

S. NATIONAL ARCHIVES OF THE PHILIPPINES

Appropriations/Obligations

(In Thousand Pesos)

<u>Description</u>	<u>(Obligation-Based)</u>		<u>(Cash-Based)</u>
	<u>2017</u>	<u>2018</u>	<u>2019</u>
New General Appropriations	<u>126,523</u>	<u>434,950</u>	<u>321,048</u>
General Fund	126,523	434,950	321,048
Automatic Appropriations	<u>4,664</u>	<u>4,607</u>	<u>5,021</u>
Retirement and Life Insurance Premiums	4,664	4,607	5,021

Continuing Appropriations	<u>32,487</u>		
Unobligated Releases for Capital Outlays R.A. No. 10717	3,478		
Unobligated Releases for MOOE R.A. No. 10717	29,009		
Budgetary Adjustment(s)	<u>3,332</u>		
Transfer(s) from:			
Miscellaneous Personnel Benefits Fund	1,490		
Pension and Gratuity Fund	<u>1,842</u>		
Total Available Appropriations	167,006	439,557	326,069
Unused Appropriations	(27,624)		
Unreleased Appropriation	(405)		
Unobligated Allotment	<u>(27,219)</u>		
TOTAL OBLIGATIONS	<u>139,382</u>	<u>439,557</u>	<u>326,069</u>
	=====	=====	=====

**EXPENDITURE PROGRAM
(in pesos)**

GAS / STO / OPERATIONS / PROJECTS	<u>(Obligation-Based)</u>		<u>(Cash-Based)</u>
	2017 Actual	2018 Current	2019 Proposed
General Administration and Support	<u>35,193,000</u>	<u>36,676,000</u>	<u>56,983,000</u>
Regular	<u>35,193,000</u>	<u>36,676,000</u>	<u>56,983,000</u>
PS	14,689,000	14,435,000	14,255,000
MOOE	20,504,000	20,691,000	39,428,000
CO		1,550,000	3,300,000
Support to Operations		<u>309,200,000</u>	
Projects / Purpose		<u>309,200,000</u>	
MOOE		800,000	
CO		308,400,000	
Operations	<u>104,189,000</u>	<u>93,681,000</u>	<u>269,086,000</u>
Regular	<u>104,189,000</u>	<u>93,681,000</u>	<u>89,218,000</u>
PS	43,358,000	45,487,000	48,709,000
MOOE	55,143,000	44,944,000	35,805,000
CO	5,688,000	3,250,000	4,704,000
Projects / Purpose			<u>179,868,000</u>
CO			179,868,000
TOTAL AGENCY BUDGET	<u>139,382,000</u>	<u>439,557,000</u>	<u>326,069,000</u>
Regular	<u>139,382,000</u>	<u>130,357,000</u>	<u>146,201,000</u>
PS	58,047,000	59,922,000	62,964,000
MOOE	75,647,000	65,635,000	75,233,000
CO	5,688,000	4,800,000	8,004,000
Projects / Purpose		<u>309,200,000</u>	<u>179,868,000</u>
MOOE		800,000	
CO		308,400,000	179,868,000

STAFFING SUMMARY

	2017	2018	2019
TOTAL STAFFING			
Total Number of Authorized Positions	153	153	153
Total Number of Filled Positions	124	127	127

Proposed New Appropriations Language

For general administration and support, and operations, including locally-funded project(s), as indicated hereunder.....

.....P 321,048,000
=====

OPERATIONS BY PROGRAM

	PROPOSED 2019 (Cash-Based)			
	PS	MOOE	CO	TOTAL
GOVERNMENT RECORDS MANAGEMENT PROGRAM	25,336,000	20,878,000	2,055,000	48,269,000
GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM	19,375,000	14,927,000	182,517,000	216,819,000

EXPENDITURE PROGRAM BY CENTRAL / REGIONAL ALLOCATION, 2019 (Cash-Based)
(in pesos)

REGION	PS	MOOE	CO	TOTAL
Regional Allocation	57,943,000	75,233,000	187,872,000	321,048,000
National Capital Region (NCR)	57,943,000	75,233,000	187,872,000	321,048,000
TOTAL AGENCY BUDGET	57,943,000	75,233,000	187,872,000	321,048,000
	=====	=====	=====	=====

SPECIAL PROVISION(S)

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

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

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

- Appropriations for Activities or Projects. The amounts appropriated herein shall be used specifically for the following activities or projects in the indicated amounts and conditions:

New Appropriations, by Programs/Activities/Projects (Cash-Based)

