



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

**CORPORATE BUDGET MEMORANDUM**

**No. 33**

December 29, 2011

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

**SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE  
PREPARATION AND SUBMISSION OF BUDGET  
PROPOSAL FOR FY 2013**

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**1.0 PURPOSE**

- 1.1 To provide the overall policy framework and priority thrusts of the FY 2013 Budget, based on the Philippine Development Plan (PDP) 2011-2016;
- 1.2 To prescribe the guidelines and procedures in the preparation of the FY 2013 budget in accordance with the ongoing Public Expenditure Management (PEM) reforms;
- 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 2011-2013 and the Corporate Operating Budget (COB) for FY 2013;
- 1.4 To lay down the procedures for the conduct of GOCC/GFI consultations at the central and regional levels with civil society organizations (CSOs), the private sector, the Regional Development Councils (RDCs) and other stakeholders to secure feedback on programs and projects of selected departments and corporations;
- 1.5 To introduce the concept of the bottom-up budgeting which is being piloted by the Human Development and Poverty Reduction Cluster (HDPRC) in 300-400 municipalities to identify the priority development needs of poor communities and harmonize them with the sectoral and regional objectives of GOCCs/GFIs; and
- 1.6 To set the schedule of budget preparation activities.

## 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/attributed to regular GOCC budgets.

## **2.0 BUDGET FRAMEWORK**

- 2.1 The FY 2013 Budget will uphold the fiscal policy framework of fiscal consolidation and the priority thrusts of the PDP, 2011-2016. Accordingly, the budget shall focus on the five (5) key result areas (KRAs) of the President's Social Contract with the Filipino People as laid out in Executive Order (E.O.) No. 43, s. 2011, to achieve a more inclusive economic growth founded on good governance.
- 2.2 In view of the economic uncertainties prevailing in Europe and the United States, it will be prudent for the government to strictly abide with its medium-term deficit and debt reduction targets. Thus, generating room for greater spending under the FY 2013 Budget will depend on the success of the government's strategy of aggressively pursuing tax administration reforms to improve tax compliance, expanding its revenue base, and further sharpening its sectoral and geographical expenditure prioritization. The recent experience in the budget utilization of agencies/GOCCs/GFIs and strategies undertaken to improve budget execution will also be considered in allocating the budget to ensure that the expenditure ceilings provided will be maximized.
- 2.3 Ongoing reforms in PEM such as the Medium-Term Expenditure Framework (MTEF), Organizational Performance Indicator Framework (OPIF) and the Zero-Based Budgeting (ZBB) will be sustained and deepened to strengthen the links between planning, programming and budgeting and to maintain the focus on results. The OPIF, in particular, shall be integrated in the National Expenditure Program (NEP) through the ongoing refinement of the Major Final Outputs (MFOs) and Performance Indicators (PIs), and the restructuring of programs/activities/projects (PAPs) per National Budget Circular (NBC) No. 532.
- 2.4 Moreover, in view of the desire for greater transparency and facilitative implementation mechanisms, all remaining lump-sum amounts in the GOCC/GFI budgets must be disaggregated into its component projects. This will also raise the credibility of the General Appropriations Act and enable it to eventually function as the budget release document.
- 2.5 Thus, the 2013 budget preparation exercise shall seek to achieve the following primary objectives:
  - 2.5.1 Set the revenue target equivalent as a percent of Gross Domestic Product (GDP), to 14.5 percent and the tax effort at 13.4 percent to fund government expenditures amounting to 16.5 percent and to reduce the budget deficit to 2.0 percent of GDP. This will lower the national government debt to levels comparable with peer countries in the medium term.

- 2.5.2 Strengthen the linkage between development planning and budgeting and increase the likelihood of accomplishing development goals by considering the resource requirements of key agencies as reflected in the PDP and the Public Investment Program (PIP) for FYs 2011-2016.
- 2.5.3 Ensure that all GOCC/GFI programs and projects directly support the President's Social Contract and focus on the 5 KRAs: 1) transparency, accountability and open governance; 2) poverty reduction and empowerment of the poor and vulnerable; 3) rapid, inclusive and sustained economic growth; 4) just and lasting peace and the rule of law; and 5) integrity of the environment and climate change adaptation and mitigation. All programs and projects of GOCCs/GFIs which do not support any of these objectives will be reprogrammed or restructured.
- 2.5.4 Integrate the OPIF in the NEP to improve the structure of GOCC/GFI budgets by refining MFOs and performance indicators (PIs) and "cleaning" the P/A/P statements through merging, rewording, and removing duplications so that each P/A/P supports only one MFO and are correctly classified by cost structure.
- 2.5.5 Flesh out and disaggregate all department/agency/GOCC/GFI lump sum budgets into programs and projects which indicate their detailed geographical distribution and focus.
- 2.5.6 Promote the development of bottom-up budgeting to incorporate in the budgets of key departments/GOCCs/GFIs the priority requirements of poor municipalities that cannot be shouldered by the LGUs.
- 2.5.7 Expand the participation of the CSOs and other stakeholders in the budget preparation process to cover twice the number of departments and GOCCs and promote wider ownership and monitoring of the government's key public services.
- 2.5.8 Revitalize discussions of programs and budgets at the regional level, to ensure complementation of national government, GOCC/GFI and LGU programs within the region and enable support of the region's comparative advantage and needs.
- 2.5.9 Increase public access to data/information campaigns/communication efforts on the use of agency/GOCC/GFI

funds to facilitate appreciation and analysis for purposes of transparency as well as accountability.

### **3.0 GENERAL PROCEDURES**

#### ***Bottom-Up Budgeting***

- 3.1 In line with the Aquino Administration's goal to reduce poverty significantly, the HDPRC and the National Anti-Poverty Commission (NAPC) are piloting the development of bottom-up budgeting to purposively respond to the development needs of poor municipalities and provide them with a lending hand. Some 609 municipalities have been targeted in the regions with either the most number of poor families or where the poverty incidence is highest. An initial 300 to 400 municipalities where either development or poverty reduction studies exist are currently participating in an exercise to construct or refine local development plans on the basis of these diagnostic studies. The objective is to invite the initial set of agencies, namely: a) Rural Development agencies (Departments of Agriculture, Agrarian Reform, and Environment and Natural Resources) and b) the Conditional Cash Transfer Program agencies (Departments of Social Welfare and Development, Education, and Health) to undertake a convergence of their services in these poor communities by incorporating the prioritized list of projects and programs of these municipalities into their budget proposals for 2013.
- 3.2 The policies, timetable, processes and responsibilities will soon be issued to guide this priority undertaking for the 2013 budget preparation. However, the following objectives for the exercise will be pursued:
  - 3.2.1 Ensure complementation among the national, GOCC/GFI and LGU projects through the closer coordination and technical assistance to be provided by the GOCCs/GFIs to the target municipalities' development councils to assure the technical and financial feasibility of the latter's proposals, on the one hand, and appropriateness of the agencies'/GOCCs'/GFIs' service intervention, on the other; and
  - 3.2.2 Given the above, priority shall be given in accommodating the funding needs of these targeted municipalities within the budgets of GOCCs/GFIs. These projects shall be properly tagged to facilitate tracking and monitoring in all phases of budgeting.

