



REPUBLIC OF THE PHILIPPINES  
**Department of Budget and Management**  
Malacañang, Manila

**FY 2011**  
**CORPORATE BUDGET CALL**

**May 12, 2010**



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

**CORPORATE BUDGET MEMORANDUM**

**No. 30**

**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 2011**

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**1.0 PURPOSE**

- 1.1 To provide the overall macroeconomic and fiscal policy framework and thrusts for FY 2011;
- 1.2 To prescribe the guidelines and procedures in the preparation and submission of requests for budgetary assistance from the national government in FY 2011;
- 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 2009-2011 and the Corporate Operating Budget (COB) for FY 2011; and
- 1.4 To set the schedule of budget preparation activities.

**2.0 BUDGET FRAMEWORK**

- 2.1 The FY 2011 Budget shall address two major concerns: (a) to provide the initial fiscal and budget scenario for the transition to a new administration and, (b) to sustain expenditure management reform to support a stronger and more inclusive growth. With the coming of a new administration in July 2010 and the possible redirections in the fiscal stance for the coming years, the economic and fiscal framework for 2011 remains conservative.
- 2.2 Nonetheless, the FY 2011 Budget will reflect the government's continuing commitment to fiscal consolidation and shall be formulated strategically within a medium-term planning and results-based budget framework. In particular, the budget shall give priority to the completion of major on-going programs, and newly-approved

commitments while considering expenditure proposals in identified priority sectors of the national government.

2.3 As approved by the Development Budget Coordination Committee (DBCC), the focus for funding for FY 2011 shall be the following priority sectors/expenditures:

- Rehabilitation and reconstruction projects with the objective of “building back better” to implement quality improvements, disaster resilience and climate change adaptation given the damage and losses inflicted by typhoons “Ondoy” and “Pepeng”;
- Infrastructure development, particularly asset preservation to improve the quality of infrastructure facilities;
- Basic education services to increase efficiency in delivery through alternative ways such as outsourcing, more viable and credible alternatives to schooling, harmonization and unification of the scholarship system and student financial assistance;
- Health services to pave the way for meeting the Millennium Development Goals (MDGs), especially reducing the maternal mortality ratio from a baseline of 209:100,000 live births in 1993 to 52:100,000 live births by 2015;
- Social welfare services to ensure the full coverage of one million poor household beneficiaries under the Pantawid Pamilyang Pilipino Program (4Ps), or conditional cash transfer program;
- Agricultural development to help achieve food security and raise farmers’ income; and
- Environmental development to help establish an effective response to climate change.

2.4 These priority sectors/expenditures were determined in the context of the MTEF and the OPIF, which shall be institutionalized in the planning/budgeting process.

#### 2.4.1 MTEF

2.4.1.1 To ensure the strategic allocation of resources, the Paper on Budget Strategy (PBS) shall continue to be the principal tool in integrating policy and resource allocation in meeting development objectives.

The allocation of the fiscal space among the priority sectors/expenditures concerned, as

recommended by the DBCC and as approved by the President, shall be duly communicated.

#### 2.4.2 OPIF

2.4.2.1 The OPIF or the Performance Based Budgeting approach involves a review of the agencies existing budgetary programs and projects to ensure that these support their core mandated functions and produce the targeted outcomes and outputs. The OPIF performance targets and indicators shall be an important input the evaluation of budgetary proposals for FY 2011.

2.4.2.2 Agencies shall continuously strive to achieve greater efficiency and value for money in spending government resources

2.5 Thus the FY 2011 budget preparation exercise shall aim for the following:

2.5.1 Ensure that the national budget is aligned with the overall development and growth agenda, and consistent with the fiscal consolidation strategy, specifically through the MTEF.

2.5.2 Require agencies to focus on performance/results in allocating their budgets consistent with their respective organizational goals, with the status of Major Final Outputs (MFOs) as the basic input. Hence, it is important that the agencies continuously improve their capacities for monitoring, evaluating and reporting their financial and physical performance using agreed upon performance indicators.

2.5.3 Improve efficiency and effectiveness in government operations by continuously developing better options for implementing programs and projects and incorporating the implications of the following public sector reforms on their budget proposals:

2.5.3.1 The Rationalization Program under Executive Order (E.O.) No. 366, relative to the strategic review and restructuring of agency operations;

2.5.3.2 Cost recovery measures, to raise 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 as well as

following the procurement rules under Republic Act (R.A.) No. 9184, updated as of July 2009;

- 2.5.3.4 Implementation of the National Guidelines for Internal Control Systems, issued in October, 2008, and the creation and strengthening of Management Units and Internal Audit Units under Circular Letter (CL) No. 2008-5 dated April 14, 2008;
- 2.5.3.5 Pursuit of ISO certification and quality management improvements as mandated under E.O. No. 605 dated February 23, 2007; and
- 2.5.3.6 Disclosure on contingent liabilities with high probability of becoming real, stating the risks.

### 3.0 MACROECONOMIC AND FISCAL TARGETS

#### 3.1 Macroeconomic Assumptions

The preparation of the FY 2011 budget proposals shall be based on the following key macroeconomic assumptions as approved by the DBCC on May 6, 2010.

