

V. NATIONAL ARCHIVES OF THE PHILIPPINES

Appropriations/Obligations

(In Thousand Pesos)

| <u>Description</u> | <u>(Obligation-Based)</u> | <u>(Cash-Based)</u> | |
|--|-----------------------------|-----------------------|----------------|
| | <u>2018</u> | <u>2019</u> | <u>2020</u> |
| New General Appropriations | <u>434,950</u> | <u>365,625</u> | <u>136,298</u> |
| General Fund | 434,950 | 365,625 | 136,298 |
| Automatic Appropriations | <u>4,607</u> | <u>5,021</u> | <u>4,668</u> |
| Retirement and Life Insurance Premiums | 4,607 | 5,021 | 4,668 |
| Continuing Appropriations | | <u>3,606</u> | |
| Unobligated Releases for Capital Outlays R.A. No. 10964 | | 872 | |
| Unobligated Releases for MOOE R.A. No. 10964 | | 2,734 | |
| Budgetary Adjustment(s) | <u>1,796</u> | | |
| Transfer(s) from: Pension and Gratuity Fund | <u>1,796</u> | | |
| Total Available Appropriations | <u>441,353</u> | <u>374,252</u> | <u>140,966</u> |

| | | | |
|--------------------------|-----------|----------|---------|
| Unused Appropriations | (11,480) | (3,606) | |
| Unreleased Appropriation | (3,205) | | |
| Unobligated Allotment | (8,275) | (3,606) | |
| TOTAL OBLIGATIONS | 429,873 | 370,646 | 140,966 |
| | ===== | ===== | ===== |

EXPENDITURE PROGRAM
(in pesos)

| GAS / STO / OPERATIONS / PROJECTS | (Obligation-Based) | (Cash-Based) | |
|--------------------------------------|----------------------|-----------------|------------------|
| | 2018 Actual | 2019 Current | 2020 Proposed |
| General Administration and Support | 34,452,000 | 75,918,000 | 49,199,000 |
| Regular | 34,452,000 | 75,918,000 | 49,199,000 |
| PS | 12,744,000 | 26,255,000 | 11,328,000 |
| MOOE | 20,159,000 | 46,363,000 | 34,141,000 |
| CO | 1,549,000 | 3,300,000 | 3,730,000 |
| Support to Operations | 307,603,000 | | |
| Projects / Purpose | 307,603,000 | | |
| MOOE | 72,000 | | |
| CO | 307,531,000 | | |
| Operations | 87,818,000 | 294,728,000 | 91,767,000 |
| Regular | 87,818,000 | 114,860,000 | 91,767,000 |
| PS | 42,742,000 | 48,709,000 | 45,709,000 |
| MOOE | 41,828,000 | 53,887,000 | 42,558,000 |
| CO | 3,248,000 | 12,264,000 | 3,500,000 |
| Projects / Purpose | | 179,868,000 | |
| CO | | 179,868,000 | |
| TOTAL AGENCY BUDGET | 429,873,000 | 370,646,000 | 140,966,000 |
| Regular | 122,270,000 | 190,778,000 | 140,966,000 |
| PS | 55,486,000 | 74,964,000 | 57,037,000 |
| MOOE | 61,987,000 | 100,250,000 | 76,699,000 |
| CO | 4,797,000 | 15,564,000 | 7,230,000 |
| Projects / Purpose | 307,603,000 | 179,868,000 | |
| MOOE | 72,000 | | |
| CO | 307,531,000 | 179,868,000 | |

STAFFING SUMMARY

| | 2018 | 2019 | 2020 |
|--------------------------------------|------|------|------|
| TOTAL STAFFING | | | |
| Total Number of Authorized Positions | 153 | 158 | 158 |
| Total Number of Filled Positions | 122 | 122 | 122 |

Proposed New Appropriations Language
 For general administration and support, and operations, as indicated hereunder.....P 136,298,000
 =====

| OPERATIONS BY PROGRAM | PROPOSED 2020 (Cash-Based) | | | |
|--|------------------------------|------------|-----------|------------|
| | PS | MOOE | CO | TOTAL |
| GOVERNMENT RECORDS MANAGEMENT PROGRAM | 24,380,000 | 25,292,000 | | 49,672,000 |
| GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM | 17,580,000 | 17,266,000 | 3,500,000 | 38,346,000 |

| REGION | EXPENDITURE PROGRAM BY CENTRAL / REGIONAL ALLOCATION, 2020 (Cash-Based) (in pesos) | | | |
|-------------------------------|---|------------|-----------|-------------|
| | PS | MOOE | CO | TOTAL |
| Regional Allocation | 52,369,000 | 76,699,000 | 7,230,000 | 136,298,000 |
| National Capital Region (NCR) | 52,369,000 | 76,699,000 | 7,230,000 | 136,298,000 |
| TOTAL AGENCY BUDGET | 52,369,000 | 76,699,000 | 7,230,000 | 136,298,000 |