### ***Constructive Engagement with Civil Society Organizations***

- 3.3 The FY 2013 exercise shall also aim to provide a longer timeframe for the formulation of the GOCC/GFI budgets to encourage wider discussions on and assessments of existing and proposed programs and projects. The need for more consultations between GOCCs/GFIs and CSOs for more depth, greater substance and the refinement of procedures was a feedback which emerged from the review of the CSO participation in the FY 2012 Budget. A separate set of guidelines shall be issued to steer the CSO participation process for the 2013 Budget preparation from January to March, 2012. However, in line with the Open Government Partnership, an additional set of six departments and three government corporations are proposed to be covered by the effort to promote greater participative budgeting.
- 3.4 GOCCs/GFIs are also encouraged to involve the private sector and other stakeholders, aside from CSOs, in the consultations on plans and strategies being considered in the FY 2013 budget to respond to their concerns and to be able to secure more feedback on how the existing national programs are affecting localities and communities.
  - 3.4.1 Participatory budgeting will be strengthened through the active participation of CSOs and private sector groups in budget-related conferences at the central office and in the regions, as well as through representations in government agencies such as the NAPC, Presidential Agrarian Reform Council (PARC), and the RDCs, among others.
  - 3.4.2 GOCCs/GFIs are enjoined to solicit feedback from the CSOs and other stakeholders on the effectiveness and efficiency of existing programs and projects. Such feedback mechanism is consistent with the ZBB approach adopted by the Administration to evaluate major programs, weed out inappropriate and inefficient ones and expand the effective and good practice programs.
- 3.5 The requirement to flesh out or breakdown the remaining lump sum items in the different GOCC/GFI budgets will necessitate wider consultations to be undertaken by the departments/agencies/GOCCs/GFIs at the regional levels and sub-regional levels to ensure that programs and projects do consider the regional and provincial comparative advantages and that they complement rather than duplicate or counter these LGU programs. Hence, the GOCCs/GFIs and their regional offices shall participate in the RDCs fora and other similar consultations in order to present and secure approval on their proposed strategies and programs and projects.

### ***Public Expenditure Management Reforms***

- 3.6 In order to maintain its focus on results, the MTEF, the OPIF, and the ZBB will continue to be pursued and deepened in the coming years. An effective PEM system is an essential component of good governance, given its proven outcomes of strengthening fiscal discipline, promoting strategic resource allocation, and improving operational management.
- 3.7 In line with NBC No. 532, the direct incorporation of the OPIF in the FY 2013 NEP will be aimed for to accomplish the following objectives:
  - 3.7.1 Review and change the MFOs of GOCCs/GFIs if necessary to capture the different core mandated functions of the GOCC/GFI;
  - 3.7.2 Review of the corresponding PIs to establish and specify the standard of MFO delivery. Each MFO shall have at most two sets of PIs which capture the dimensions of quantity and quality, including timeliness and cost of MFO delivery. Outcome indicators, especially those measured by the national statistical agencies and used by international organizations to measure the country's performance are recommended to be used as PIs, as soon as feasible;
  - 3.7.3 Restructuring of P/A/Ps to strengthen their link with the MFOs for better costing, expenditure prioritization as well as to determine the effectiveness of MFO delivery; and
  - 3.7.4 Development of a uniform standard for OPIF throughout government.
- 3.8 As a means for further improving efficiency and effectiveness in government operations, GOCCs shall incorporate the implications of the following public sector reforms in their budget proposals:
  - 3.8.1 The Rationalization Program under E.O. No. 366 dated October 4, 2004 as the government's vehicle in conducting a strategic review and restructuring of agency operations for better service delivery;
  - 3.8.2 Cost recovery measures to assist in the revenue enhancement efforts and improve service delivery;
  - 3.8.3 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 and its Implementing Rules and Regulations;

- 3.8.4 Purchase of agencies' common-use office supplies, materials and equipment from the Procurement Service as directed under A.O. No. 17 dated July 28, 2011;
- 3.8.5 Development of the Government Integrated Financial Management Information Systems (GIFMIS) to facilitate the generation of vital information on any and all aspects of government financial transactions that can be made accessible to the public through information technology pursuant to E.O. 55 dated September 6, 2011;
- 3.8.6 Implementation of the National Guidelines on Internal Control Systems pursuant to DBM Circular Letter (CL) No. 2008-08 dated October 23, 2008, the Philippine Government Internal Audit Manual, issued through CL No. 2011-05 dated May 19, 2011, and the creation and strengthening of an Internal Audit Service/Unit and a Management Division/Unit in agencies concerned, as provided under CL No. 2008-5 dated April 14, 2008;
- 3.8.7 Pursuit of ISO certification and quality management improvement programs as mandated under E.O. No. 605 dated February 23, 2007; and
- 3.8.8 Sustaining Public-Private Partnerships (PPPs) [referring to Build-Operate-Transfer (BOT) projects with the private sector financing/constructing and/or operating projects which traditionally would be within the ambit of the public sector] and minimizing the risks associated with these projects by building the environment for solicited bids and the capacity to identify and monitor contingent liabilities.

#### **4.0 MACROECONOMIC AND FISCAL TARGETS FOR FY 2013**

The preparation of the FY 2013 budget proposal shall be based on the macroeconomic assumptions and fiscal targets that will be approved by the Development Budget Coordinating Committee which shall be issued separately in January, 2012.

#### **5.0 BUDGET FORMULATION AND RESOURCE ALLOCATION**

In accordance with the budget framework and expenditure reforms contained in the preceding sections, GOCCs/GFIs shall follow the guidelines below to ensure the improved allocation of funds among competing sectors:



## 5.1 Regional Consultations

- 5.1.1 The RDCs shall be used as venues for the validation and/or suggestions on needed improvements in GOCC/GFI programs. The presence of LGU officials as well as private sector stakeholders in the RDCs shall be maximized by soliciting their feedback on the impact of GOCC/GFI programs/projects in their localities.
- 5.1.2 The DBM and the National Economic and Development Authority (NEDA) Regional Offices shall coordinate the conduct of RDC consultations with national government agencies (NGAs), GOCCs/GFIs, state universities and colleges (SUCs) and LGUs starting February, 2012 for the purpose of reconciling program thrusts of the agencies and LGUs; evaluating existing programs/projects of the agencies in the region to ensure they complement with programs and projects of the LGUs; and assess the beneficial impact on the localities.
- 5.1.3 The GOCC/GFI regional offices shall also present their respective budget allocations for existing P/A/Ps and lump sum funds agreed with CSOs to the RDCs by March, 2012 to secure feedback on the impact of these P/A/Ps in the different provinces and localities in the region. The importance of accommodating the projects agreed with target poor municipalities shall be highlighted. The RDC feedback shall be reported to the GOCC/GFI central office for needed adjustments of the regional distribution of the P/A/P and lump sum funds. The GOCC/GFI central office shall consolidate the reports of the different regional offices for submission to DBM and the RDCs using Table I. The head of the GOCC/GFI shall certify the acceptance or non-acceptance of the RDC recommendation and state the reason in the event of non-acceptance.
- 5.1.4 The GOCCs/GFIs are enjoined to provide RDCs and DBM with feedback on RDC recommendations on programs/projects which are to be incorporated in the budget submission to DBM. Together with DBM, they shall also inform the pertinent RDC of these programs/projects which are finally submitted for congressional approval.

