4.3 Financial independence of GOCCs/GFIs

- 4.3.1 Measures to enhance corporate revenue generation and improve operational efficiency, including privatization of certain GOCC operations and assets, should be undertaken. GOCCs/GFIs are encouraged to supplement available resources through other means, such as external financing, BOT schemes and variant arrangements, sale/lease of assets, etc. before requesting budgetary support from the national government.

4.4 Alignment of corporate programs to government priorities:

4.4.1 GOCCs/GFIs shall implement their core mandates towards the attainment of the Ten-Point Agenda of the Administration, key programs stated in various addresses on the State of the Nation and the Millennium Development Goals. Budgetary support to GOCCs/GFIs shall be channeled to strategic on going programs and completing projects aim to enhance productivity and social equity in the country.

4.5 Resource Optimization

GOCCs/GFIs are encouraged to maximize their budget and undertake innovative ways to enhance their revenue possibilities through the following:

4.5.1 Cost Recovery Measures and Revenue Generation/Enhancement

4.5.1.1 GOCCs/GFIs should strive to fully recover the cost of services being rendered by them thru users fees.

4.5.1.2 GOCCs/GFIs are encouraged to identify/ implement programs with the potential to generate revenues. In cases where revenues are already being generated for services rendered, measures such as the improvement of the quality of service delivery and reduction in the cost of production should be adopted to further increase revenues.

4.5.2 Focused Resource Utilization

4.5.2.1 GOCCs/GFIs shall refrain from undertaking activities and programs which other national government agencies, LGUs or other government corporations are mandated by law to perform. Complementation in the identification and implementation of the programs and projects among said agencies shall be observed to avoid duplication, maximize benefits and promote greater efficiency in service delivery.

4.5.2.2 A strategic review of GOCCs/GFIs operations shall be undertaken to rationalize and accommodate the requirements of new loan or grant assisted projects within the GOCCs/GFIs budget. This review should include, as part of the objective, the use of organic structures and staff within the

GOCCs/GFIs and the use of corporate funds as GOP counterpart for foreign assisted projects.

- 4.5.2.3 The Rationalization Plan formulated and approved under EO 366 shall provide the overall framework for a more focused utilization of resources vis-à-vis the core mandate of the corporation.

4.6 Gender and Development (GAD)

- 4.6.1 A GAD Plan shall be formulated outlining how GOCCs/GFIs intend to include the priorities set in the Framework Plan for Women. GAD issues and concerns shall be considered in preparing the budget of the GOCCs/GFIs consistent with the provisions of DBM, NEDA and NCRFW Joint Circular No. 2004-1.

5.0 SUBMISSION REQUIREMENTS AND TIMETABLE

- 5.1 All the budget forms prescribed under Annex A shall be accomplished by all GOCCs/GFIs, in accordance with the general guidelines above mentioned and specific guidelines indicated in each form.
- 5.2 Energy corporations whose budgets are required to be submitted to Congress under R.A. No. 7638 (An Act Creating The Department Of Energy, Rationalizing The Organization And Functions Of Government Agencies Related To Energy, And For Other Purposes) shall likewise use the herein prescribed forms in submitting their operating budgets as part of the FY 2010 National Expenditure Program.
- 5.3 The FY 2010 portion/column of the budget submissions under this Budget Memorandum shall already be considered as the COB proposal of the GOCC/GFI which shall observe the guidelines prescribed under Corporate Budget Circular No. 20 dated April 27, 2005 for this purpose.
- 5.4 Amounts indicated in the FY 2008 column of the prescribed Forms should be consistent with the Annual COA Audited Financial Statements of the same year.
- 5.5 GOCCs/GFIs budget estimates shall include the following:
 - a) Approval of the Governing Board through a duly certified Board Resolution;
 - b) Letter of endorsement of the head of GOCC/GFI;
 - c) Five (5) complete sets of properly accomplished Budget Forms; and,

d) Five (5) copies each of the FY 2007 and FY 2008 Accomplishment/ Annual Reports.

5.6 The budget estimates shall be submitted to the Budget and Management Bureau – D, Ground Floor, DBM Arcache Building, corner General Solano and J. Nepomuceno Streets, San Miguel, Manila on or before May 29, 2009.

6.0 BUDGET PREPARATION CALENDAR

GOCCs/GFIs are enjoined to adhere to the budget preparation calendar contained in Annex B.

ROLANDO G. ANDAYA, JR.
Secretary

May 08, 2009

ANNEX "A"

BUDGET FORMS

DBM Form No. 700	Corporate Objectives, Priorities and Performance Measures
DBM Form No. 701	Proposed General/Special Provisions and Appropriations Language
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
DBM Form No. 703-C1	Details of Others under DBM Form 703-C
DBM Form No. 703-D	Staffing Summary & Details of Other Compensation of Non-Permanent Positions
DBM Form No. 703-D1	Details of Others under DBM Form 703-D
DBM Form No. 703-E	Details of Maintenance and Other Operating Expenses
DBM Form No. 703-F	Capital Outlays Obligations, by Object of Expenditures
DBM Form No. 704	Cash Flow Statement
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. 706	Uses of Funds by Expense Class
DBM Form No. 707	Requirements for Locally-Funded Projects
DBM Form No. 707-A	Locally-Funded Project Profile
DBM Form No. 708	Requirements for Foreign-Assisted Projects
DBM Form No. 708-A	Foreign-Assisted Project Profile
DBM Form No. 709	Projects with Private Sector Funding Participation
DBM Form No. 710	Gender and Development (GAD) Plan
DBM Form No. 710-A	Annual GAD Accomplishment Report

CORPORATE OBJECTIVES, PRIORITIES AND PERFORMANCE MEASURES

DEPARTMENT:		CORPORATION:									
I. CORPORATE PROFILE											
A. Brief Statement of Corporate Objectives											
B. Corporate Priorities for the Budget Year											
C. Major Programs and Projects											
D. Linkages of Corporate Priorities/Programs/Projects with National/Sectoral Development Plan, The Medium-Term Philippine Development Plan (MTPDP), 10 - Point Legacy Agenda of the Administration and National Policy Pronouncements.											
III. PERFORMANCE MEASURES											
PART A. SPECIFICATION OF MAJOR FINAL OUTPUTS (MFO)											
MFO	Performance Indicator	2008 Actual			2009 Estimates			2010 Proposal			
	Quality Quantity										
PART B. MFO SUPPORTIVE PAPs AND BUDGETARY ALLOCATION											
MFO	P/A/P Code	2008 Actual			2009 Estimates			2010 Proposal			
		NG Support	Borrowings	Corp. Funds	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL		
PREPARED BY:						APPROVED BY:					
PLANNING OFFICER		BUDGET OFFICER				HEAD OF AGENCY					

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.