Parameter	2009 Actual	2010*	2011*	2012 <sup>/p</sup>	2013 <sup>/p</sup>
GNP Real Growth (%)	3.0	4.3 – 5.3	5.6 – 6.5	6.6 – 7.4	7.4 – 8.3
GDP Real Growth (%)	0.9	2.6 – 3.6	3.8 – 4.7	4.8 – 5.7	5.5 – 6.4
Inflation (%)	3.2	3.5 – 5.5	3.0 – 5.0	3.0 – 5.0	3.0 – 5.0
91-Day T-bill rate (%)	4.2	4.0 – 6.0	4.0 – 6.0	4.0 – 6.0	4.0 – 6.0
FOREX (P/US\$)	47.6	45.0 – 47.0	45.0 – 47.0	45.0 – 47.0	45.0 – 47.0

Sources: BSP, NEDA, NSCB

/p – preliminary targets

- 3.1.1 From a 0.9 percent growth in 2009, real GDP growth is expected to reach 2.6 – 3.6 percent in 2010 with the improving global economic prospects and strong foreign remittance inflows. Concomitantly, real GNP is projected to grow between 4.3 – 5.3 percent, up from 3.0 percent in 2009.
- 3.1.2 In 2011, a stronger growth is seen as global economy recovers. Initial projections put real GDP growth at 3.8 – 4.7 percent while real GNP growth will range between 5.6 – 6.5 percent.
  - 3.1.2.1 Agriculture is expected to recover in 2011 barring another extreme weather phenomenon. From a growth of 0.1 – 1.1 percent in 2010, the agriculture sector is projected to increase between 2.8 – 3.8 percent in 2011. Crop expansion measures

together with the promotion of quality breedstock will boost the sector's productivity. The fisheries subsector, meanwhile, will benefit from the introduction of new varieties, the proliferation of mariculture parks, and the continue implementation of various conservation activities. Forestry will likely perform well due to the swelling demand from the construction industry for products from commercial forestry. The growth in agriculture, fishery and forestry will be strengthened further by the possible increase in foreign direct investments if the country is successful in embarking on complimentary industries such as power and energy, and irrigation projects.

3.1.2.2 Industry is expected to expand between 3.7 – 4.6 percent in 2011 from 3.0 – 4.0 percent in 2010, spurred by the stronger growth in manufacturing and the continued growth in construction, mining and quarrying. The expected improvement in the global economy, together with the improvement in the financial outlook, and the pick-up in international trade are seen to stimulate external demand, ease financing and invigorate domestic production. Exports are projected to grow faster by 12.0 – 14.0 percent in 2011 compared to 11.0 – 13.0 percent the year before while import growth will remain the same as in 2010 at 17.0 – 19.0 percent.

3.1.2.3 The services sector will likely continue to lead growth in 2011 with a projected increase of 4.3 – 5.2 percent from 3.3 – 4.3 percent in 2010. The sector is seen to accelerate further with the faster growth in its subsectors, including ownership of dwellings and real estate as businesses in the off-shoring and outsourcing industry reconsider expansion plans.

3.1.3 For 2012 and 2013, the economy at this point is projected to grow strongly in terms of real GDP by 4.8 – 5.7 percent and 5.5 – 6.4 percent, respectively. Similarly, real GNP is projected to grow by 6.6 – 7.4 percent in 2012 and by 7.4 – 8.3 percent in 2013. These projections assume the return of the government to its fiscal consolidation path, the realization of gains from the implementation of current reforms as well as economic and development policies and programs that improve the country's competitiveness, with the successful conduct of peaceful local and national elections in 2010, and no major adverse global economic and financial shocks.

- 3.1.4 For the period 2010 to 2013, a manageable inflation environment is expected to be sustained. From 3.2 percent in 2009, inflation is forecast to gradually increase to the 3.5 – 5.5 percent range in 2010 before setting within the 3.0 – 5.0 percent range from 2011 to 2013. These forecasts are supported by inflation expectations based on the BSP’s and the private sector surveys, and the results of the BSP’s consumer expectations survey (CES) and business expectations survey (BES). For programming purposes, the midpoint of the forecast inflation rate range shall be used, i.e., 4.5 percent for 2010 and 4.0 percent for 2011 to 2013.
- 3.1.5 The 91-day T-bill is projected to increase from the 2009 rate of 4.2 percent to the forecast interest rate range of 4.0 – 6.0 percent for the period 2010 to 2013. The range in the forecasts is consistent with the national government’s exit strategy from crisis relief measures and from the higher fiscal deficits. For programming purposes, the high-end of the forecast interest rate range is used for expenditure projections and the low-end of the forecast interest rate range for revenue projections.
- 3.1.6 The exchange rate is expected to remain stable in the medium term at P45 – 47 to a US dollar. This is supported by the respectable levels of foreign exchange reserves, the sustained remittances from overseas Filipinos and a rebound in exports and capital inflows over the longer horizon. For programming purposes, the high-end of the forecast exchange rate range is used for expenditure projections and the low-end forecast exchange rate range for revenue projections.

## **3.2 Fiscal Aggregates**

The government’s fiscal position for the last two years has been adversely affected by the global financial crisis and the occurrence of super typhoons “Frank”, “Ondoy” and “Pepeng”. In spite of this, the government is gradually returning to its fiscal consolidation strategy and targeting a leaner budget deficit amounting to P285.0 billion or 3.3 percent of GDP for 2011. This is P8.2 billion lower than the 2010 revised target of P293.2 billion or 3.6 percent of GDP. On the other hand, given the tapering budget deficit, the national government’s outstanding debt is estimated to be at 58.4 percent of GDP for 2011, compared with 57.3 percent at the end of 2009.