## 5.2 Consultations with CSOs, Private Sector and Other Stakeholders

- 5.2.1 Consultations shall be undertaken with partner and interested CSOs and other stakeholders at the central and regional levels in February and March, 2012 to facilitate assessments and evaluations of existing programs and projects of GOCCs/GFIs. For the FY 2013 budget

preparation, aside from the three (3) GOCCs (National Food Authority, National Housing Authority and National Home Mortgage Finance Corporation-Social Housing Finance Corporation) piloted for CSO consultations in FY 2012 budget preparation, three (3) more GOCCs, namely: National Electrification Administration, National Irrigation Administration and Light Rail Transit Authority shall undertake CSO consultations as mentioned above. The following principles of CSO engagement which were agreed upon by DBM and CSOs under the Budget Advocacy Group shall be observed during consultations:

- 5.2.1.1 Transparency – provide all parties as well as the general public, timely access to relevant and verified information/data subject to the limits set by law;
  - 5.2.1.2 Accountability – abide by the policies, standards and guidelines of engagement that may be agreed upon and fulfill commitments;
  - 5.2.1.3 Integrity – adhere to moral and professional standards in fulfilling commitments;
  - 5.2.1.4 Partnership – cooperate and share responsibilities to ensure the objectives of the engagement are achieved;
  - 5.2.1.5 Consultation and mutual empowerment – enhance knowledge sharing and continuing dialogue;
  - 5.2.1.6 Respect for internal processes – understand and abide by limitations of the stakeholders with respect to the nature of the information to be disclosed and the extent of involvement based on institutional/legally imposed limitations;
  - 5.2.1.7 Sustainability – ensure continuing engagement by instituting progressive policies and operational mechanisms that will promote an environment of mutual trust; and
  - 5.2.1.8 National interest – uphold the national welfare above the interest of organizations or individuals.
- 5.2.2 A report shall be given to DBM containing the feedback of the CSOs and the other stakeholders on the existing P/A/Ps following the form prescribed under Table I.

### 5.3 Consultations with Target Poor Municipalities

- 5.3.1 Under the bottom-up budgeting approach, the target municipalities are asked to develop and finalize their local development plans from January to March, 2012 with inputs from poverty and gap diagnostics and discussions with barangays and CSOs.
- 5.3.2 By March, 2012, the LGUs through their local development councils will discuss the plans with the local teams from the six national agencies involved in the exercise together with the DILG to identify areas for complementation of P/A/Ps between and among provinces and their component cities and municipalities and national agencies/GOCCs/GFIs as well as match P/A/Ps with available financing resources and determination of available revenue source to finance the P/A/Ps.
- 5.3.3 By April, 2012, the GOCCs/GFIs are expected to work for the incorporation of these projects requested by the target municipalities into their regional budget allocations. They can also meet with their counterparts from other NGAs/GOCCs/GFIs in the region or province to discuss the convergence of the delivery of service to the target municipalities. GOCCs/GFIs are expected to give priority in budget allocation to the project requests from the target municipalities.

### 5.4 Total Resource Budgeting

- 5.4.1 GOCCs/GFIs shall fully reflect in the budget proposal all sources of funds such as corporate income, borrowings, other corporate funds, trust funds, special account in the general fund and budgetary support from the national government.
- 5.4.2 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.
- 5.4.3 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: NGAs, GOCCs/GFIs, LGUs, congressional

allocations and private initiatives will complement each other.

5.4.3.1 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.

## 5.5 Financial independence of GOCCs/GFIs

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

## 5.6 Resource Optimization

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

### 5.6.1 Cost Recovery Measures and Revenue Generation/Enhancement

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

5.6.1.2 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.

### 5.6.2 Focused Resource Utilization

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

5.6.2.2 A strategic review of GOCC/GFI operations shall be undertaken to rationalize and accommodate the requirements of new loan or grant assisted projects within the GOCC/GFI 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 Government of the Philippines counterpart for foreign assisted projects.

5.6.2.3 The Rationalization Plan formulated and approved under E.O. No. 366 shall provide the overall framework for a more focused utilization of resources vis-à-vis the core mandate of the corporation.

## 5.7 Gender and Development (GAD)

5.7.1 A GAD Plan shall be formulated pursuant to and in accordance with R.A. No. 9710 or the Magna Carta for Women, within the context of the GOCC's/GFI's mandate. The GAD Plan shall respond to the gender gaps or issues faced by the GOCC's/GFI's clients and constituents, as well as its women and men employees. The development of the GAD Plan shall be guided by the DBM, NEDA and National Council on the Role of Filipino Women Joint Circular No. 2004-1.

## 6.0 SUBMISSION REQUIREMENTS AND TIMETABLE

6.1 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.

6.2 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 2013 NEP.

6.3 The FY 2013 proposal portion/column of the FY 2013 Budget Proposal under this Budget Memorandum shall already be considered as the GOCC/GFI COB of the said year which shall observe the guidelines prescribed under Corporate Budget Circular No. 20 dated April 27, 2005. The GOCC/GFI shall submit a revised or supplemental FY 2013 COB in case of a modified national government support under the General Appropriations Act

or availability of additional funds in accordance with this Memorandum.

- 6.4 Amounts indicated in the FY 2011 column and previous years of the prescribed Forms should be consistent with the available Annual COA Audited Financial Statements.
- 6.5 The GOCCs'/GFIs' budget proposals shall include the following:
- a) Approval of the Governing Board through a duly certified Board Resolution;
  - b) Letter of endorsement by the head of GOCC/GFI;
  - c) Highlights of the following:
    - Thrust/Priorities;
    - Outputs; and,
    - System of Delivery (i.e., explicitly explaining "how" the P/A/Ps shall be implemented to achieve targeted outputs/outcome);
  - d) Five (5) complete sets of properly accomplished Budget Forms; and,
  - e) Five (5) copies each of the FY 2010 and FY 2011 Accomplishment/ Annual Reports.
- 6.6 The budget proposals shall be submitted to the Budget and Management Bureau – F, 4<sup>th</sup> Floor, Boncodin Hall, General Solano Street, San Miguel, Manila on or before April 9, 2012.

## **7.0 BUDGET PREPARATION CALENDAR**

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

**FLORENCIO B. ABAD**  
Secretary

## **SUMMARY OF RDCs/CSOs FEEDBACK ON GOCC/GFI ONGOING PROGRAMS AND PROJECTS**

### **Instructions**

This form shall reflect a summary of Regional Development Councils (RDCs)/Civil Society Organizations (CSOs) feedback on GOCC/GFI major ongoing programs and projects for FY 2013. To be prepared by GOCC/GFI regional offices and consolidated by the GOCC/GFI head office.

- Column 1 - Reflect the specific program/activity/project for FY 2013. A detailed breakdown by region per activity must be made.
- Column 2 - Reflect the amounts allocated by the head office by program/activity/project to the regional offices corresponding to the indicative budget ceiling (forward estimates).
- Column 3 - State in this column the feedback of the RDCs/CSOs as to: relevance, efficiency, effectiveness of the program/projects; where the resources are most needed; possible complementation of programs/projects with local government units; and, programs/projects that would be scaled down, sustained or terminated.  
  
Feedback of CSOs and other stakeholders at the central and regional levels is required for the three (3) pilot GOCCs only i.e. NFA, NHA and NHMFC-SHFC.
- Column 4 - The amounts in this column reflect the adjusted regional distribution by program/activity/project submitted by the GOCC/GFI regional offices to the GOCC/GFI head office.
- Column 5 - The amounts in this column reflect the adjusted regional distribution by program/activity/project submitted by the GOCC/GFI head office to the DBM.
- Column 6 - State in this column the assumption/basis made in the revised budget allocation.