If the corporation is a subsidiary, indicate the name of the parent company after the name of the corporation.

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 Current 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 Program and Project Justification and Assumptions:

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

D. Linkages of Corporate Priorities/Programs/Projects with National/Sectoral Development Plan, Medium-Term Philippine Development Plan (MTPDP), 10 - Point Legacy Agenda of the Administration and National Policy Pronouncements:

Show how the corporate priorities and major programs and projects support the national goals which are reflected in the National Sectoral Development Plan, MTPDP, 10 - Point Legacy Agenda of the Administration 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 outcomes and major final outputs, appropriate performance indicators, accomplishments and targets, and corresponding budgetary allocation for related Program/Activity/Projects.

PART A: SPECIFICATION OF MAJOR FINAL OUTPUTS

Major final outputs (MFOs) are goods or services produced/provided by the department for **external clients**, through the implementation of programs/activities/projects. Goods or services consumed/utilized by other agencies or units within the department/agency or those provided for internal management shall not be included.

Performance Indicator refers to the appropriate measure of the MFO, expressed in terms of MFO quantity, quality or timeliness.

Quantity refers to the physical count of MFO for goods produced or percentage of completion/accomplishment for services rendered.

Quality refers to the measures of "how well" an MFO is delivered. These may be in terms of accuracy, completeness, accessibility, compliance with standards, timeliness or satisfaction of client needs.

PART B: MFO-SUPPORTIVE PAPs and BUDGETARY ALLOCATION

For each identified MFO, determine existing PAPs which contribute to the production/provision of the MFO. If there are several PAPs which contribute to the production of the MFO, the budgetary allocation for all PAPs will be added to come up with the cost of the MFO.

In cases where a PAP contributes to more than one MFO, the budget for that PAP 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.

PROPOSED GENERAL/SPECIAL PROVISIONS AND APPROPRIATIONS LANGUAGE

Fiscal Year 2010

Department:		
Corporation:		
AUTHORIZED FOR FY 2009 A. Appropriation Language	PROPOSAL FOR FY 2010	JUSTIFICATION (Proposal will not be considered without proper citation of legal basis)
B. Special Provisions		
C. General Provisions		
D. Others		
Prepared by: Officer Responsible	Approved by: Head of Corporation	Date

DBM FORM NO. 701
PROPOSED GENERAL/SPECIAL PROVISIONS AND APPROPRIATIONS
LANGUAGE

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 FY 2009 Budget.
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 year 2010.
3. In the third column, cite the legal basis/justification of the proposed new/modified provisions.

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 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.
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. **Investments in Securities.** 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 and employees of 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 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 expectancy 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 recovered 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 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 total earnings which have been retained, after payment of dividends, in the corporation for use in its operations.
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 2007 (Audited); [] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)

Department:									
Corporation:									
Nature of Investments (1)	Balance Sheet Account (2)	Classification of Investments			Total (6)	Interest (7)	Income on Investments Placed		REMARKS (10)
		Short (3)	Medium (4)	Long-term (5)			Cash (8)	Dividend 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									
Prepared by: _____ Approved by: _____									
Responsible Officer _____					Head of Corporation _____				
Date _____					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 for more than a year up to five years; and Long-term, for investments for 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 2007 (Audited); ☐ FY 2008 (Actual); ☐ FY 2009 (Estimate); ☐ FY 2010 (Proposal)
☐ Trade; ☐ Non-Trade

Department: _____							
Corporation: _____							
TYPE/ DEBTOR CLASS	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 2007 (Audited); [] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)
[] Trade; [] Non-Trade

Department: Corporation:		NATURE OF ACCOUNT	AGE OF ACCOUNT	OUTSTANDING AS OF 1-1-20__ (Beginning)	TRANSACTIONS		OUTSTANDING AS OF 12-31-20__ (Ending)	REMARKS
TYPE/ DEBTOR CLASS	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 _____				Date _____		Head of Corporation _____		
						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.

Department:							
Corporation:							
TYPE/ CREDITOR CLASS	ACCOUNT CODE	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 _____		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 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)

Department: Corporation:		DATE OF CONTRACT	MATURITY (NO. OF YEARS)	ORIGINAL AMOUNT OF LOAN IN ORIGINAL CURRENCY	OUTSTANDING BALANCE AS OF 12-31-__	AVAILMENT		DEBT SERVICE			ESTIMATED OUTSTANDING BALANCE AS OF 12-31-__	REMARKS
TYPE/CREDITOR/LOAN NO.	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: _____												Approved by: _____
Responsible Officer _____												Head of Corporation _____
_____												Date _____
_____												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 with 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 grace period allowed.
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 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 such valuation is charged.