As the country is expected to fully recover from the effects of the global economic slowdown, the government projects to raise revenues to P1.404 trillion or 16.3 percent of GDP compared to the P1.285 trillion 2010 revenue program. This represents P119.0

billion or 9.3 percent more revenues in FY 2011. The Bureaus of Internal Revenue and Customs are expected to improve their tax administration efforts given the measures and reforms being pursued currently. This revenue and the target deficit of P285.0 billion will allow government disbursements to reach 19.6 percent of GDP or P1.689 trillion in nominal terms. This disbursement level represents an expansion of 7.0 percent or P110.9 billion from the 2010 projected disbursements level.

PARTICULARS	2009 Actual	2010 Revised Program	2011 Proposed
Levels In Billion Pesos			
Revenues	1,123.2	1,284.5	1,403.6
Disbursements	1,421.7	1,577.7	1,688.6
Surplus/(Deficit)	(298.5)	(293.2)	(285.0)
Percent of GDP			
Revenues	14.6	15.8	16.3
Disbursements	18.5	19.5	19.6
Surplus/(Deficit)	(3.9)	(3.6)	(3.3)
Growth Rate (%)			
Revenues	(6.6)	14.4	9.3
Disbursements	11.9	11.0	7.0
Surplus/(Deficit)	338.3	(1.8)	(2.8)
<i>GDP (in billion pesos)</i>	<i>7,669.1</i>	<i>8,108.7</i>	<i>8,622.9</i>
<i>Deficit Financing Mix (%)</i>			
<i>Foreign</i>	<i>44</i>	<i>31</i>	<i>26</i>
<i>Domestic</i>	<i>56</i>	<i>69</i>	<i>74</i>
<i>Debt-to GDP Ratio (%)</i>	<i>57.3</i>	<i>57.5</i>	<i>58.4</i>

Sources: DOF, DBM

3.2.1 This fiscal position will allow for an obligation budget ceiling of P1.685 trillion, growing by 9.3 percent over the 2010 programmed level of P1.541 trillion to allow for fiscal space for growth-enhancing expenditures.

3.2.2 Likewise, to further strengthen the foundation of a stronger growth in the coming years, standby appropriations shall be proposed to Congress for additional infrastructure and social projects, the release of which shall be subject to the passage of proposed new revenue measures by Congress. The DBCC is proposing that a number of new tax measures be submitted to Congress to compensate for the revenue-eroding impact of recent legislations in the last two years and to be able to upgrade the government spending capacity especially for infrastructure development and the improvement of education and health services – public services crucial to support sustained economic growth and attract investments.

## 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 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 2011 National Expenditure Program.
- 5.3 The FY 2011 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 2009 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 2008 and FY 2009 Accomplishment/ Annual Reports.

5.6 The budget estimates shall be submitted to the Budget and Management Bureau – F, 4<sup>th</sup> Floor, DBM Building II, General Solano Street, San Miguel, Manila on or before June 4, 2010.

## **6.0 BUDGET PREPARATION CALENDAR**

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

**JOAQUIN C. LAGONERA**  
Secretary

May 12, 2010

## **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	Statement of Cash Flows
DBM Form No. 704-A	Comparative Cash Flow Statement for the Consolidated Public Sector Deficit
DBM Form No. 705	Comparative Sources of Funds
DBM Form No. 705-A	National Government Support
DBM Form No. 706	Uses of Funds by Expense Class
DBM Form No. 707	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

<b>DEPARTMENT:</b>	<b>CORPORATION:</b>
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<b>I. CORPORATE PROFILE</b>
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), Agenda of the Administration and National Policy Pronouncements.

<b>II. PERFORMANCE MEASURES</b>
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PART A. PHYSICAL					
MFO	Performance Indicator	2009 Actual		2010 Targets	2011 Targets
		Target	Actual		
	Quality Quantity				

PART B. FINANCIAL (In Thousand Pesos)												
MFO	P/A/P Code	2009 Actual			2010 Estimates				2011 Proposal			
		NG Support	Borrowings	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL

<b>PREPARED BY:</b>  _____ PLANNING OFFICER	<b>APPROVED BY:</b>  _____ HEAD OF AGENCY
_____ BUDGET OFFICER	

**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 Budget Year:**

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

**C. Major Program and Project Justification and Assumptions:**

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

**D. Linkages of Corporate Priorities/Programs/Projects with National/Sectoral Development Plan, Medium-Term Philippine Development Plan (MTPDP), 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, 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 GOCC/GFI for **external clients**, through the implementation of programs/activities/projects.

Performance Indicator (PI) refers to performance measures to be used for the assessment of the delivery of MFOs contributing to organizational outcomes and can be expressed in either quantitative or qualitative terms.

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

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

Performance targets (PTs) are achievable levels of accomplishment (quantitative and qualitative) pertaining to a GOCC’s MFO-PI consistent with its budget allocation within a one-year period. It is generally expected that PTs will rise with an increase in budget allocation.