**SUMMARY OF RDCs/CSOs FEEDBACK ON GOCC/GFI ONGOING PROGRAMS AND PROJECTS****FY 2013 BUDGET****(In Thousand Pesos)**

<b>Department:</b>						
<b>Corporation:</b>						
<b>PROGRAMS/ACTIVITIES/PROJECTS</b>  <b>(1)</b>	<b>BUDGET ALLOCATION (Forward Estimates) (2)</b>	<b>FEEDBACK (3)</b>		<b>Budget Allocation Submitted</b>		<b>REMARKS  (6)</b>
		<b>Regional Development Councils</b>	<b>Civil Society Organizations</b>	<b>To GOCC/GFI Head Office</b>	<b>To DBM</b>	
				<b>(4)</b>	<b>(5)</b>	
Operations CAR Region I..... Region XIII  Projects  1. Locally Funded Projects CAR Region I..... Region XIII  2. Foreign Assisted Projects CAR Region I..... Region XIII  GRAND TOTAL						
<b>PREPARED BY:</b>			<b>APPROVED BY:</b>			
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Budget Officer</div> <div>Planning Officer</div> </div>			<div style="display: flex; justify-content: space-between;"> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Head of Corporation</div> </div>			



## **ANNEX "A"**

### **BUDGET FORMS**

DBM Form No. 700	Corporate Objectives, Priorities and Performance Measures
DBM Form No. 701	Proposed Provisions
DBM Form No. 702	Comparative Balance Sheet
DBM Form No. 702-A	Schedule of Investments
DBM Form No. 702-B	Statement of Receivables
DBM Form No. 702-C	Statement of Accounts Payable to Suppliers or Trade Creditors
DBM Form No. 702-D	Statement of Borrowings
DBM Form No. 703	Comparative Profit and Loss Statement
DBM Form No. 703-A	Sales/Revenue Statement
DBM Form No. 703-B	Cost of Sales Statement
DBM Form No. 703-C	Staffing Summary & Details of Salaries and Other Compensation of Permanent Positions, Contractual and Casual Positions
DBM Form No. 703-C1	Details of Others under DBM Form 703-C
DBM Form No. 703-D	Details of Maintenance and Other Operating Expenses
DBM Form No. 703-E	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	Profile and Requirements for Locally-Funded Projects
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 and Budget
DBM Form No. 710-A	Annual GAD Accomplishment Report

**CORPORATE OBJECTIVES, PRIORITIES AND PERFORMANCE MEASURES**  
FY 2013

<b>DEPARTMENT:</b>														
<b>CORPORATION:</b>														
<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 the Five Key Result Areas (KRAs), National/Sectoral Development Plan, The Medium-Term Philippine Development Plan (MTPDP), Agenda of the Administration and National Policy Pronouncements.														
<b>II. PERFORMANCE MEASURES</b>														
<b>PART A. PHYSICAL</b>														
MFOs	Performance Indicators	2011 Actual		2012 Targets				2013 Targets						
	Quality Quantity	Targets	Actual											
<b>PART B. FINANCIAL (In Thousand Pesos)</b>														
MFOs	P/A/P Code	KRA	2011 Actual				2012 Estimates				2013 Proposal			
			NG Support	Borrowings	Corp. Funds	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL	NG Support	Borrowings	Corp. Funds	TOTAL
<b>TOTAL</b>														
<b>PREPARED BY:</b>										<b>APPROVED BY:</b>				
_____ PLANNING OFFICER										_____ HEAD OF CORPORATION				
_____ DATE										_____ DATE				

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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 the Five Key Result Areas (KRAs), 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 President's social contract and focus on the five KRAs under Executive Order No. 43, s.2011; National Goals which are reflected in the National Sectoral Development Plan; MTPDP; Agenda of the Administration and National Policy Pronouncements.

The five KRAs are: (i) Transparency, Accountability and Open Governance; (ii) Poverty Reduction and Empowerment of the Poor and the Vulnerable; (iii) Rapid, Inclusive and Sustained Economic Growth; (iv) Just and Lasting

Peace and the Rule of Law; and (v) Integrity of the Environment and Climate Change Adaptation and Mitigation.

## **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 Programs/Activities/Projects (P/A/Ps).

### **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 Indicators (PIs) refer 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: BUDGETARY ALLOCATION of MFO-SUPPORTIVE P/A/Ps**

For each identified MFO, determine existing P/A/Ps which contribute to the production/provision of the MFO, using BP Form 706 as reference.

If there are several P/A/Ps which contribute to the production of the MFO, the budgetary allocation for all P/A/Ps will be added to come up with the cost of the MFO.

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

**PROPOSED PROVISIONS**

Fiscal Year 2013

Department:		
Corporation:		
AUTHORIZED FOR FY 2012 (Provision in the FY 2012 GAA)	PROPOSAL FOR FY 2013	JUSTIFICATION (Proposal should include both legal and practical considerations/justifications)
A. Special Provisions		
B. General Provisions		
Prepared by:	Approved by:	
<div>Responsible Officer</div> <div>Date</div>	<div>Head of Corporation</div> <div>Date</div>	

**DBM FORM NO. 701  
PROPOSED PROVISIONS**

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

**COMPARATIVE BALANCE SHEET**

(In Thousand Pesos)

Fiscal Year 2013

Department:					
Corporation:					
PARTICULARS	FY 2010 (Audited)	FY 2011 (Actual)	FY 2012 (Estimates)	FY 2013 (Proposal)	Remarks
<b>ASSETS</b>					
Current Assets					
Cash					
Short-term Investments (DBM Form 702-A)					
Accounts Receivables (DBM Form 702-B)					
Inventories					
Cash Advances to Various Parties					
Other Current Assets					
Investments (DBM Form 702-A)					
Fixed Assets					
Land & Land Improvements					
Building and Structures					
Furniture, Fixtures, Equipment and Books					
Information Technology Equipment					
Deferred Assets					
Other Assets					
<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 2010 & 2011:	Prepared: FYs 2012 & 2013:			Approved by:	
_____	_____	_____	_____	_____	_____
Responsible Officer	Date	Responsible Officer	Date	Head of Corporation	Date

## DBM FORM NO. 702

### COMPARATIVE BALANCE SHEET

#### GUIDELINES IN ACCOMPLISHING THE FORM

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

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

#### DEFINITION OF TERMS:

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



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

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

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

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

**SCHEDULE OF INVESTMENTS**

(In Thousand Pesos)

[ ] FY 2010 (Audited); [ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

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

**SCHEDULE OF INVESTMENTS**

(In Thousand Pesos)

[ ] FY 2010 (Audited); [ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

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

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

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

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

**DESCRIPTION OF ITEMS:**

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

**STATEMENT OF RECEIVABLES**

(In Thousand Pesos)

[ ] FY 2010 (Audited); [ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

[ ] Trade; [ ] Non-Trade

Page 2 of 2 pages

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

**STATEMENT OF RECEIVABLES**

(In Thousand Pesos)

[ ] FY 2010 (Audited); [ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

[ ] Trade; [ ] Non-Trade

Page 1 of 2 pages

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

**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 2010 (Audited); [ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (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 2010 (Audited); [ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

Department:											
Corporation:											
TYPE/CREDITOR/LOAN NO.	DATE OF CONTRACT	MATURITY (NO. OF YEARS)	ORIGINAL AMOUNT OF LOAN IN ORIGINAL CURRENCY	OUTSTANDING BALANCE AS OF 01-01-__	AVAILMENT		DEBT SERVICE			ESTIMATED OUTSTANDING BALANCE AS OF 12-31-__	REMARKS
					CURRENT YEAR	CUMULATIVE	PRINCIPAL	INTEREST	OTHER CHARGES		
A. Current Portion											
1. Foreign Loans											
2. Domestic Loans											
Sub-total											
Add: Total Revaluation											
Total Current Portion											
B. Long-Term Portion											
1. Foreign Loans											
2. Domestic Loans											
Sub-total											
Add: Total Revaluation											
Total Long-Term Portion											
GRAND TOTAL											
Prepared by:					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 allowed grace period.
5. **Original Amount of Loan.** The amount of loan contracted using the original currency denomination.
6. **Outstanding Balance (Beginning).** The balance of the outstanding loans as of start of the period. The figures should tally with the corresponding balance sheet account. Any difference should be disclosed and/or explained.
7. **Availment: Current.** The amount availed during the period.
8. **Availment: Cumulative.** The total amount of loan availed as of the beginning of the year.
9. **Debt Service: Principal.** The amount of the principal serviced or paid during the year. Principal repayment of foreign and domestic loans should tally with their counterparts in DBM Form No. 704 (Cash Flow Statement).
10. **Debt Service: Interest.** The amount of interest payments made during the year.
11. **Debt Service: Other Charges.** The amount of charges other than interest such as service charge and other charges.