		Current Operating Expenditures			
		Personnel Services	Maintenance and Other Operating Expenses	Capital Outlays	Total
PROGRAMS					
1000000000000000	General Administration and Support	13,232,000	39,428,000	3,300,000	55,960,000
100000100001000	General management and supervision	11,329,000	39,428,000	3,300,000	54,057,000
100000100002000	Administration of Personnel Benefits	1,903,000			1,903,000
Sub-total, General Administration and Support		13,232,000	39,428,000	3,300,000	55,960,000
3000000000000000	Operations	44,711,000	35,805,000	184,572,000	265,088,000
3100000000000000	00 : Management of Government Records Strengthened	25,336,000	20,878,000	2,055,000	48,269,000
3101000000000000	GOVERNMENT RECORDS MANAGEMENT PROGRAM	25,336,000	20,878,000	2,055,000	48,269,000
310100100001000	Training for government agencies on the creation, maintenance, disposal and retirement of all government records	17,688,000	15,781,000		33,469,000
310100100002000	Management of transference of records of all government including those of abolished offices	5,690,000	4,734,000	2,055,000	12,479,000
310100100003000	Conduct research studies, promulgation of policies, rules and regulations on the creation, maintenance, and disposition of all government records	1,958,000	363,000		2,321,000
3200000000000000	00 : Awareness, Appreciation and Access to Archival Records Strengthened	19,375,000	14,927,000	182,517,000	216,819,000
3201000000000000	GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM	19,375,000	14,927,000	182,517,000	216,819,000
320100100001000	Maintenance, preservation, rehabilitation and servicing of archival holdings	19,375,000	14,927,000	2,649,000	36,951,000
	Project(s)				
	Locally-Funded Project(s)			179,868,000	179,868,000
320100200001000	Acquisition of NAP Regional Archival Network in Davao Office/Storage Building			179,868,000	179,868,000
Sub-total, Operations		44,711,000	35,805,000	184,572,000	265,088,000
TOTAL NEW APPROPRIATIONS		P 57,943,000	P 75,233,000	P 187,872,000	P 321,048,000

Obligations, by Object of ExpendituresCYs 2017-2019
(In Thousand Pesos)

	(Obligation-Based)		(Cash-Based)
	2017	2018	2019
Current Operating Expenditures			
Personnel Services			
Civilian Personnel			
Permanent Positions			
Basic Salary	34,907	38,387	41,849
Total Permanent Positions	34,907	38,387	41,849
Other Compensation Common to All			
Personnel Economic Relief Allowance	2,879	2,976	3,048
Representation Allowance	791	618	618
Transportation Allowance	683	618	618
Clothing and Uniform Allowance	590	620	762
Honoraria	49		
Mid-Year Bonus - Civilian	2,862	3,200	3,488
Year End Bonus	2,893	3,200	3,488
Cash Gift	612	620	635
Productivity Enhancement Incentive	620	620	635
Performance Based Bonus	1,490		
Step Increment		96	105
Collective Negotiation Agreement	2,945		
Total Other Compensation Common to All	16,414	12,568	13,397
Other Compensation for Specific Groups			
Anniversary Bonus - Civilian		375	
Total Other Compensation for Specific Groups		375	
Other Benefits			
Retirement and Life Insurance Premiums	4,065	4,607	5,021
PAG-IBIG Contributions	144	150	152
PhilHealth Contributions	368	374	490
Employees Compensation Insurance Premiums	144	150	152
Retirement Gratuity		2,760	
Loyalty Award - Civilian	90	50	
Terminal Leave	1,915	501	1,903
Total Other Benefits	6,726	8,592	7,718
TOTAL PERSONNEL SERVICES	58,047	59,922	62,964
Maintenance and Other Operating Expenses			
Travelling Expenses	3,337	3,199	2,469
Training and Scholarship Expenses	4,995	5,189	3,237
Supplies and Materials Expenses	7,139	3,316	5,320
Utility Expenses	4,160	4,402	9,711
Communication Expenses	926	1,058	1,982
Confidential, Intelligence and Extraordinary Expenses			
Extraordinary and Miscellaneous Expenses	108	118	118
Professional Services	9,103	7,520	2,192
General Services	14,987	9,400	17,156
Repairs and Maintenance	254	515	733
Taxes, Insurance Premiums and Other Fees	428	1,026	2,693
Other Maintenance and Operating Expenses			
Advertising Expenses	57	228	50
Printing and Publication Expenses	2,786	206	155
Representation Expenses	697	369	263
Transportation and Delivery Expenses	53	145	40

Rent/Lease Expenses	26,575	29,667	28,459
Membership Dues and Contributions to Organizations	27	40	40
Subscription Expenses	15	37	615
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES	<u>75,647</u>	<u>66,435</u>	<u>75,233</u>
TOTAL CURRENT OPERATING EXPENDITURES	<u>133,694</u>	<u>126,357</u>	<u>138,197</u>
Capital Outlays			
Property, Plant and Equipment Outlay			
Land Outlay		191,208	104,324
Buildings and Other Structures		117,192	75,544
Machinery and Equipment Outlay	5,688	4,800	4,317
Furniture, Fixtures and Books Outlay			1,800
Intangible Assets Outlay			1,887
TOTAL CAPITAL OUTLAYS	<u>5,688</u>	<u>313,200</u>	<u>187,872</u>
GRAND TOTAL	<u>139,382</u>	<u>439,557</u>	<u>326,069</u>