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)

| PROGRAMS | Current Operating Expenditures | | | |
|---|--------------------------------|--|-----------------|------------|
| | Personnel Services | Maintenance and Other Operating Expenses | Capital Outlays | Total |
| 1000000000000000 General Administration and Support | 10,409,000 | 34,141,000 | 3,730,000 | 48,280,000 |
| 100000100001000 General management and supervision | 10,254,000 | 34,141,000 | 3,730,000 | 48,125,000 |

576 EXPENDITURE PROGRAM FY 2020 VOLUME III

| | | | | | |
|---|--|--------------|--------------|-------------|---------------|
| 100000100002000 | Administration of Personnel Benefits | 155,000 | | | 155,000 |
| Sub-total, General Administration and Support | | 10,409,000 | 34,141,000 | 3,730,000 | 48,280,000 |
| 300000000000000 | Operations | 41,960,000 | 42,558,000 | 3,500,000 | 88,018,000 |
| 310000000000000 | 00 : Management of Government Records Strengthened | 24,380,000 | 25,292,000 | | 49,672,000 |
| 310100000000000 | GOVERNMENT RECORDS MANAGEMENT PROGRAM | 24,380,000 | 25,292,000 | | 49,672,000 |
| 310100100001000 | Training for government agencies on the creation, maintenance, disposal and retirement of all government records | 16,759,000 | 15,911,000 | | 32,670,000 |
| 310100100002000 | Management of transference of records of all government including those of abolished offices | 5,365,000 | 9,015,000 | | 14,380,000 |
| 310100100003000 | Conduct of research studies, promulgation of policies, rules and regulations on the creation, maintenance, and disposition of all government records | 2,256,000 | 366,000 | | 2,622,000 |
| 320000000000000 | 00 : Awareness, Appreciation and Access to Archival Records Strengthened | 17,580,000 | 17,266,000 | 3,500,000 | 38,346,000 |
| 320100000000000 | GOVERNMENT ARCHIVES ADMINISTRATION PROGRAM | 17,580,000 | 17,266,000 | 3,500,000 | 38,346,000 |
| 320100100001000 | Maintenance, preservation, rehabilitation and servicing of archival holdings | 17,580,000 | 17,266,000 | 3,500,000 | 38,346,000 |
| Sub-total, Operations | | 41,960,000 | 42,558,000 | 3,500,000 | 88,018,000 |
| TOTAL NEW APPROPRIATIONS | | P 52,369,000 | P 76,699,000 | P 7,230,000 | P 136,298,000 |

Obligations, by Object of Expenditures

CYs 2018-2020
(In Thousand Pesos)

| | (Obligation-Based) | | (Cash-Based) | |
|-------------------------------------|----------------------|--------|----------------|--|
| | 2018 | 2019 | 2020 | |
| Current Operating Expenditures | | | | |
| Personnel Services | | | | |
| Civilian Personnel | | | | |
| Permanent Positions | | | | |
| Basic Salary | 34,816 | 41,849 | 38,892 | |
| Total Permanent Positions | 34,816 | 41,849 | 38,892 | |
| Other Compensation Common to All | | | | |
| Personnel Economic Relief Allowance | 2,709 | 3,048 | 2,928 | |
| Representation Allowance | 789 | 618 | 558 | |
| Transportation Allowance | 680 | 618 | 558 | |
| Clothing and Uniform Allowance | 702 | 762 | 732 | |
| Honoraria | 17 | | | |
| Mid-Year Bonus - Civilian | 2,980 | 3,488 | 3,240 | |
| Year End Bonus | 2,891 | 3,488 | 3,240 | |