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

**COMPARATIVE PROFIT AND LOSS STATEMENT**

(In Thousand Pesos)

Fiscal Year 2013

☐

Cash Basis

☐

Accrual Basis

Department:					
Corporation:					
PARTICULARS	FY 2010 (Audited)	FY 2011 (Actual)	FY 2012 (Estimates)	FY 2013 (Proposal)	Remarks
I. REVENUES (DBM Form 703-A) Operating Revenues Other Revenues (Specify major items)					
II. COST OF SALES (DBM Form 703-B)					
III. GROSS PROFIT					
IV. OPERATING EXPENSES Personal Services Maintenance and Other Operating Expenses (include interest expense-operating, business taxes, duties and licenses other than income tax) Others Non-cash Expenses Depreciation of fixed assets Amortization of deferred assets Other non-cash expenses					
V. NET PROFIT/(LOSS) BEFORE INCOME TAX					
VI. INCOME TAX					
VII. NET PROFIT/(LOSS) AFTER INCOME TAX  Add: SUBSIDIES Subsidies from National Government Rest of Subsidies					
VIII. NET PROFIT AND SUBSIDIES					
Prepared: FY 2010 & FY 2011	Prepared: FY 2012 & FY 2013		Approved by:		
Responsible Officer _____ Date _____	Responsible Officer _____ Date _____		Head of Corporation _____ Date _____		

**DBM FORM NO. 703**  
**COMPARATIVE PROFIT AND LOSS STATEMENT**

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

**DEFINITION OF TERMS:**

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

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

4. **Gross Profit.** The difference between operating revenues/sales and cost of sales.
5. **Operating Expenses.** The costs incurred in the exercise of the regular functions of the corporation.
6. **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 and 703-C1.
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-D.
8. **Others.** All other expenses of the corporation, exclusive of corporate income tax but inclusive of expenses not elsewhere classified, which are also incurred by the corporation in the conduct of its regular operations (e.g., Non-cash Expenses, etc.)
9. **Net Profit/(Loss) Before Corporate Income Tax.** The difference between gross profit and total expenses before the payment of corporate income tax.
10. **Income Tax.** Refers to tax levied on the taxable net income of the corporation during each taxable year determined in accordance with the schedule prescribed by the Bureau of Internal Revenue. If subsidized by the National Government, disclose the request for tax subsidy under the "Remarks" column.
11. **Net Profit/(Loss) After Corporate Income Tax.** The difference between net profit (loss) before income tax and the provision for income tax. Disclose whether subject to Income Tax. If not, indicate legal basis and justification.
12. **Subsidies from National Government. These include:**
  - 12.1 Subsidy for Operations. Amounts granted to GOCCs from the General Fund to cover operational expenses. They also include taxes that are not supported by corporate revenues or to cover corporate deficits and losses.
  - 12.2 Subsidy for Projects. Amounts granted to GOCCs for projects.
13. **Rest of Subsidies.** This account includes subsidies or grants received from other government agencies, GOCCs, local government units and/or foreign institutions/government, as well as donations from private individuals and institutions. Breakdown by source must be presented for this account.



**COST OF SALES STATEMENT**

(In Thousand Pesos)

Fiscal Year 2013

Department:					
Corporation:					
PARTICULARS	FY 2010 (Audited)	FY 2011 (Actual)	FY 2012 (Estimates)	FY 2013 (Proposal)	Remarks
Direct Materials/Goods: (Please specify, e.g., crude oil purchased)					
Other Direct Costs:					
TOTAL COST OF SALES					
Memorandum Items					
Beginning Inventory of Direct Materials/Goods					
Ending Inventory of Direct Materials/Goods					
Prepared: FY 2010 & 2011		Prepared: FY 2012 & FY 2013		Approved by:	
_____ Responsible Officer	_____ Date	_____ Responsible Officer	_____ Date	_____ Head of Corporation	_____ Date

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

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

**DESCRIPTION OF ITEMS:**

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

STAFFING SUMMARY & DETAILS OF SALARIES & OTHER COMPENSATION OF PERMANENT, CONTRACTUAL AND CASUAL POSITIONS

(In Thousand Pesos, Except Number of Positions)  
[ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

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

Prepared by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Personnel Officer

Date

Head of Corporation

Date

**DETAILS OF OTHERS UNDER DBM FORM 703-C**  
(In Thousand Pesos, Except Number of Positions)  
[ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

Department:																								
Corporation:																								
Authorized No. of Positions: (For permanent positions, based on the latest DBM-approved OSSP)				Permanent _____ Contractual _____ Casual _____	Basic Salary	Specific Purpose Allowance (Others)						Incentives and Benefits (Others)								Separation and Retirement Benefits (Others)				
Position Title	No.	Grade	Step	Subsistence Allowance		Night Shift Differential	Quarters Allowance	Teller's Allowance	Enumerate additional allowances. Insert columns per item	Total	Rice Subsidy	Children's Allowance	Meal Subsidy	Medical/ Dental/ Optical Benefits	Other Commodity Subsidy	Longevity Pay	Enumerate additional incentives and benefits. Insert columns per item	Total	Enumerate additional benefits. Insert columns per item	Total				
					(1)	(2)	(3)	(4)	(5)	(6)	(7=1 to 6)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16=8 to 15)	(17)	(18)	(19)	(20=17 to 19)
<b>I. SPECIFICATIONS</b>																								
Legal Basis																								
Rate																								
Frequency																								
Number of recipients																								
<b>II. AMOUNT PER POSITION TITLE</b>																								
<b>A. Board of Directors/Trustees</b>																								
A1. Chairman																								
A2. Vice-Chairman																								
A3. Members																								
Sub-total																								
<b>B. Permanent</b>																								
B1. Managerial																								
B2. Technical																								
B3. Administrative Support																								
Sub-total																								
<b>C. Contractual</b>																								
C1. Program																								
C2. Locally-Funded Project																								
C3. Foreign-Assisted Project																								
Sub-total																								
<b>D. Casual</b>																								
D1. Program																								
D2. Locally-Funded Project																								
D3. Foreign-Assisted Project																								
Sub-total																								
<b>GRAND TOTAL</b>																								
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, CONTRACTUAL AND**  
**CASUAL POSITIONS**  
**AND**  
**DETAILS OF OTHERS UNDER DBM FORM 703-C**

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

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

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

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

Where:

TLB	=	Total TLB
S	=	Highest monthly salary received by the person
D	=	No. of days of leave credits of personnel scheduled to retire
CF	=	Constant Factor is .0478087

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

**DESCRIPTION OF ITEMS:**

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

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

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

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

- |         |   |   |
|---------|---|---|
| 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 6,500 - 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

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

**DETAILS OF MAINTENANCE AND OTHER OPERATING EXPENSES**

(In Thousand Pesos)