STRATEGIC OBJECTIVES

SECTOR OUTCOME : Philippine culture and values promoted

ORGANIZATIONAL

OUTCOME : Management of Government Records Strengthened
 Awareness, Appreciation and Access to Archival Records Strengthened

PERFORMANCE INFORMATION

<u>ORGANIZATIONAL OUTCOMES (00s) / PERFORMANCE INDICATORS (PIs)</u>	<u>2017 GAA Targets</u>	<u>2017 Actual</u>
Management of Government Records Strengthened		
Percentage of government offices with approved/updated Records Disposition Schedule (RDS)	10 RDS (minimum) 20 RDS (maximum)	13 RDS
Percentage of records digitized	1.8 million images (minimum) 2.0 million images (maximum)	1,987,398 images
Percentage of government offices included in the National Inventory of Public Records	67 government offices (minimum) 77 government offices (maximum)	34 government offices
Awareness, Appreciation and Access to Archival Records Strengthened		
Percentage increase of users who rated service as good or better	680 general public (minimum) 689 general public (maximum)	7,061 general public
Percentage of archived records in poor condition restored	900 pages (minimum) 980 pages (maximum)	983 pages

MFO / Performance Indicators	2017 GAA Targets	2017 Actual	
MFO 1: GOVERNMENT RECORDS MANAGEMENT PROGRAM FORMULATION AND IMPLEMENTATION			
Implementation of Policies, Rules and Regulations on Government Records to Different Government Agencies as Client			
Number of government agencies assisted in the records and archives management implementation	950	1,520	
Number of government agencies assisted in in-house trainings by sending resource speakers and facilitators	22	47	
Percentage of government agencies who rated NAP as good or better	100%	100%	
Percentage of requests for assistance and for transfer acted upon in 3 months	80%	100%	
Formulation and Issuances of Policies, Rules and Regulations on Government Records			
Number of issuances on policies, rules and regulations prepared, reviewed and updated	1	3	
Number of policy contributions made	2	5	
Percentage of issuances completed in 12 months	50%	155%	
Percentage of contributions completed in 6 months	50%	300%	
MFO 2: GOVERNMENT ARCHIVES ADMINISTRATION			
Maintenance, Preservation and Servicing Archival Holdings			
Number of archived documents under management	37,000,000	46,223,920	
Percentage of archival documents requiring rehabilitation	20%	25.13%	
Number of archival documents that are available in either microfilm, microfiche or digital form	1,800,000	1,987,398	
Public Access of Records and Promotional Activities of Archival Collections			
Number of records served to general public	20,000	20,763	
Number of international exchanges with partner archives completed including echo activities	3	4	
Number of promotional activities of archival collections through printed publications, exhibits and other media	4	4	
Percentage of clients who rated NAP as good or better	95%	97.68%	
Percentage of requests for archived information released/issued within a day	25%	36.11%	
ORGANIZATIONAL OUTCOMES (00s) / PERFORMANCE INDICATORS (PIs)	2018 GAA Targets	Baseline	2019 Targets
Management of Government Records Strengthened			
GOVERNMENT RECORDS MANAGEMENT PROGRAM			
Outcome Indicators			
1. Percentage of government agencies/offices with approved/updated Records Disposition Schedule	4% (15 offices)	338 offices - Exec. Branches Actual 2017: 13 offices	4% (15 offices)

522 EXPENDITURE PROGRAM FY 2019 VOLUME III

2. Number and percentage of government agencies/ offices with Records Disposition System implemented	970 offices / 22%	4,315 offices - Executive Branches including Regional Offices and Attached Agencies, GOCCs, GFIs, Water Districts, Judiciary, Constitutional, Legislative, Hospitals and SUCs	970 offices/22%
3. Percentage of government offices included in the National Inventory of Public Records	31% (40 offices)		0

Output Indicators

1. Number and percentage increase of agencies/ offices provided with technical assistance	63 offices / 5% (1,325 offices)	2017 actual: 1,520 government agencies/offices	76 offices / 5% (1,596 offices)
2. Percentage of requests for authority for disposition of records approved	68%	2017 actual: 75% (1,288 approved authority / 1,717 requests)	75%

Awareness, Appreciation and Access to Archival Records
Strengthened

GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM

Outcome Indicators

1. Percentage increase in the number of records served to general public	5% / 1,179 (24,758)	2017 basis: 20,763	5% / 1,038 (21,801)
2. Percentage increase of users who rated services as good or better	10% / 701 (7,708)	2017 Actual: Good , Better and Best - 7,061 Total respondents - 7,229	3%/ 212 (7,273)

Output Indicators

1. Number of pages of archival holdings processed	6,000,000 pages	2017 actual: 2,469,048 pages	2,400,000 pages
2. Number of pages of damaged records restored	5,900 pages	2017 actual: 6,581 pages	6,500 pages
3. Number of promotional activities through printed publication, exhibits, and other media	4 promotional activities	2017 actual: 5 promotional activities	2 promotional activities