COMPARATIVE PROFIT AND LOSS STATEMENT(In Thousand Pesos)
Fiscal Year 2010
☐ Cash Basis
 ☐ Accrual Basis

Department:					
Corporation:					
PARTICULARS	FY 2007 (Audited)	FY 2008 (Audited)	FY 2009 (Estimates)	FY 2010 (Proposal)	Remarks
I. REVENUES Operating Revenues Other Revenues (Specify major items)					
II. COST OF SALES					
III. GROSS PROFIT					
IV. OPERATING EXPENSES Personal Services Maintenance and Other Operating Expenses (include business taxes, duties and licenses other than income tax) Interest Expense Non-cash Expenses Depreciation of fixed assets Amortization of deferred assets Other non-cash expenses Others (Specify major items)					
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 2007 & FY 2008	Prepared: FY 2009 & FY 2010				Approved by:
Responsible Officer	Responsible Officer				Head of Corporation
Date	Date				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 result 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). Disclose any change in accounting methods and/or explain any substantial change in amount from one period to the next under the "Remarks" column.
2. Accomplish DBM Form No. 703-A and 703-B to support the Revenues and Cost of Sales, respectively. For GFIs accomplish DBM Form No. 703-A only.
3. Reflect the following: (1) audited balances of the second prior year (2 years before the current year); (2) certified actual balances for the first prior year (year immediately preceding the current year); (3) estimated balances for the current year; and (4) 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 any information on the reclassification of corporate accounts made to conform to prescribed format that will materially affect the presented balances. Indicate any other information deemed important under the "Remarks" column.
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 receipts 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 of goods sold or in providing services. 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. **Personal Services.** Refers to salaries, wages and other compensation (e.g., allowances of permanent, temporary, contractual and casual employees of the corporation). The total Personal Services shall correspond to the total Personal Services indicated under DBM Form Nos. 703-C, 703-C1, 703-D and 703-D1.
7. **Maintenance and Other Operating Expenses.** All other expenses of the corporation resulting from the conduct of operations other than personal services. This must tally with DBM Form No. 703-E.
8. **Others.** All other expenses of the corporation, exclusive of corporate income tax but inclusive of non-operating interest expenses not elsewhere classified which are also incurred by the corporation in the conduct of its regular operations. Indicate the methodology used in computing the depreciation.
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 2010

Department:					
Corporation:					
PARTICULARS	FY 2007 (Audited)	FY 2008 (Actual)	FY 2009 (Estimate)	FY 2010 (Projection)	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 amounts that are significant)					
TOTAL SALES/REVENUE					
Prepared: FY 2007 & 2008:	Prepared: FY 2009 & FY 2010				Approved by:
Responsible Officer	Date	Responsible Officer	Date	Head of Corporation	Date

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 E.O. No. 197, s. of 2000 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 the 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 Profit and Loss Statement.** Subsidies must be disclosed as an additional item to the Net Profit after Income Tax in the Profit and Loss Statement.

COST OF SALES STATEMENT

(In Thousand Pesos)
Fiscal Year 2010

Department:					
Corporation:					
PARTICULARS	FY 2007 (Audited)	FY 2008 (Actual)	FY 2009 (Estimates)	FY 2010 (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 2007 & 2008	Prepared: FY 2009 & FY 2010				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 includes 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 POSITIONS

(In Thousand Pesos, Except Number of Positions)
[] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)

Department:																				
Corporation:																				
Authorized No. of Positions per Approved Position Allocation List																				
Authorized Positions Title		No.	Grade	Step	Basic Salary	PERA	AD COM AO53	RATA	Uniform/Clothing Allowance	Year-end Bonus	Cash Gift	Terminal Leave	Others* (Form 703-C1)	Total Other Compensation	Employees Comp. Ins. Premium	PAG-IBIG Premium	PHILHEALTH Contribution	Retirement & Life Insurance Premium	Total FE	Total Personal Services Cost
A. Managerial																				
B. Technical																				
C. Administrative Support																				
TOTAL																				
Prepared by: _____													Approved by: _____							
Personnel Officer _____													Head of Corporation _____		Date _____					

DETAILS OF OTHERS UNDER DBM FORM 703-C

(Amount in Thousand Pesos)

[] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)

Department:				
Corporation:				
PARTICULARS	LEGAL BASIS	NO. OF POSITIONS (RECIPIENTS)	AMOUNT	REMARKS
ALLOWANCES AND OTHER COMPENSATION Hazard Pay Subsistence Allowance Quarters' Allowance Overseas, Living Quarters and Other Allowances for Personnel Abroad Night Differential Flying pay of personnel undertaking aerial flights Rice Subsidy Other Commodity Subsidy (specify) Medical/Dental/Optical Allowance/Benefits Children's Allowance Special Duty Pay/Allowance Meal Subsidy Longevity Pay Teller's Allowance Terminal Leave Per Diems of Members of Governing Boards/ Board of Directors Others (Specify) Total Allowance				
Prepared by: _____ Approved by: _____ <div style="display: flex; justify-content: space-between;"> <div> Personnel Officer _____ Date _____ </div> <div> Head of Corporation _____ Date _____ </div> </div>				

DBM FORM NO. 703-C and 703-C1
STAFFING SUMMARY & DETAILS OF SALARIES & OTHER
COMPENSATION OF PERMANENT 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, step increment, all other compensation, other benefits and fixed expenditures allocable to all positions entitled thereto. In the case of other compensation and benefits, other than mandatory, prepare a separate listing as DBM Form No. 703-C1 indicating the legal basis, nature of compensation and benefits, number of recipients and amount granted for each employee.

The total of "Other Compensation and Other Benefits" columns in DBM Form No. 703-C should tally with DBM Form No. 703-C1.

Representation and transportation allowances 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:

P11,000	-	Department Secretaries or equivalent;
P 8,700	-	Department Undersecretaries or equivalent;
P 7,800	-	Department Assistant Secretaries or equivalent;
P 7,000	-	Bureau Directors and Department Regional Directors or equivalent;
P 6,300	-	Assistant Bureau Directors, Department Assistant Regional Directors, Bureau Regional Directors, Department Service Chiefs or equivalent;
P 5,500	-	Assistant Bureau Regional Directors or equivalent and;
P 4,000	-	Chief of Divisions or equivalent, identified as such in the DBM-approved Staffing Pattern/ Plantilla of Personnel.

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 .0478087

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

DESCRIPTION OF ITEMS:

1. **Position.** Enumerate all the filled position types categorized into: (A) Managerial (B) Technical and (C) Administrative Support as authorized in the approved Position Allocation List (PAL)/Organizational Structure and Staffing Pattern (OSSP).
2. **Salary Grade/Step.** For each position type, indicate the corresponding salary grade and the step increment for each type of position title.
3. **Prior Year (Actual).** In accomplishing forms for prior year, the first set (Authorized Positions) indicate the authorized positions based on its approved Position Allocation List including changes approved by the DBM until the end of year. Succeeding data used for the preparation of other sets shall be based on the authorized positions.
4. **Current Year (Estimate).** In accomplishing the forms for the current year, the following shall be observed:

No. The Corporation's projected total number of permanent positions by end of the current year shall include the approved as well as proposed positions anticipated to be approved by the DBM by the end of the year.