Fiscal Year 2013

Department:				
Corporation:				
PARTICULARS	FY 2011 (Actual)	FY 2012 (Estimates)	FY 2013 (Proposal)	Remarks
Travelling Expenses Communication Expenses Repair and Maintenance of Government Facilities Repair and Maintenance of Government Vehicles Transportation Services Supplies and Materials Rents Interests (operating) Grants, Subsidies and Contributions Awards and Indemnities Loan Repayments and Sinking Fund Contributions Losses/Depreciation/Depletion Water, Illumination and Power Service Rewards and Other Claims Auditing Services Training and Seminar Expenses Extraordinary and Miscellaneous Expenses Confidential and Intelligence Expenses Anti-Insurgency/Contingency/Emergency Expenses Taxes, Duties and Fees Trading/Production Gasoline, Oil and Lubricants Fidelity Bonds and Insurance Premium Loss on Foreign Exchange Commitment Fees and Other Charges Library Books and Materials Other Services (attach supporting schedule)				
Total MOOE				
Prepared by: _____ Approved by: _____ Responsible Officer _____ Date _____ Head of Corporation _____ Date _____				



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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

**CAPITAL OUTLAYS OBLIGATIONS, BY OBJECT OF EXPENDITURES**  
(In Thousand Pesos)  
[ ] FY 2011 (Actual); [ ] FY 2012 (Estimates); [ ] FY 2013 (Proposal)

Department:
Corporation:

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

Prepared by:

Approved by:

Budget Officer

Date

Head of Corporation

Date

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

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

For the proposed Office Equipment, Furniture and Fixtures, Machineries and Equipment and Transportation Equipment, include the list, technical specifications, deployment, unit cost and justification of proposed equipment as presented in the Annual Equipment Procurement Program (AEPP).

**DEFINITION OF TERMS**

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

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

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

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

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

collections needed in the intellectual and professional advancement of government personnel and other library users.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**STATEMENT OF CASH FLOWS**

(In Thousand Pesos)

Fiscal Year 2013

Department:			
Corporation:			
PARTICULARS	FY 2011 (Actual)	FY 2012 (Estimates)	FY 2013 (Proposal)
Cash flows from operating activities			
Cash generated from operations			
Collection of receivables			
Receipt of government subsidy			
Payment for salaries			
Payment to suppliers			
Payment of taxes			
Other inflows/outflows			
Net cash flow from operating activities			
Cash flows from investing activities			
Purchase of property, plant and equipment			
Proceeds from sale of unserviceable equipment			
Cash receipts from sale of assets			
Other inflows/outflows			
Net cash flow from investing activities			
Cash flows from financing activities			
Receipt of government equity			
Proceeds from loans, bonds, notes			
Repayment of loan			
Dividend payment			
Other inflows/outflows			
Net cash flow from financing activities			
Net increase/(decrease) in cash and cash equivalents			
Cash and cash equivalents, beginning of the year			
Cash and cash equivalents, end of year			
Prepared by:	Approved by:		
_____ Responsible Officer	_____ Date	_____ Head of Corporation	_____ Date

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

**DEFINITION OF TERMS:**

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

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

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

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

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

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

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

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

**COMPARATIVE CASH FLOW STATEMENT**  
**FOR THE CONSOLIDATED PUBLIC SECTOR DEFICIT**  
(In Thousand Pesos)  
Fiscal Year 2013

Department:				
Corporation:				
DESCRIPTION	FY 2011 (Actual)	FY 2012 (Estimates)	FY 2013 (Proposal)	Remarks
I. TOTAL RECEIPTS 1. Operating Receipts 2. Rest of Receipts a. Current Subsidies a.1 On Account of E.O. 93 a.2 Rest of Subsidies b. Others  II. TOTAL CURRENT EXPENDITURES 1. Operating expenditures a. Wages and Salaries 2. Other current expenditures a. Interest Payments a.1 Interest payment to national government a.2 Other interest payments b. Tax payments to NG and LGU b.1 On Account of E.O. 93 b.2 Rest of tax payments c. Other expenditures d. Dividend payments  III. TOTAL CAPITAL EXPENDITURES 1. Acquisition of fixed assets 2. Change in inventories 3. Other capital expenditures  IV. INTERNAL CASH GENERATION  V. FINANCING DEFICIT (-)/SURPLUS (+)  VI. NET EXTERNAL FINANCING 1. Gross external financing 2. Repayment and amortization  VII. NET DOMESTIC FINANCING 1. National government equity 2. National government net lending 3. Net domestic bank borrowing 4. Other net domestic financing				
<div style="display: flex; justify-content: space-between;"> <span>Prepared by: _____</span> <span>Approved by: _____</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Responsible Officer</span> <span>Date</span> <span>Head of Corporation</span> <span>Date</span> </div>				



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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

**DEFINITION OF TERMS:**

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

This is composed of the following:

- a. **Current Subsidies.** The amount granted to GOCCs from the General Fund, as follows:
  - a.1 **On account of E.O. No. 93.** Tax subsidy granted by the National Government to GOCCs. Those corporations which have pending applications for entitlement to subsidy with FIRB must disclose the same as a footnote in the form.

- a.2 Rest of Subsidies.** This includes all kinds of subsidies from the National Government whether for operations or specific project(s). This must include subsidies or grants received from other government agencies, GOCCs, local government units and/or foreign institutions/government.
  - b. Others.** It refers to revenues not otherwise classified above and are therefore not recurring in nature, such as interest income, proceeds from the sale of scrap and/or obsolete equipment, materials and/or real assets, which sale is not the main function of the corporation.
- 3. Operating Expenditures.** This includes actual payments for personal services and maintenance and other operating expenses embodied in current sales either as direct inputs in the production of goods and/or the provision of services. This excludes non-cash items like the reserve for bad debts, allowance for depreciation/depletion, reserve for income tax or accrued tax liabilities and the like obligations.
- 4. Wages and Salaries.** This reflects part of the Operating Expenditures spent for the total basic wages and salaries of the GOCC. The reflected amount must be treated as a memorandum item only. The total must not be affected by this entry since the same amount has been part of the total operating expenditures in item II.1. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
- 5. Other Current Expenditures.** This includes all other current expenditures incurred not directly to the production of goods or the provision of services.
  - a. Interest Payments.** This is composed of the following:
    - a.1 Interest Payment to National Government.** This refers to actual interest payments paid by the GOCC to National Government on account of the loan extended by National Government including advances made by the Bureau of the Treasury. Include on this account interest on net lending.
    - a.2 Other Interest Payments.** This pertains to the interest payment made by the GOCC on foreign or domestic loan. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)

6. **Tax Payments.** This includes all taxes to be paid during the year. The withdrawal of tax exemptions on account of E.O. No. 93 must be quantified and reflected as other expenditures for financial transparency. For purpose of filing in this form, an equal amount must be reflected as other receipts for the offset. For purpose of disclosure, GOCCs must recognize as an expense item, tax payment, even if the same is still being contested in court, as a memorandum item.
7. **Rest of Tax Payments.** This includes real property taxes, income tax, sales taxes/VAT payments and other taxes not otherwise included in b.1
8. **Other Expenditures.** This refers to expenses not directly connected with the production of goods and services, such as expenses incurred as a result of the sale of scrap/obsolete equipment/materials and/or real assets whose sale is not related to the main function of the corporation.
9. **Dividend Payments.** As provided for in R.A. No. 7656, GOCCs must declare dividend payment to the national government. Payment of cash dividend during the period must be included in this form. Disclose the method used in computing Dividend Payments. Also, disclose dividends paid to entities other than National Government.
10. **Capital Expenditures.** This refers to the sum of acquisition of fixed assets, change in inventories and other capital expenditures.
11. **Acquisition of Fixed Assets.** This includes purchases of machinery and equipment and payment for construction work. Purchases of financial securities must not be included. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
12. **Change in Inventories.** This includes changes in value of materials and supplies. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
13. **Other Capital Expenditures.** This includes expenditures on intangibles deemed to be capital investments (e.g., exploration and drilling costs). It must not include capitalized values of future payments. Capital expenditures financed by suppliers' credits or project loans must be included and the latter included in financing.
14. **Internal Cash Generation.** This is defined as total receipts minus total current expenditures. It is not equivalent to the concept of changes in working capital, which includes increases in cash resulting from borrowing, running down of inventories and other items. The framework differs quite substantially from a corporation's statement of sources and uses of funds where internal cash generation is treated as a source of financing.