### **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 2011

Department:		
Corporation:		
AUTHORIZED FOR FY 2010	PROPOSAL FOR FY 2011	JUSTIFICATION (Proposal will not be considered without proper citation of legal basis)
A. Appropriation Language		
B. Special Provisions		
C. General Provisions		
D. Others		
Prepared by: _____ Responsible Officer                      _____ Date	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 the current year.
2. In the second column, state either new and/or proposed amendments/modifications to the existing provision(s), indicate "for retention" if provision is still necessary, and "for deletion" if provision is no longer necessary for the budget year.
3. In the third column, cite the legal basis/justification of the proposed new/modified provisions.

**COMPARATIVE BALANCE SHEET**  
(In Thousand Pesos)  
Fiscal Year 2011

Department:					
Corporation:					
PARTICULARS	FY 2008 (Audited)	FY 2009 (Audited)	FY 2010 (Estimates)	FY 2011 (Proposal)	Remarks
<b>ASSETS</b>					
Current Assets					
Cash					
Investments in Securities (DBM Form 702-A)					
Accounts Receivables (DBM Form 702-B)					
Inventories					
Cash Advances to Various Parties					
Other Current Assets					
Investments (DBM Form 702-A)					
Fixed Assets					
Land & Land Improvements					
Building and Structures					
Furniture, Fixtures, Equipment and Books					
Information Technology Equipment					
Deferred Assets					
Other Assets					
<b>TOTAL ASSETS</b>					
<b>LIABILITIES</b>					
Current Liabilities					
Accounts Payable to suppliers or trade creditors (DBM Form No. 702-C)					
Current portion of borrowings (DBM Form 702-D)					
Long Term Liabilities					
Borrowings (DBM Form No. 702-D)					
Others					
Trust Liabilities					
Deferred Liabilities					
Other Liabilities					
<b>TOTAL LIABILITIES</b>					
<b>STOCKHOLDERS' EQUITY</b>					
Paid-in Capital (Authorized Capitalization _____)					
Retained Earnings					
Other Capital					
<b>TOTAL STOCKHOLDERS' EQUITY</b>					
<b>TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY</b>					
Prepared: FYs 2008 & 2009:	Prepared: FYs 2010 & 2011:			Approved by:	
_____	_____	_____	_____	_____	_____
Responsible Officer	Date	Responsible Officer	Date	Head of Corporation	Date

**DBM FORM NO. 702**  
**COMPARATIVE BALANCE SHEET**

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

1. Use this form to present the financial condition of the GOCC over a four-year period. Disclose any change in accounting method and/or explain any substantial change in the amount from one period to the next under the Remarks column.
2. Reflect the following: (1) the audited balances of the second prior year (2 years before the current year); (2) certified actual balances for the first prior year immediately preceding the current year; and (3) estimated balances for the current year; and (4) the proposed balances for the budget year.
3. Attach the corresponding audited and certified actual corporate financial statements, (i.e., the Balance Sheets as of end of the periods covered utilizing own chart of accounts and format).
4. Use the "Remarks" column to disclose contingent liabilities of NG and any information on the reclassification of corporate accounts made to conform to the prescribed format that will materially affect the presented balances. Indicate any other information deemed important under the "Remarks" column.
5. Submit supporting schedules for Current and Fixed Assets.
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, employees and subsidiaries of the corporation.
7. **Other Current Assets.** Value of other current assets not classified above. Large items included in this account must be disclosed.
8. **Investments.** Include investments in stocks, bonds, or other securities of government and private corporations, associations or political subdivisions which are not expected to be converted into cash within a year. The amount must tally with the total of medium and long-term investments under DBM Form No. 702-A.
9. **Fixed Assets.** Value of tangible, relatively long-lived resources like property, plant and equipment. In another supporting schedule, enumerate the categories of Fixed Assets and the corresponding costs.
10. **Land and Land Improvements Outlay.** The cost of rights to land ownership and the permanent improvements to land such as filling, grading, surveying and planting of trees.
11. **Buildings and Structures Outlay.** The cost of buildings and structures purchased or constructed and permanent improvements thereto.
12. **Furniture, Fixtures, Equipment and Books.** Refers to furniture, fixtures, equipment and books, the cost of which shall not be lower than the minimum amount prescribed by COA, whose serviceable life is more than one year and which add to the assets of the government.
13. **Information Technology (IT) Equipment Outlay.** The cost incurred in the acquisition of IT resources consisting of the cost of hardware, software components, auxiliary equipment, including incidental costs such as delivery, handling, installation, taxes, testing and IT manpower resources. The cost of IT resources shall not be lower than the minimum amount prescribed by COA and whose estimated useful life is more than one year.
14. **Deferred Assets.** Value of assets, usually of an intangible nature, like prepayments, deposits and advances made for goods and services, whose usefulness will expire or will be applied in the near future.

15. **Other Assets.** Value of assets not classified above. Large items included in this account must be disclosed. Long-term Accounts Receivable, if any, are included in this account.

16. **Liabilities.** Amount owed by or obligations of the corporation, to other entities. Accomplish DBM Form Nos. 702-C and 702-D to support Current and Long-term Liabilities.

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

17. **Current Liabilities.** Obligations which are expected to be satisfied within a relatively short period of time or payable within the year, either by the use of current assets or by the creation of other liabilities. Included under this account is portion of Long-Term Liabilities which is due within the year. This account should tally with the total of the current portion of DBM Form Nos. 702-C and 702-D.