The proposed modification shall contain the following:

- a. latest approved Organizational Structure and Position Allocation List;
- b. the proposed organizational chart of the corporation;
- c. functional statements of the proposed unit(s);
- d. description of the type or nature of the activities to be undertaken by the new units; and
- e. legal basis, if any, of the proposed modifications.

All proposed changes must be accompanied by a brief justification. Such may include the projected workload of the proposed unit(s).

Basic Salary. The actual annual salary as well as the step increment of all positions.

5. **Budget Year (Proposed).** In accomplishing the form for the budget year, the following must likewise be observed.

No. The corporation's proposed total number of permanent positions for Budget Year. Proposed creation/abolition/reclassification/upgrading of positions, if any, shall be reflected in detail in the Form.

Basic Salary. The estimated annual salary as well as the step increment of all proposed positions.

STAFFING SUMMARY & DETAILS OF OTHER COMPENSATION OF NON-PERMANENT POSITIONS

(In Thousand Pesos, Except Number of Positions)
[] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)

Department:											
Corporation:											
Position Title	Salary Grade	No.	Basic Salary	PERA	ADCOM AO 53	Uniform/Clothing Allowance	Year-end Bonus	Cash Gift	Others* (Form 703-D1)	Total Personal Services Cost	
CONTRACTUALS											
Program											
Locally-Funded Project											
Foreign-Assisted Project											
TOTAL											
CASUALS											
Program											
Locally-Funded Project											
Foreign-Assisted Project											
TOTAL											
*Enumerate all other allowances in DBM Form No. 703-D1 indicating the legal basis, nature of allowances and amount granted to each employee (Please see attached format)											
Prepared by: _____											
Approved by: _____											
Personnel Officer		Date		Head of Corporation				Date			

DETAILS OF OTHERS UNDER DBM FORM 703-D

(Amount in Thousand Pesos)

[] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal)

Department:			
Corporation:			
PARTICULARS	LEGAL BASIS	AMOUNT	REMARKS
ALLOWANCES AND OTHER COMPENSATION Hazard Pay Subsistence Allowance Quarters' Allowance Overseas, Living Quarters and Other Allowances for Personnel Abroad Night Differential Flying pay of personnel undertaking aerial flights Rice Subsidy Other Commodity Subsidy (specify) Medical/Dental/Optical Allowance/Benefits Children's Allowance Special Duty Pay/Allowance Meal Subsidy Longevity Pay Teller's Allowance Terminal Leave Per Diems of Members of Governing Boards/ Board of Directors Others (Specify) Total Allowance			
Prepared by: _____ Approved by: _____ <div style="display: flex; justify-content: space-between;"> <div> _____ Personnel Officer Date </div> <div> _____ Head of Corporation Date </div> </div>			

DBM FORM NO. 703-D and 703-D1
STAFFING SUMMARY & DETAILS OF OTHER COMPENSATION
OF NON-PERMANENT POSITIONS
AND
DETAILS OF OTHERS UNDER DBM FORM 703-D
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 number of non-permanent positions including details of other compensation for locally-funded projects and foreign-assisted projects for two years.

The total of "Others" column in DBM Form No. 703-D should tally with DBM Form No. 703-D1. Only allowed compensation and benefits not specified in DBM Form 703-D shall form part of said column.

DESCRIPTION OF ITEMS:

1. **Position Title.** The contractual or casual positions for each applicable program or project for locally-funded projects and/or foreign-assisted projects.
2. **Salary Grade.** The salary grade corresponding to the position title.
3. **No.** The number of non-permanent positions per position title entitled to and authorized to receive other compensation.
4. **Prior Year (Audited/Actual).** The actual number of non-permanent positions entitled to and granted other compensation and the cost incurred for each type of compensation.
5. **Current Year (Estimate).** The actual number of non-permanent positions entitled and authorized to receive other compensation and the projected cost for each type of compensation during the period covered.
6. **Budget Year (Proposed).** The proposed number of non-permanent positions entitled and authorized to receive other compensation and the projected cost for each type of compensation during the period covered.

DETAILS OF MAINTENANCE AND OTHER OPERATING EXPENSES
(In Thousand Pesos)
Fiscal Year 2010

Department:				
Corporation:				
PARTICULARS	FY 2008 (Actual)	FY 2009 (Estimates)	FY 2010 (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 Social Security Benefits, 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: _____ Date _____ Approved by: _____ Date _____ Responsible Officer _____ Head of Corporation _____				

DBM FORM NO. 703-E
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: (a) Interests (Operating) and (b) Loan Repayments and Sinking Fund Contributions must 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 the expansion of existing programs/activities or the undertaking of new programs/activities and projects.

CAPITAL OUTLAYS OBLIGATIONS, BY OBJECT OF EXPENDITURES

(In Thousand Pesos)
[] FY 2008 (Actual); [] FY 2009 (Estimates); [] FY 2010 (Proposal)

NAME OF PROGRAM/PROJECT		INVESTMENTS OUTLAY	LOANS OUTLAY	LIVESTOCK AND CROPS OUTLAY	LAND & LAND IMPROVEMENTS OUTLAY			BUILDINGS & STRUCTURES OUTLAY			FURNITURE, FIXTURES, EQUIPMENT, MOTOR VEHICLES AND BOOKS OUTLAY	WORK ANIMALS OUTLAY	INFORMATION TECHNOLOGY	TOTAL
					INFRA- STRUCTURE	OTHER CAPITAL OUTLAYS	SUB-TOTAL	INFRA- STRUCTURE	OTHER CAPITAL OUTLAYS	SUB-TOTAL				
Prepared by:		Budget Officer		Date		Approved by:		Head of Corporation		Date				

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 Equipment Outlay, include the list, technical specifications, deployment, unit cost and justification of proposed equipment as presented in the Annual Equipment Procurement Program (AEPP). Acquisition of motor vehicle should indicate the type, classification, specifications and justifications and should be accompanied by duly accomplished Motor Vehicle Inventory Form as provided under NBC No. 446, including Inventory and Inspection Report (IIR) of equipment for replacement.