- 15. Financial Deficit(-)/Surplus(+).** This is equal to the total receipts minus the sum of current and capital expenditures. It must equal to the sum of net external financing and net domestic financing.
- 16. Net External Financing.** The difference between gross external financing and repayments/amortization of external financing. (Disclose transactions involving foreign currency by indicating the expense type and the equivalent Peso amount.)
- a. **Gross External Financing.** The amount from short, medium and long-term financing and direct investments by non-residents. It also includes project loans borrowed by National Government and 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 2013

Department:					
Corporation:					
PARTICULARS	FY 2011 (ACTUAL)	FY 2012 (ESTIMATES)	FY 2013 (PROPOSAL)	FY 2014 (FORECAST)	FY 2015 (FORECAST)
Corporate Funds					
a. Corporate Income					
b. Equity Contribution					
b.1 Private					
b.2 Other Government Entity except the National Government					
c. Others (Specify)					
General Funds					
a. Equity Contribution - National Government					
b. Subsidy - National Government					
c. Infrastructure Funds Allotment					
d. Special Account in the General Fund (specify)					
e. Other Funds Received from the National Government					
Borrowings					
a. Foreign Loan Availment					
b. Domestic Loans					
c. Other (Specify)					
Total Sources					
Prepared by:			Approved by:		
_____ Accountant/Budget Officer/Planning Officer			_____ Head of Corporation		
_____ Date			_____ Date		

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

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

- A. **Corporate Funds.** These include the following:
- a. **Corporate Income** - operating receipts earned during the year in the course of business transactions.
  - b. **Equity Contribution from the Private Sector and Other Government Entity** - capital contribution by the interested public and other government entity as mandated by the respective charters of concerned GOCCs.
  - c. **Others** - receipts from other sources not included above.
- B. **General Funds.** These represent budgetary support of the National Government to the GOCCs in the form of equity contribution, subsidy, and other fund support releasable from the General Fund.
- C. **Borrowings.** This will include direct foreign and domestic loan availments, loans relented by the national government to the GOCCs, and all other forms of loans extended by non-government financial institutions or individuals.
- D. The corporate funds under DBM Form No. 705 should be equal to or greater than the corporate funds indicated under DBM Form No. 706.

**NATIONAL GOVERNMENT SUPPORT**

(In Thousand Pesos)

Fiscal Year 2013

Department:			
Corporation:			
PARTICULARS	FY 2011 (ACTUAL)	FY 2012 (ESTIMATES)	FY 2013 (PROPOSAL)
NEW GENERAL APPROPRIATIONS			
A. Programmed			
1. Subsidy			
2. Equity			
B. Unprogrammed Fund			
1. Loans Outlay			
2. Stock Dividend			
3. Others (specify)			
Sub-total			
AUTOMATIC APPROPRIATIONS			
A. Net Lending			
B. Tax Subsidy			
C. Conversion			
1. Subsidy			
2. Equity			
D. Special Account in the General Fund			
E. Others (specify)			
Sub-total			
GRAND TOTAL			
Prepared by:		Approved by:	
_____	_____	_____	_____
Responsible Officer	Date	Head of Corporation	Date

## DBM FORM NO. 705-A

### NATIONAL GOVERNMENT SUPPORT

### GUIDELINES IN ACCOMPLISHING THE FORM

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

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

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



**USES OF FUNDS BY EXPENSE CLASS**

(In Thousand Pesos)

[ ] FY 2011 (Actual); [ ] FY 2012 (Estimate); [ ] FY 2013 (Proposal); [ ] FY 2014 (Forecast); [ ] FY 2015 (Forecast)  
 [ ] Cash Basis; [ ] Accrual Basis

Department:																		
Corporation:																		
PROGRAM/ ACTIVITY/ PROJECT	Key Program Code (s)	Region	NATIONAL GOVERNMENT SUBSIDY/ EQUITY AND/OR LOANS OUTLAY				CORPORATE BORROWINGS				CORPORATE FUNDS				GRAND TOTAL			
			PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL
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. 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.
2. Use this form to categorize expenditures by Five Key Result Areas (KRAs), 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. Use also the form to attribute/tag the major P/A/Ps supportive of the Five KRAs as enunciated under Executive Order (E.O.) No. 43.

**DESCRIPTION OF ITEMS:**

1. **Program/Activity/Project (PAPs).** GOCCs must be guided by their corporate charter and the corresponding amendments thereto in formulating the PAPs. All PAPs with regional components should be reflected by region after the PAP statement.
2. **Key Program Code (s).** This column refers to appropriate codes for the specific key result areas of the President's Social Contract embodied under E.O. No. 43. The codes of specific key result areas are as follows:

**Codes**

**Key Result Areas**

- |   |   |
|---|---|
| 1 | Transparency, Accountability and Open Governance                          |
| 2 | Poverty Reduction and Empowerment of the Poor and the Vulnerable          |
| 3 | Rapid, Inclusive and Sustained Economic Growth                            |
| 4 | Just and Lasting Peace and the Rule of Law                                |
| 5 | Integrity of the Environment and Climate Change Adaptation and Mitigation |

In addition to the above-cited codes for specific key result areas, P/A/Ps should likewise be properly identified that address the following specific commitments of the government:

<b><u>Codes</u></b>	<b><u>Specific Commitment</u></b>
6	Millennium Development Goals (MDGs)
7	Designated Statistics

In case where a particular P/A/P will address a specific key result area and a specific commitment, please indicate the appropriate codes.

If a particular P/A/P and its components do not address any of the above-mentioned key result areas of the government, just leave the space blank.

3. **Regions.** Indicate the region of the program/activity/project.
4. **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.
5. **Corporate Borrowings.** Include proposed expenditures for programs or projects to be funded from direct corporate borrowings whether from domestic or foreign source.
6. **Corporate Funds.** This covers proposed expenditures for programs and projects to be funded from corporate operating receipts, beginning cash balance, and other internally generated fund sources. The corporate funds indicated under DBM Form No. 706 should be equal to or less than the corporate funds provided under DBM Form No. 705.