18. **Long-term Liabilities.** Obligations which are not due within the year. This account should tally with the total of the long-term portion under DBM Form Nos. 702-C and 702-D.

19. **Trust Liabilities.** The amount of trust receipts from non-tax/other sources collected/received by the corporation as a trustee or administrator.

20. **Deferred Liabilities.** Payment received in advance for goods and services to be rendered by the corporation in the future.

21. **Other Liabilities.** Other liabilities not classified in any of the items above. Large items including contingent liabilities, if any, must be disclosed. Accordingly, the necessary "contra account" must be reflected as part of Other Assets account.

22. **Paid-in Capital.** The amount directly invested in the corporation for stockholders equity. **The authorized capital stock must be indicated as a memo entry.** For GOCCs not fully owned by the National Government, the amount of paid-in capital by the National Government shall be disclosed.

23. **Retained Earnings.** The amount of cumulative results of operation (income less losses and dividends).

24. **Other Capital.** This includes capital or investments received not in payment of capital stocks, appraisal capital and other increases in equity which are due to payment of capital stock or income from operations.

**SCHEDULE OF INVESTMENTS**

(In Thousand Pesos)

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

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

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

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

**DESCRIPTION OF ITEMS:**

- 1. Nature of Investments.** Indicate the debt instruments/securities issued by the BTr, GFIs, GOCCs and other private enterprises that the corporation bought such as bills, notes, bonds, stocks, etc. The shares of stocks/holdings refers to the equity investment of the GOCC to the shares of stocks of other corporations.
- 2. Balance Sheet Account.** Indicate the asset account used to identify where the investment was included. Example: T-bills – under the Comparative Balance Sheet (DBM Form No. 702) account Investment in Securities.
- 3. Classification of Investments.** The classification refers to the term or holding period. These are classified into: Short-term, which are investments for a period of one year or less; Medium-term, investments 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.





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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

**DESCRIPTION OF ITEMS:**

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

**STATEMENT OF ACCOUNTS PAYABLE TO SUPPLIERS OR TRADE CREDITORS**

(In Thousand Pesos)

[ ] FY 2008 (Audited); [ ] FY 2009 (Actual); [ ] FY 2010 (Estimates); [ ] FY 2011 (Proposal)

[ ] Trade; [ ] Non-Trade

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

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

**DESCRIPTION OF ITEMS:**

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

**STATEMENT OF BORROWINGS**

(In Thousand Pesos)

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

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

**DBM FORM NO. 702-D**  
**STATEMENT OF BORROWINGS**

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

**DESCRIPTION OF ITEMS:**

1. **Type.** Refers to type of borrowings whether short-term or long-term, domestic, or foreign.
2. **Creditor/Loan No.** The creditor institution from which the loan was obtained together with the corresponding loan number. Credit lines obtained from suppliers as a result of regular business operations of the GOCC shall not be included.
3. **Date of Loan Contract.** The date the loan agreement was signed.
4. **Maturity.** The number of years covered by the loan agreement, including the 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 2011

 Cash Basis Accrual Basis

Department:					
Corporation:					
PARTICULARS	FY 2008 (Audited)	FY 2009 (Audited)	FY 2010 (Estimates)	FY 2011 (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) Others Interest Expense Non-cash Expenses Depreciation of fixed assets Amortization of deferred assets Other non-cash expenses					
V. NET PROFIT/(LOSS) BEFORE INCOME TAX					
VI. INCOME TAX					
VII. NET PROFIT/(LOSS) AFTER INCOME TAX  Add: SUBSIDIES Subsidies from National Government Rest of Subsidies					
VIII. NET PROFIT AND SUBSIDIES					
Prepared: FY 2008 & FY 2009	Prepared: FY 2010 & FY 2011		Approved by:		
Responsible Officer _____ Date _____	Responsible Officer _____ Date _____		Head of Corporation _____ 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 (e.g., Interest Expense, Non-cash Expenses, etc.)
9. **Net Profit (Loss) Before Corporate Income Tax.** The difference between gross profit and total expenses before the payment of corporate income tax.
10. **Income Tax.** Refers to tax levied on the taxable net income of the corporation during each taxable year determined in accordance with the schedule prescribed by the Bureau of Internal Revenue. If subsidized by the National Government, disclose the request for tax subsidy under the "Remarks" column.
11. **Net Profit (Loss) After Corporate Income Tax.** The difference between net profit (loss) before income tax and the provision for income tax. Disclose whether subject to Income Tax. If not, indicate legal basis and justification.
12. **Subsidies from National Government. These include:**
  - 12.1 Subsidy for Operations. Amounts granted to GOCCs from the General Fund to cover operational expenses. They also include taxes that are not supported by corporate revenues or to cover corporate deficits and losses.
  - 12.2 Subsidy for Projects. Amounts granted to GOCCs for projects.
13. **Rest of Subsidies.** This account includes subsidies or grants received from other government agencies, GOCCs, local government units and/or foreign institutions/government, as well as donations from private individuals and institutions. Breakdown by source must be presented for this account.

**SALES/REVENUE STATEMENT**

(In Thousand Pesos)

Fiscal Year 2011

Department:					
Corporation:					
PARTICULARS	FY 2008 (Audited)	FY 2009 (Actual)	FY 2010 (Estimate)	FY 2011 (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 2008 & 2009:		Prepared: FY 2010 & FY 2011		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 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.