DEFINITION OF TERMS

Investments Outlay. The cost of investments in stock, bonds and other securities of government and private corporations, associations or political subdivisions.

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

Land and Land Improvements Outlay. The cost of rights to land ownership and the pertaining improvements to land such as filling, grading, draining, surveying and planting of trees.

Buildings and Structures Outlay. The cost of buildings and structures purchased or constructed and permanent improvements thereto.

Furniture, Fixtures, Equipment, Motor Vehicles and Books Outlay. Refers to furniture, fixtures, equipment, motor vehicles 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. In addition, the Annual Equipment Procurement Program (AEPP) for the budget year shall also be submitted.

In case where motor vehicles are also proposed for purchase, the following shall likewise be submitted:

1. Inventory of Motor Vehicles;
2. Deployment of vehicles proposed for purchase; and
3. Specifications of the motor vehicles to be purchased.

Work Animals Outlay. Refers to cost or appraised value or other appropriate value of work animals which add to the assets of the government.

Information Technology (IT). Refers to the totality of the means employed to systematically collect, process, store, present and share information in support of human intellectual activities. IT encompasses the use of computer technology and telecommunications as well as any technology that deals with modern applications of computer or of telecommunications or both.

CASH FLOW STATEMENT

(In Thousand Pesos)

Fiscal Year 2010

Department:			
Corporation:			
PARTICULARS	FY 2008 (Audited)	FY 2009 (Estimates)	FY 2010 (Proposal)
CASH BALANCE, Beginning			
CASH INFLOWS:			
Operating Receipts Current year's operating receipts Collection of receivable Others (Please specify) Non-Operating Receipts Proceeds from sale of assets Proceeds from investments, deposits, etc. Grants, contributions, etc. (from sources except national government) Assistance from the national government Subsidy Equity Advances for debt servicing Gross borrowings Foreign Domestic Others (Please specify)		(Disclose large amounts)	
CASH OUTFLOWS:			
Operating Expenses Current operating expenses Personal services Maintenance and other operating expenses (includes purchase of raw materials and taxes other than income tax) Payment of prior years' accounts payable Loan Repayment Foreign Domestic Interest payments Foreign Domestic Capital Outlays (DBM Form 703-F) Investments in securities, subsidiaries, etc. Cash advances Dividend payments To national government To others Income taxes Others (Please specify)		(Disclose large amounts)	
CASH BALANCE, Ending			
Prepared by:		Approved by:	
Responsible Officer	Date	Head of Corporation	Date

DBM FORM NO. 704
CASH FLOW 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 present the inflow and outflow of cash or the status of cash for the period indicated.

DEFINITION OF TERMS:

- 1. Cash Balance, Beginning.** Outstanding cash balance at the beginning of the year.
- 2. Operating Receipts.** Receipts or cash collection from the sale of goods and services associated with the main functions or activities of the corporation during the year.
 - 2.1 Collection of Receivables.** Collection of receivables generated from prior years' sales or exchange for goods sold/direct services rendered from the exercise of the regular functions of the corporation.
 - 2.2 Others.** All other operating receipts not otherwise classified above. Specify accounts with substantial amounts.
- 3. Non-Operating Receipts.** Receipts or cash collection from the sale of goods and services not associated with the main functions or activities of the corporation during the year.
- 4. Assistance from the National Government.** Budgetary support received by the corporation from the national government.
 - 4.1 Subsidy.** Amount granted to GOCCs from the General Fund for projects and to cover operational expenses that are not supported by corporate internally generated revenues or to cover corporate deficits and losses; but excluding amounts granted for tax subsidy.
 - 4.2 Equity.** The amount received by GOCC as payment of capital subscriptions of the National Government in said Corporation.
 - 4.3 Advances for Debt Servicing.** Advances by NG for the servicing of government-guaranteed corporate debt during the year, net of repayment on such advances, loans outlays or proceeds from program loans relented to GOCCs.

5. **Gross Borrowings.** The amount from short and long-term loans both foreign and domestic.
6. **Others.** All other cash inflows not otherwise classified above. Specify accounts with substantial amounts.
7. **Operating Expenses.** Costs incurred in the exercise of the regular functions of the corporation involving cash outlay.
 - 7.1 **Personal Services.** Refers to salaries, wages and other compensation (e.g., allowances of permanent, temporary, contractual and casual employees of the corporation).
 - 7.2 **Maintenance and Other Operating Expenses.** All other expenses of the corporation resulting from the conduct of operations other than personal services.
 - 7.3 **Payment of prior years' accounts payable.** This includes cash outlays for the payment of obligations incurred in prior years.
8. **Loan Repayments.** The payment of principal of loan amount for both foreign and local loans. It does not include payment of interest.
9. **Interest Payments.** This pertains to the interest payment by the GOCC on foreign and/or domestic loan as well as interest on net lending paid to BTr.
10. **Capital Outlays.** Includes infrastructure and non-infrastructure projects of the corporation such as construction of roads, ports, hospitals, irrigation facilities and other similar physical structure and facilities funded from corporate funds, borrowings or subsidy/equity from the national government.
11. **Investments in Securities, Subsidiaries, etc.** The whole amount of investment made during the year and investments/capital infusion to subsidiaries.
12. **Cash Advances.** Advances to officers and employees or subsidiaries of the corporation.
13. **Dividend Payments.** Payment of cash dividends made during the year whether it was declared in prior or current year.
14. **Income Taxes.** 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.

- 15. Others.** All other cash outflows not otherwise classified above. Specify accounts with substantial amounts.
- 16. Cash Balance, Ending.** Balance after adding the inflow to and subtracting the outflow from the Beginning Balance.