**PROFILE AND REQUIREMENTS OF LOCALLY-FUNDED PROJECTS**  
(in thousand pesos)

<b>1. PROJECT NAME:</b>									
<b>2. IMPLEMENTING GOCC/GOCCs:</b>									
<b>3. PROJECT DESCRIPTION/OBJECTIVES:</b>									
<b>4. IMPLEMENTATION PERIOD:</b>									
		<u>Original</u>			<u>Revised</u>				
Start:									
Completion:									
<b>5. TOTAL PROJECT COST:</b>									
	<u>Year Revised</u>	<u>Original</u>	<u>Total</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>2011</u>							
<u>Component</u>	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</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>2011</u>							
	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>Bal.</u>	
PS									
MOOE									
CO									
TOTAL, GOCC									
<b>8. BUDGET BY LOCATION:</b>									
	<u>Total (P)</u>	<u>2011</u>							
<u>Location</u>	<u>Original</u>	<u>Revised</u>	<u>cum.</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</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>									
	<u>Total</u>		<u>Target (No)</u>					<u>Accomplishment (%)</u>	
Performance Indicator	<u>Original</u>	<u>Revised</u>	<u>2011 cum.</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2011 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 CORPORATION      DATE

## DBM FORM NO. 707

### GUIDELINES IN ACCOMPLISHING THE FORM

#### 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, 2010				2011 ACTUAL				2012 CURRENT				2013 PROPOSED				2014 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, 2010				2011 ACTUAL				2012 CURRENT				2013 PROPOSED				2014 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, 2010				2011 ACTUAL				2012 CURRENT				2013 PROPOSED				2014 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		2011 ACTUAL		2012 CURRENT		2013 PROPOSED		2014 PROPOSED		2015 PROPOSED	
	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial	Physical	Financial

1  
2  
3

SUMMARY / OVERALL, %  
Physical  
Financial/Budget  
Time Elapsed

## 5. IMPLEMENTATION PROBLEMS / ISSUES / HIGHLIGHTS

Prepared:

Certified Correct:

Approved:

Budget Officer      Planning Officer      Date

Chief Accountant      Date

Project Director/Manager      Date

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

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

Frequency of Submission

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

**DBM FORM No. 708**

For boxes 1, 2, 3 and 4:

Cumulative 2010	Refers to the actual obligations incurred from the start of the project up to December 31, 2010
-----------------	---

2011 Actual	Refers to the project's 2011 actual obligations based on the GOCC's final trial balance as of December 31, 2011. The amounts should be disaggregated as to expense class, category, component and allocation by location.
-------------	---

2012 Current	Refers to the 2012 current program per the 2012 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.
--------------	--

2013 Proposed	Refers to the 2013 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, 2010	<p>A. <u>Physical</u> Refers to the actual accomplishment of the project from the start up to December 31, 2010.</p>
--------------------------------------	--

	<p>B. <u>Financial</u> Refers to the actual obligations incurred from the start of the project up to December 31, 2010.</p>
--	---

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, 2012 and appraised for funding implications for the years 2012 to 2015.



## FOREIGN-ASSISTED PROJECT PROFILE

<p>1. Project I.D. : _____</p> <p>2. Project Title : _____</p> <p>3. Donor / Creditor : _____</p> <p>4. Loan / Grant No. : _____</p> <p>5. Implementing GOCC/GOCCs : _____</p> <p>6. Executing GOCC/GOCCs : _____</p> <p>7. Implementation Schedule / MILESTONES :      <span style="border: 1px solid black; padding: 2px 10px;">ORIGINAL</span>      <span style="border: 1px solid black; padding: 2px 10px;">REVISED</span></p> <p>ICC-TB Approval          ICC-Cabinet Committee Approval          ICC-NEDA Board Approval          FOA Issuance          Loan Signing          Loan Effectivity          Project Duration            Physical Start            Physical Completion          Loan Closing Date</p> <p>8. Total Project Cost (TPC) : _____</p> <p>9. Sector : _____</p> <p>10. Sub-sector : _____</p> <p>11. Project Description / Objectives : _____</p>          <p>12. Project Location/s : _____</p>	<p>13. LOAN TERMS AND CONDITIONS</p> <p>Foreign Exchange Used : _____</p> <p>ICC : _____</p> <p>Project Appraisal : _____</p> <p>Loan Negotiation : _____</p> <p>Financing Ratio : _____</p> <p>LOAN AMOUNT : _____</p> <p>(In Original Currency) : _____</p> <p>ALLOCATION OF PROCEEDS OF LOAN  (In Original Currency per Loan Agreement) :</p> <table border="1" style="margin-left: auto; margin-right: auto; width: 100%;"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">Original</th> <th style="text-align: center;">Revised</th> <th style="text-align: center;">% Share</th> </tr> </thead> <tbody> <tr> <td>Category I (Specify)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category n</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>LOAN CANCELLATIONS</p> <p>Amount : _____</p> <p>Effective Date : _____</p> <p>Interest During</p> <p>Construction (IDC) : _____</p> <p>Interest Rate : _____</p> <p>Service Charge : _____</p> <p>Management Fee : _____</p> <p>Service Charge : _____</p> <p>Commitment Fee : _____</p> <p>Overdue Charge : _____</p> <p>Maturity Period : _____</p> <p>Grace Period : _____</p> <p>Amortization / Debt Service Schedule : _____</p> <table border="1" style="margin-left: auto; margin-right: auto; width: 100%;"> <thead> <tr> <th style="text-align: center;">Date Due</th> <th style="text-align: center;">Amount (In OC)</th> </tr> </thead> <tbody> <tr> <td>1. Repayment of Principal I</td> <td></td> </tr> <tr> <td>2. Repayment of Principal II (If Applicable)</td> <td></td> </tr> </tbody> </table>	Category	Original	Revised	% Share	Category I (Specify)				Category n				Date Due	Amount (In OC)	1. Repayment of Principal I		2. Repayment of Principal II (If Applicable)																																																																			
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17. ALLOCATION BY PROJECT COMPONENT															
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- 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 THOUSAND PESOS)  
FY 2013**

DEPARTMENT:										
CORPORATION:										
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 2011	Year 2 2012	Year 3 2013	Year 4 and Beyond 2014
New:										
On-going:										
Prepared by:						Approved by:				
_____ Responsible Officer		_____ Date		_____ Head of Corporation			_____ Date			

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

**GUIDELINES IN ACCOMPLISHING THE FORM**

- 1.0 This form seeks to obtain data on development programs and projects to be undertaken for FY 2013 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, 2012.
  - 2.2 **On-going Projects** are those covered or expected to be covered by final agreements on or before December 31, 2012.
- 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.

**GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET  
FY 2013**

Department:						
Corporation:						
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**  
**GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET**  
**GUIDELINES IN ACCOMPLISHING THE FORM**

This form presents the agency GAD plan and budget for FY 2013.

**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 2011**

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

**DBM Form No. 710-A**  
**ANNUAL GAD ACCOMPLISHMENT REPORT**  
**GUIDELINES IN ACCOMPLISHING THE FORM**

**Column (1) Programs/Activities/Projects**

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

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

**FY 2013 CORPORATE BUDGET CALENDAR**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of the FY 2013 Corporate Budget Call	December 29, 2011
2. Budget Forum on the FY 2013 Corporate Budget	January 17, 2012 PM
3. Issuance of Macroeconomic Assumptions and Fiscal Targets	January 16, 2012
4. Consultation with Regional Development Councils, Civil Society Organizations, and other Stakeholders of GOCCs' Proposed FY 2013 Budget	January to March 2012
5. Deadline of Submission of FY 2013 GOCC Budget Proposals/Budget of Expenditures and Sources of Financing (BESF) data	April 09, 2012
6. Conduct of Budget Consultation/Technical Budget Hearing with GOCCs	April 11-25, 2012
7. Deliberation/Review by TBH Panels of GOCC Proposals	April 11–May 06, 2012
8. DBM Budget Review	May 09-31, 2012
9. DBCC Deliberation	June 14-15, 2012
10. Presentation to the President and the Cabinet of the FY 2013 Proposed Budget Levels of Department/Agency/Special Purpose Funds	June 21, 2012
11. Confirmation of GOCCs' 2013 NG Budgetary Support	June 25-29, 2012
12. Finalization of National Expenditure Program (NEP), BESF Tables, Staffing Summary, Budget Message, Details of Selected Programs/ Projects, and Organizational Performance Indicator Framework (OPIF) Book	June 30-July 06, 2012
13. Printing of FY 2013 Budget Documents	July 09-19, 2012
14. Submission of the FY 2013 Budget Documents to the President	July 20, 2012
15. Submission of the President's Budget to Congress	July 23, 2012