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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

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

**DESCRIPTION OF ITEMS:**

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

**STAFFING SUMMARY & DETAILS OF SALARIES & OTHER COMPENSATION OF PERMANENT POSITIONS**

(In Thousand Pesos, Except Number of Positions)

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

Department:																			
Corporation:																			
Authorized No. of Positions per Approved Rationalization Plan/ Org. Structure & Staffing Pattern		Grade	Step	Basic Salary	Other Compensation								Fixed Expenditures					Total Personal Services Cost	
Position Title	No.				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
A. Managerial																			
B. Technical																			
C. Administrative Support																			
*Enumerate all other allowances in DBM Form No. 703-C1 indicating the legal basis, nature of allowances and amount granted to each employee (Please see attached format)																			
TOTAL																			
Prepared by: _____										Approved by: _____									
Personnel Officer					Date					Head of Corporation					Date				



**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. **Authorized No. of Positions per Approved Rationalization Plan (RP)/Organizational Structure and Staffing Pattern (OSSP).** Refers to the total number of positions approved by DBM in the RP/OSSP, inclusive of positions created/converted during the year.
2. **Position Title.** Enumerate all the positions filled/to be filled categorized into: (A) Managerial (B) Technical and (C) Administrative Support as authorized in the approved RP/OSSP.
3. **No.** The number of permanent positions per position title entitled to and authorized to receive compensation.
4. **Salary Grade/Step.** For each position type, indicate the corresponding salary grade and the step increment for each type of position title.
5. **Prior Year (Actual).** In accomplishing forms for prior year, indicate the actual PS cost of positions filled during the year.
6. **Current Year (Estimate).** Indicate the PS cost of positions filled/to be filled during the year out of the authorized positions, inclusive of step increment.
7. **Budget Year (Proposed).** Indicate the PS cost of positions filled/to be filled during the year out of the authorized positions, inclusive of step increment.

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

(In Thousand Pesos, Except Number of Positions)

[ ] FY 2009 (Actual); [ ] FY 2010 (Estimate); [ ] FY 2011 (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
<b>CONTRACTUALS</b>										
Program										
Locally-Funded Project										
Foreign-Assisted Project										
<b>TOTAL</b>										
<b>CASUALS</b>										
Program										
Locally-Funded Project										
Foreign-Assisted Project										
<b>TOTAL</b>										

\*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 2009 (Actual); [ ] FY 2010 (Estimate); [ ] FY 2011 (Proposal)

Department:			
Corporation:			
PARTICULARS	LEGAL BASIS	AMOUNT	REMARKS
<p>ALLOWANCES AND OTHER COMPENSATION</p> <p>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)</p> <p>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)</p> <p>Total Allowance</p>			
Prepared by:		Approved by:	
_____	_____	_____	_____
Personnel Officer	Date	Head of Corporation	Date

**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 2011

Department:				
Corporation:				
PARTICULARS	FY 2009 (Actual)	FY 2010 (Estimates)	FY 2011 (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: _____		Approved by: _____		
Responsible Officer	Date	Head of Corporation	Date	

**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 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 2009 (Actual); [ ] FY 2010 (Estimates); [ ] FY 2011 (Proposal)

Department: \_\_\_\_\_  
 Corporation: \_\_\_\_\_

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: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Head of Corporation \_\_\_\_\_ Date \_\_\_\_\_  
 Budget Officer 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 Nos. 446 and 446-A, including Inventory and Inspection Report (IIR) of equipment for replacement.

**DEFINITION OF TERMS**

**Investments Outlay.** The cost of investments in stocks, 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.

**STATEMENT OF CASH FLOWS**  
(In Thousand Pesos)  
Fiscal Year 2011

Department:			
Corporation:			
PARTICULARS	FY 2009 (Audited)	FY 2010 (Estimates)	FY 2011 (Proposal)
Cash flows from operating activities			
Cash generated from operations			
Collection of receivables			
Receipt of government subsidy			
Payment for salaries			
Payment to suppliers			
Payment of taxes			
Other inflows/outflows			
Net cash flow from operating activities			
Cash flows from investing activities			
Purchase of property, plant and equipment			
Proceeds from sale of unserviceable equipment			
Cash receipts from sale of assets			
Other inflows/outflows			
Net cash flow from investing activities			
Cash flows from financing activities			
Receipt of government equity			
Proceeds from loans, bonds, notes			
Repayment of loan			
Dividend payment			
Other inflows/outflows			
Net cash flow from financing activities			
Net increase/(decrease) in cash and cash equivalents			
Cash and cash equivalents, beginning of the year			
Cash and cash equivalents, end of year			
Prepared by:	Approved by:		
_____	_____	_____	_____
Responsible Officer	Date	Head of Corporation	Date

**DBM FORM NO. 704  
STATEMENT OF CASH FLOWS**

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

**DEFINITION OF TERMS:**

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

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

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

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

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

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

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

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

**COMPARATIVE CASH FLOW STATEMENT  
FOR THE CONSOLIDATED PUBLIC SECTOR DEFICIT**  
(In Thousand Pesos)  
Fiscal Year 2011