COMPARATIVE CASH FLOW STATEMENT
FOR THE CONSOLIDATED PUBLIC SECTOR DEFICIT
(In Thousand Pesos)
Fiscal Year 2010

Department:				
Corporation:				
DESCRIPTION	FY 2008 (Audited)	FY 2009 (Estimate)	FY 2010 (Estimate)	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 _____</div> <div>Date _____</div> <div>Head of Corporation _____</div> <div>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 (3) year comparative cash flow statement broken down into peso denominated and foreign currency denominated.
2. Reflect the certified actual figures for the Prior Year (PY) and estimates for the Current Year (CY) and Budget Year (BY).
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 in Philippine Peso.
5. Accomplish DBM Form No. 705.
6. 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.

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.

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.)

a. Interest Payments. This is composed of the following:

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 relent 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 2010

Department:					
Corporation:					
PARTICULARS	FY 2008 ACTUAL	FY 2009 ESTIMATES	FY 2010 PROPOSAL	FY 2011 FORECAST	FY 2012 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 _____		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.** This will 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.** This will 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.

USES OF FUNDS BY EXPENSE CLASS

(In Thousand Pesos)

[] FY 2008 (Actual); [] FY 2009 (Estimate); [] FY 2010 (Proposal); [] FY 2011 (Forecast); [] FY 2012 (Forecast)

[] Cash Basis; [] Accrual Basis

Department:		NATIONAL GOVERNMENT EQUITY/ SUBSIDY AND/OR LOANS OUTLAY										CORPORATE BORROWINGS				CORPORATE FUNDS				GRAND TOTAL			
Corporation:		PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL						
PROGRAM/ ACTIVITY/ PROJECT																							
1. General Administration and Support Services																							
a. Program 1																							
a.1 Activity 1																							
a.2 Activity 2																							
Region 1																							
Region 2																							
b. Program 2																							
b.1 Activity 1																							
b.2 Activity 2																							
Sub-total																							
2. Support to Operations																							
a. Program 1																							
Sub-total																							
3. Operations																							
a. Program 1																							
Sub-total																							
4. Locally-Funded Projects																							
a. Project 1																							
b. Project 2																							
Sub-total																							
5. Foreign-Assisted Projects																							
a. Project 1																							
b. Project 2																							
Sub-total																							
TOTAL																							
Prepared by:		Approved by:																					
Finance Officer		Head of Corporation																					
Date		Date																					

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. Accomplish the form separately for each year: prior year, current year, budget year and etc. Mark "X" the appropriate year.
2. Use this form to 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.
3. 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.

DESCRIPTION OF ITEMS:

1. **Program/Activity/Project.** GOCCs must be guided by their corporate charter and the corresponding amendments thereto in formulating the said structure. All Programs/Activities/Projects with regional components should be reflected by region after the program/activity/project statement.
2. **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.
3. **Corporate Borrowings.** Include proposed expenditures for programs or projects to be funded from direct corporate borrowings whether from domestic or foreign source.
4. **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.

PROFILE AND REQUIREMENTS OF LOCALLY-FUNDED PROJECTS
(in P'000)

1. PROJECT NAME:									
2. IMPLEMENTING GOCC/GOCCs:									
3. PROJECT DESCRIPTION/OBJECTIVES:									
4. IMPLEMENTATION PERIOD:									
Start:		<u>Original</u>			<u>Revised</u>				
Completion:									
5. TOTAL PROJECT COST:									
	<u>Year Revised</u>	<u>Original</u>	<u>Total</u>	<u>Revised</u>	<u>Reason/s</u>				
1st									
2nd									
3rd									
:									
N									
6. PROJECT COMPONENT & APPROVED ALLOCATION:									
		<u>Total (P)</u>	<u>2008</u>						
<u>Component</u>	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>Bal.</u>	
Component 1									
Component 2									
Component 3									
:									
Component n									
TOTAL, GOCC									
7. COST STRUCTURE BY EXPENSE CLASS:									
		<u>Total (P)</u>	<u>2008</u>						
	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>Bal.</u>	
PS									
MOOE									
CO									
TOTAL, GOCC									
8. BUDGET BY LOCATION:									
		<u>Total (P)</u>	<u>2008</u>						
<u>Location</u>	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>Bal.</u>	
Region I to n									
Province I to n									
District I to n									
Municipality I to n									
TOTAL									
9. PHYSICAL TARGET AND ACCOMPLISHMENT									
	<u>Total</u>		<u>Target (No)</u>					<u>Accomplishment (%)</u>	
Performance Indicator	<u>Original</u>	<u>Revised</u>	<u>2008 cum.</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2008 cum.</u>	<u>Slippage</u>
10. IMPLEMENTATION PROBLEMS:									
Prepared by:			Certified Correct by:			Approved by:			
PROJECT DIRECTOR/ BUDGET OFFICER			PLANNING OFFICER			CHIEF ACCOUNTANT			HEAD OF GOCC DATE

DBM FORM NO. 707

INSTRUCTIONS

PROFILE AND REQUIREMENTS OF LOCALLY-FUNDED PROJECTS

- Box No. 1 : Indicate the **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.
- Box No. 2 : Identify the name of the GOCC submitting the form. Indicate the role of the agency in project implementation (lead or participating) in parenthesis after the name of the agency.
- Box No. 3 : Provide a brief **description** of the project and its **objectives**.
- Box No. 4 : Provide the **time frame** 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. 5 : Cite the frequency and the particular year/s when the project has been revised and the **reason/s for revisions**. **Total project cost** refers to the amount necessary to undertake and complete the project. Include original and revised, if applicable.
- Box No. 6 : List down all the **components** of the project and their corresponding costs, original and revised, if applicable.
- Box No. 7 : Present the project cost and financial status of the project for the period/years indicated according to **Expense Class** (Personal Services, Maintenance and Other Operating Expenses and Capital Outlay).
- Box No. 8 : Identify the **region/province/municipality** or areas to be covered by the project.
- Box No. 9 : List down the project's **physical targets** in absolute terms and the corresponding **accomplishments** for the periods/years indicated. Specify the pertinent performance measurement indicators using as basis the components/categories used in Box No.6. Express **slippage/over-performance** as the difference between target and accomplishment in relative terms. Enclose slippage data in parenthesis.

Box No. 10 : Identify the major **implementation problems** encountered or expected in the course of project execution if any. Include the causes of **cost overruns** which is the difference between the original cost and the revised cost.

REQUIREMENTS OF FOREIGN-ASSISTED PROJECTS

(In Thousands of Indicated Currency)

PROJECT ID:

PROJECT TITLE:

1. ALLOCATION BY PROJECT CATEGORY

CUMULATIVE as of December, 2007				2008 ACTUAL				2009 CURRENT				2010 PROPOSED				2011 PROPOSED			
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		

Category 1
PS
MOOE
CO

Category 2
PS
MOOE
CO

Category 3
PS
MOOE
CO

2. ALLOCATION BY PROJECT COMPONENT

CUMULATIVE as of December, 2007				2008 ACTUAL				2009 CURRENT				2010 PROPOSED				2011 PROPOSED			
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		

Component 1
PS
MOOE
CO

Component 2
PS
MOOE
CO

Component 3
PS
MOOE
CO

3. ALLOCATION BY LOCATION

CUMULATIVE as of December, 2007				2008 ACTUAL				2009 CURRENT				2010 PROPOSED				2011 PROPOSED			
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		

PMO
Central Office
Region I
Region II
Region n

4. PHYSICAL TARGET / ACCOMPLISHMENT

OUTPUT / INDICATOR	CUMULATIVE		2008 ACTUAL		2009 CURRENT		2010 PROPOSED		2011 PROPOSED		2012 PROPOSED	
	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial

1
2
3

SUMMARY / OVERALL, %
Physical
Financial/Budget
Time Elapsed

5. IMPLEMENTATION PROBLEMS / ISSUES / HIGHLIGHTS

Prepared:

Certified Correct:

Approved:

Budget Officer

Planning Officer

Chief Accountant

Project Director/Manager

INSTRUCTIONS
DBM Form No. 708 and 708-A: REQUIREMENT OF FOREIGN-ASSISTED PROJECTS
AND FOREIGN-ASSISTED PROJECT PROFILE

NOTE: Accomplish one form for every foreign-assisted project. For project with multi-implementing GOCCs (with one or multi-donors/creditors), each implementing GOCC shall accomplish the form for its own component. In addition, the lead/executing GOCC shall be responsible for the submission of an overall project profile. Complete all information requested.

Frequency of Submission

DBM Form No. 708	Yearly during budget preparation/consultations.
DBM Form No. 708-A	Once during the project's implementation and if there are approved revisions (total project cost, loan cancellation, etc.) an updated form shall be submitted.

DBM FORM No. 708

For boxes 1, 2, 3 and 4:

Cumulative 2007	Refers to the actual obligations incurred from the start of the project up to December 31, 2007
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2008 Actual	Refers to the project's 2008 actual obligations based on the GOCC's final trial balance as of December 31, 2008. The amounts should be disaggregated as to expense class, category, component and allocation by location.
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2009 Current	Refers to the 2009 current program as per the 2009 GAA of each FAP. It also includes reprogramming/realignment, automatic appropriations, continuing allotment (unreleased appropriation and unobligated allotment) and additional programming from Special Purpose Funds. The amounts should be disaggregated as to expense class, category, component and allocation by location.
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2010 Proposed	Refers to the 2010 proposed program for each FAP. This shall correspond to the program in Schedules A, B and C and if possible, to the allocation (for the year) per approved FOA as indicated in Part I, Item 15. The amounts should be disaggregated as to expense class, category, component and allocation by location.
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For Box 4:

Cumulative As of Dec. 31, 2007	A. <u>Physical</u> Refers to the actual accomplishment of the project from the start up to December 31, 2007.
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	B. <u>Financial</u> Refers to the actual obligations incurred from the start of the project up to December 31, 2007.
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For Box 5:

Refers to the problems/issues encountered during its implementation. May indicate the following information for tracking purposes: (1) target/completion date; (2) responsibility centers; (3) status/remarks; (4) revised action plan/target date; etc.

NOTE: All proposals for new loan-assisted projects must have been approved by the Investment Coordination Committee (ICC)-Cabinet Committee Level as of March 31, 2009 and appraised for funding implications for the years 2009 to 2012.

[illegible]

15. FORWARD OBLIGATIONAL AUTHORITY

LOAN PROCEEDS								PESO COUNTERPART				TOTAL			
Cash				Non-Cash											
PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL

YEAR 1
YEAR 2
YEAR 3
YEAR 4
YEAR 5
YEAR 6
TOTAL, GOCC

16. ALLOCATION BY PROJECT CATEGORY

LOAN PROCEEDS								PESO COUNTERPART				TOTAL			
Cash				Non-Cash											
PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL

Category 1

Category 2

Category 3

17. ALLOCATION BY PROJECT COMPONENT

LOAN PROCEEDS								PESO COUNTERPART				TOTAL			
Cash				Non-Cash											
PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL

Component 1

Component 2

Component 3

18. ALLOCATION BY LOCATION

LOAN PROCEEDS								PESO COUNTERPART				TOTAL			
Cash				Non-Cash											
PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL

PMO
Central Office
Region I
Region II
Region n

19. PHYSICAL / FINANCIAL TARGET by Major Indicator/Output

OUTPUT / INDICATOR	Y1		Y2		Y3		YN		TOTAL	
	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial

1
2
3

SUMMARY

% to total

DBM FORM No. 708-A

- Item 1 The project's "nickname" as agreed and recognized during the ICC deliberations.
- Item 2 The official title, project name identified in the project appraisal/loan documents. For any change, indicate the old title enclosed in parenthesis.
Illustration: RP-German Community Forestry Project, Quirino (Formerly RP-German Integrated Rainforest Management Project)
- Item 3 The name of the lending institution/donor agency/GOCC financing the project.
- Item 4 Identified loan/grant number in the loan/grant agreement.
- Item 5 The national government agency/government-owned and controlled corporation (NGA/GOCC) tasked with the implementation of the project.
- Item 6 The lead NGA/GOCC tasked with the implementation of the project.
- Item 7 Historical background of the project from its deliberation, approval, implementation and completion.
- Item 8 As approved by the ICC and as negotiated or noted by the lending institution.
- Item 9 Sectoral classification under which the project is categorized.
- Item 10 Sub-sectoral classification of the project.
- Item 11 Brief description/objectives/purpose of the project
- Item 12 Areas to be covered by the project down to province/municipality (if applicable)
- Item 13 Terms and conditions of the loan agreement
- Item 14 Project cost by mode of availment and funding source in original currency and its peso equivalent. Foreign exchange used should be the ICC rate. Provide a summary data of total loan proceeds availment and peso counterpart after the total cost. Funding source are loan/grant proceeds and peso (GOP) counterpart fund. Disaggregate loan/grant proceeds by mode of availment (*working/imprest fund, direct payment*) while GOP for costs which are borne by the Government of the Philippines including imputed/attribution to regular GOCC budgets.