Department:				
Corporation:				
DESCRIPTION	FY 2009 (Audited)	FY 2010 (Estimate)	FY 2011 (Estimate)	Remarks
<p>I. TOTAL RECEIPTS</p> <p>1. Operating Receipts</p> <p>2. Rest of Receipts</p> <p style="padding-left: 20px;">a. Current Subsidies</p> <p style="padding-left: 40px;">a.1 On Account of E.O. 93</p> <p style="padding-left: 40px;">a.2 Rest of Subsidies</p> <p style="padding-left: 20px;">b. Others</p> <p>II. TOTAL CURRENT EXPENDITURES</p> <p>1. Operating expenditures</p> <p style="padding-left: 20px;">a. Wages and Salaries</p> <p>2. Other current expenditures</p> <p style="padding-left: 20px;">a. Interest Payments</p> <p style="padding-left: 40px;">a.1 Interest payment to national government</p> <p style="padding-left: 40px;">a.2 Other interest payments</p> <p style="padding-left: 20px;">b. Tax payments to NG and LGU</p> <p style="padding-left: 40px;">b.1 On Account of E.O. 93</p> <p style="padding-left: 40px;">b.2 Rest of tax payments</p> <p style="padding-left: 20px;">c. Other expenditures</p> <p style="padding-left: 20px;">d. Dividend payments</p> <p>III. TOTAL CAPITAL EXPENDITURES</p> <p>1. Acquisition of fixed assets</p> <p>2. Change in inventories</p> <p>3. Other capital expenditures</p> <p>IV. INTERNAL CASH GENERATION</p> <p>V. FINANCING DEFICIT (-)/SURPLUS (+)</p> <p>VI. NET EXTERNAL FINANCING</p> <p>1. Gross external financing</p> <p>2. Repayment and amortization</p> <p>VII. NET DOMESTIC FINANCING</p> <p>1. National government equity</p> <p>2. National government net lending</p> <p>3. Net domestic bank borrowing</p> <p>4. Other net domestic financing</p>				
Prepared by:		Approved by:		
_____ Responsible Officer	_____ Date	_____ Head of Corporation	_____ Date	

**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.



- 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 2011

Department:					
Corporation:					
PARTICULARS	FY 2009 ACTUAL	FY 2010 ESTIMATES	FY 2011 PROPOSAL	FY 2012 FORECAST	FY 2013 FORECAST
<p>Corporate Funds</p> <p>a. Corporate Income</p> <p>b. Equity Contribution</p> <p style="padding-left: 20px;">b.1 Private</p> <p style="padding-left: 20px;">b.2 Other Government Entity except the National Government</p> <p>c. Others (Specify)</p> <p>General Funds</p> <p>a. Equity Contribution - National Government</p> <p>b. Subsidy - National Government</p> <p>c. Infrastructure Funds Allotment</p> <p>d. Special Account in the General Fund (specify)</p> <p>e. Other Funds Received from the National Government</p> <p>Borrowings</p> <p>a. Foreign Loan Availment</p> <p>b. Domestic Loans</p> <p>c. Other (Specify)</p> <p>Total Sources</p>					
Prepared by:			Approved by:		
_____		_____		_____	
Accountant/Budget Officer/Planning Officer		Date		Head of Corporation	
				Date	

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

- A. **Corporate Funds.** These include the following:
  - a. **Corporate Income** - operating receipts earned during the year in the course of business transactions.
  - b. **Equity Contribution from the Private Sector and Other Government Entity** - capital contribution by the interested public and other government entity as mandated by the respective charters of concerned GOCCs.
  - c. **Others** - receipts from other sources not included above.
- B. **General Funds.** These represent budgetary support of the National Government to the GOCCs in the form of equity contribution, subsidy, and other fund support releasable from the General Fund.
- C. **Borrowings.** This will include direct foreign and domestic loan availments, loans relented by the national government to the GOCCs, and all other forms of loans extended by non-government financial institutions or individuals.

**NATIONAL GOVERNMENT SUPPORT**  
(In Thousand Pesos)  
Fiscal Year 2011

Department:			
Corporation:			
PARTICULARS	FY 2009 ACTUAL	FY 2010 ESTIMATES	FY 2011 PROPOSAL
NEW GENERAL APPROPRIATIONS			
A. Programmed			
1. Subsidy			
2. Equity			
B. Unprogrammed Fund			
1. Loans Outlay			
2. Stock Dividend			
3. Others (specify)			
Sub-total			
AUTOMATIC APPROPRIATIONS			
A. Net Lending			
B. Tax Subsidy			
C. Conversion			
1. Subsidy			
2. Equity			
D. Special Account in the General Fund			
E. Others (specify)			
Sub-total			
GRAND TOTAL			
Prepared by: _____			
Responsible Officer		Date	
Approved by: _____			
Head of Corporation		Date	

## DBM FORM NO. 705-A

### NATIONAL GOVERNMENT SUPPORT

#### GUIDELINES IN ACCOMPLISHING THE FORM

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

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

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

**USES OF FUNDS BY EXPENSE CLASS**

(In Thousand Pesos)

[ ] FY 2009 (Actual); [ ] FY 2010 (Estimate); [ ] FY 2011 (Proposal); [ ] FY 2012 (Forecast); [ ] FY 2013 (Forecast)