- Item 15 Allocation by project category/component of the GOCC as reflected in the loan/grant agreement, by loan/grant proceeds and peso (GOP) counterpart fund. Include under each component the expense class (*personal services, maintenance and other operating expenses and capital outlay*). The cash and non-cash allocation under the loan proceeds for each expenditures may also be included.

Project Category - items of expenditures reflected under the allocation of proceeds of loan (*i.e. equipment, consultancy, etc.*) See attached category grouping.

Project Component - group of activities performed to achieve a specific major final output (MFO) (*i.e. rural infrastructure, reforestation*).

- Item 16 If possible, indicate the allocation of the project cost by region, etc.
- Item 17 Cumulative budget status for specified periods/years.
- Item 18 Physical targets and accomplishments by major performance indicator in absolute numbers should correspond with a breakdown by project component for the periods/years indicated. Express slippage/over-performance as the difference between target and accomplishment in relative terms. Enclose slippage data in parenthesis.
- Item 19 Major implementation problems encountered or expected in the course of project execution. Include the causes of cost overrun which is the difference between the original cost and the revised cost.

PROJECTS WITH PRIVATE SECTOR FUNDING PARTICIPATION
(IN P'000)

DEPARTMENT:		AGENCY:								
PROJECT TITLE	PROJECT DESCRIPTION	NATURE OF PRIVATE SECTOR PARTICIPATION	PRIVATE SECTOR ENTITY INVOLVED	EXTENT OF PRIVATE SECTOR PARTICIPATION	PROJECT DURATION (Start-Finish)	TOTAL PROJECT COST	ESTIMATED ANNUAL REQUIREMENTS			
							Year 1 2008	Year 2 2009	Year 3 2010	Year 4 and Beyond 2011
New:										
On-going:										
Prepared by:		Approved by:								
_____ Responsible Officer		_____ Head of Corporation								
_____ Date		_____ Date								

DBM FORM NO. 709
PROJECTS WITH PRIVATE SECTOR
FUNDING PARTICIPATION
Instructions

- 1.0 This form seeks to obtain data on development programs and projects to be undertaken for FY 2010 through the private sector under various financing arrangements with government corporations.
- 2.0 Under the **Project Title**, indicate the name of the project as follows:
 - 2.1 **New Projects** are those for negotiation and implementation after December 31, 2009.
 - 2.2 **On-going Projects** are those covered or expected to be covered by final agreements on or before December 31, 2009.
- 3.0 **Project Description** should include the name location and a brief description of the objectives/targets of the project.
- 4.0 **Nature of Private Sector Participation** must contain information on the various arrangements for project implementation schemes between the government and the private sector entity, such as, Build-Operate-and-Transfer (BOT) scheme, Build-Own-and-Operate (BOO), Build-Transfer-and-Operate (BTO), Build-and-Transfer (BT), Build-Lease-and-Transfer (BLT), etc.
- 5.0 **Private Sector Entity Involved** shall include the name of the firm/s engaged in the project.
- 6.0 **Extent of Private Sector Participation** shall reflect the private firm exposure in the project expressed in terms of percentage.
- 7.0 **Project Duration** refers to the period from start to finish of the project.
- 8.0 **Total Project Cost** refers to the amount necessary to undertake and complete the project.
 - 8.1 Indicate under this column the total project cost which shall reflect the government and private sector funding to the project. This shall be further segregated into private and national government cost.
 - 8.2 The amounts under item 8.1 above shall be further disaggregated based on estimated annual funding requirements from start to finish.

FY 2010 ANNUAL GAD PLAN AND BUDGET

Department: GOCC						
Major Final Output:						
Program/Activity/ Project	Gender Issue/Concern	GAD Objective	Identified GAD Activity	Target	GAD Performance Indicator	GAD Budget
TOTAL						
Prepared by:		Approved by:			Date:	
CHAIRPERSON OF GAD FOCAL POINT		HEAD OF CORPORATION			DAY/MO/YR	

DBM FORM NO. 710
ANNUAL GAD PLAN AND BUDGET
Instructions

This form presents the agency GAD plan and budget for FY 2010.

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 2008

GOCC _____

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
GAD ACCOMPLISHMENT REPORT
Instructions

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.

ANNEX "B"**FY 2010 CORPORATE BUDGET CALENDAR**

ACTIVITY	DATE
1. Issuance of the FY 2010 Corporate Budget Call	May 8, 2009
2. Budget Forum on the FY 2010 Corporate Budget	May 12, 2009 PM
3. Deadline of Submission of FY 2010 GOCC Budget Proposals/BESF data	May 29, 2009
4. Conduct of Budget Consultation	June 1-11, 2009
5. DBM Budget Review	June 15 – 26, 2009
6. DBCC Deliberation	June 29 - 30, 2009
7. Presentation to the President and the Cabinet of the FY 2010 Proposed Budget Levels of Department/Agency/Special Purpose Funds	July 1, 2009
8. Finalization of National Expenditure Program (NEP), BESF Tables, Staffing Summary, Budget Message	July 2 – 10, 2009
9. Printing of FY 2010 Budget Documents	July 13 – 21, 2009
10. Submission of the FY 2010 Budget Documents to the President	July 22, 2009
11. Submission of the President's Budget to Congress	July 27, 2009