[ ] Cash Basis; [ ] Accrual Basis

Department:																
Corporation:																
PROGRAM/ ACTIVITY/ PROJECT	NATIONAL GOVERNMENT EQUITY/ SUBSIDY AND/OR LOANS OUTLAY				CORPORATE BORROWINGS				CORPORATE FUNDS				GRAND TOTAL			
	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL
1. General Administration and Support Services																
a. Program 1																
a.1 Activity 1																
Region 1																
a.2 Activity 2																
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				Date				Head of Corporation				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)

<b>1. PROJECT NAME:</b>									
<b>2. IMPLEMENTING GOCC/GOCCs:</b>									
<b>3. PROJECT DESCRIPTION/OBJECTIVES:</b>									
<b>4. IMPLEMENTATION PERIOD:</b>									
Start:	<u>Original</u>			<u>Revised</u>					
Completion:									
<b>5. TOTAL PROJECT COST:</b>									
	<u>Year Revised</u>	<u>Total</u>							
		<u>Original</u>	<u>Revised</u>	<u>Reason/s</u>					
1st									
2nd									
3rd									
:									
N									
<b>6. PROJECT COMPONENT &amp; APPROVED ALLOCATION:</b>									
		<u>Total (P)</u>		<u>2009</u>					
<u>Component</u>	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Bal.</u>	
Component 1									
Component 2									
Component 3									
:									
Component n									
TOTAL, GOCC									
<b>7. COST STRUCTURE BY EXPENSE CLASS:</b>									
		<u>Total (P)</u>		<u>2009</u>					
	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Bal.</u>	
PS									
MOOE									
CO									
TOTAL, GOCC									
<b>8. BUDGET BY LOCATION:</b>									
		<u>Total (P)</u>		<u>2009</u>					
<u>Location</u>	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Bal.</u>	
Region I to n									
Province I to n									
District I to n									
Municipality I to n									
TOTAL									
<b>9. PHYSICAL TARGET AND ACCOMPLISHMENT</b>									
Performance Indicator	<u>Total</u>		<u>Target (No)</u>					<u>Accomplishment (%)</u>	
	<u>Original</u>	<u>Revised</u>	<u>2009 cum.</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2009 cum.</u>	<u>Slippage</u>
<b>10. IMPLEMENTATION PROBLEMS:</b>									
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, 2008				2009 ACTUAL				2010 CURRENT				2011 PROPOSED				2012 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, 2008				2009 ACTUAL				2010 CURRENT				2011 PROPOSED				2012 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, 2008				2009 ACTUAL				2010 CURRENT				2011 PROPOSED				2012 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		2009 ACTUAL		2010 CURRENT		2011 PROPOSED		2012 PROPOSED		2013 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**

<p><b>Prepared:</b></p> <p>Budget Officer _____ Planning Officer _____</p>	<p><b>Certified Correct:</b></p> <p>Chief Accountant _____</p>	<p><b>Approved:</b></p> <p>Project Director/Manager _____</p>
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**INSTRUCTIONS**  
**DBM Form No. 708 and 708-A: REQUIREMENT OF FOREIGN-ASSISTED PROJECTS**  
**AND FOREIGN-ASSISTED PROJECT PROFILE**

<p><b>NOTE:</b> 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.</p>
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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 2008	Refers to the actual obligations incurred from the start of the project up to December 31, 2008
2009 Actual	Refers to the project's 2009 actual obligations based on the GOCC's final trial balance as of December 31, 2009. The amounts should be disaggregated as to expense class, category, component and allocation by location.
2010 Current	Refers to the 2010 current program per the 2010 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.
2011 Proposed	Refers to the 2011 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.

For Box 4:

Cumulative As of Dec. 31, 2008	A. <u>Physical</u> Refers to the actual accomplishment of the project from the start up to December 31, 2008.
	B. <u>Financial</u> Refers to the actual obligations incurred from the start of the project up to December 31, 2008.

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, 2010 and appraised for funding implications for the years 2010 to 2013.



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								

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 2009	Year 2 2010	Year 3 2011	Year 4 and Beyond 2012
New:										
On-going:										
Prepared by:						Approved by:				
_____		_____		_____			_____		_____	
Responsible Officer		Date		Head of Corporation			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 2011 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, 2010.
  - 2.2 **On-going Projects** are those covered or expected to be covered by final agreements on or before December 31, 2010.
- 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 2011 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 2011.

**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 2009**

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 self-assessment tools 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](http://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 2011 CORPORATE BUDGET CALENDAR**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of the FY 2011 Corporate Budget Call	May 12, 2010
2. Budget Forum on the FY 2011 Corporate Budget	May 14, 2010 PM
3. Deadline of Submission of FY 2011 GOCC Budget Proposals/BESF data	June 4, 2010
4. Conduct of Budget Consultation	June 7 – 11, 2010
5. DBM Budget Review	June 14 – 25, 2010
6. DBCC Deliberation	June 28 – 30, 2010
7. Presentation to the President and the Cabinet of the FY 2011 Proposed Budget Levels of Department/Agency/Special Purpose Funds	July 5, 2010
8. Finalization of National Expenditure Program (NEP), BESF Tables, Staffing Summary, Budget Message	July 6 – 9, 2010
9. Printing of FY 2011 Budget Documents	July 12 – 20, 2010
10. Submission of the FY 2011 Budget Documents to the President	July 21, 2010
11. Submission of the President's Budget to Congress	July 26, 2010