| | | | |
|---|----------------|----------------|----------------|
| Cash Gift | 572 | 635 | 610 |
| Productivity Enhancement Incentive | 545 | 635 | 610 |
| Step Increment | | 105 | 97 |
| Collective Negotiation Agreement | 1,643 | | |
| Total Other Compensation Common to All | <u>13,528</u> | <u>13,397</u> | <u>12,573</u> |
| Other Compensation for Specific Groups | | | |
| Lump-sum for Personnel Services | | 12,000 | |
| Anniversary Bonus - Civilian | 333 | | |
| Total Other Compensation for Specific Groups | <u>333</u> | <u>12,000</u> | |
| Other Benefits | | | |
| Retirement and Life Insurance Premiums | 4,027 | 5,021 | 4,668 |
| PAG-IBIG Contributions | 137 | 152 | 146 |
| PhilHealth Contributions | 427 | 490 | 457 |
| Employees Compensation Insurance Premiums | 137 | 152 | 146 |
| Loyalty Award - Civilian | 35 | | |
| Terminal Leave | 2,046 | 1,903 | 155 |
| Total Other Benefits | <u>6,809</u> | <u>7,718</u> | <u>5,572</u> |
| TOTAL PERSONNEL SERVICES | <u>55,486</u> | <u>74,964</u> | <u>57,037</u> |
| Maintenance and Other Operating Expenses | | | |
| Travelling Expenses | 2,477 | 4,745 | 3,410 |
| Training and Scholarship Expenses | 4,846 | 5,271 | 3,755 |
| Supplies and Materials Expenses | 3,738 | 6,313 | 4,677 |
| Utility Expenses | 5,491 | 10,335 | 9,934 |
| Communication Expenses | 1,080 | 2,018 | 905 |
| Confidential, Intelligence and Extraordinary Expenses | | | |
| Extraordinary and Miscellaneous Expenses | 108 | 118 | 108 |
| Professional Services | 2,263 | 5,892 | 1,419 |
| General Services | 12,400 | 22,573 | 13,830 |
| Repairs and Maintenance | 737 | 733 | 1,489 |
| Taxes, Insurance Premiums and Other Fees | 819 | 2,693 | 1,943 |
| Other Maintenance and Operating Expenses | | | |
| Advertising Expenses | 67 | 50 | 50 |
| Printing and Publication Expenses | 1,115 | 155 | 155 |
| Representation Expenses | 890 | 263 | 446 |
| Transportation and Delivery Expenses | 29 | 90 | 39 |
| Rent/Lease Expenses | 25,958 | 38,294 | 34,475 |
| Membership Dues and Contributions to Organizations | 28 | 40 | 40 |
| Subscription Expenses | 13 | 667 | 24 |
| TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES | <u>62,059</u> | <u>100,250</u> | <u>76,699</u> |
| TOTAL CURRENT OPERATING EXPENDITURES | <u>117,545</u> | <u>175,214</u> | <u>133,736</u> |
| Capital Outlays | | | |
| Property, Plant and Equipment Outlay | | | |
| Land Outlay | 190,339 | 104,324 | |
| Buildings and Other Structures | 117,192 | 75,544 | |
| Machinery and Equipment Outlay | 4,498 | 4,317 | 6,880 |
| Furniture, Fixtures and Books Outlay | 299 | 9,360 | 350 |
| Intangible Assets Outlay | | 1,887 | |
| TOTAL CAPITAL OUTLAYS | <u>312,328</u> | <u>195,432</u> | <u>7,230</u> |
| GRAND TOTAL | <u>429,873</u> | <u>370,646</u> | <u>140,966</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>2018 GAA Targets</u> | <u>Actual</u> |
|---|--------------------------|--------------------------|
| 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) | 4% (15 offices) |
| 2. Number and percentage of government agencies/offices with Records Disposition System implemented | 970 offices / 22% | 1,082 offices / 25.08% |
| 3. Percentage of government offices included in the National Inventory of Public Records | 31% (40 offices) | 25.58% (33 offices) |
| Output Indicators | | |
| 1. Number and percentage increase of agencies/offices provided with technical assistance | 63 offices / 5% | 138 offices / 11% |
| 2. Percentage of requests for authority for disposition of records approved | 68% | 81.47% |
| 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% (24,758) | 25.36% (29,558) |
| 2. Percentage increase of users who rated services as good or better | 10% (7,708) | -0.27% (6,988) |
| Output Indicators | | |
| 1. Number of pages of archival holdings processed | 6,000,000 pages | 6,356,002 pages |
| 2. Number of pages of damaged records restored | 5,900 pages | 6,291 pages |
| 3. Number of promotional activities through printed publication, exhibits, and other media | 5 promotional activities | 5 promotional activities |

PERFORMANCE INFORMATION

| <u>ORGANIZATIONAL OUTCOMES (00s) / PERFORMANCE INDICATORS (PIs)</u> | <u>Baseline</u> | <u>2019 Targets</u> | <u>2020 NEP Targets</u> |
|---|--|---------------------|-------------------------|
| Management of Government Records Strengthened | | | |
| GOVERNMENT RECORDS MANAGEMENT PROGRAM | | | |
| Outcome Indicators | | | |
| 1. Percentage of government agencies/offices with approved/updated Records Disposition Schedule | 338 offices - Exec. Branches (15 offices) | 4% (15 offices) | 4% (15 offices) |

| | | | |
|--|---|----------------------------|------------------------------|
| 2. Number and percentage of government agencies/ offices with Records Disposition System implemented | 4,315 offices - Executive Branches including Regional Offices and Attached Agencies, GOCCs, GFIs, Water Districts, Judiciary, Constitutional, Legislative, Hospitals and SUCs | 970 offices / 22% | 1,082 offices / 25.08% |
| 3. Percentage of government offices included in the National Inventory of Public Records | N/A | N/A | N/A |
| Output Indicators | | | |
| 1. Number and percentage increase of agencies/ offices provided with technical assistance | 1,460 agencies / offices | 76 agencies / offices / 5% | 138 agencies / offices / 11% |
| 2. Percentage of requests for authority for disposition of records approved | 78% | 75% | 82% |

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 | 15% / 3,537 (27,116) | 5% / 1,038 (21,801) | 26% / 6,131 (29,710) |
| 2. Percentage increase of users who rated services as good or better | 2% | 3% / 212 (7,273) | 3% / 212 (7,273) |
| Output Indicators | | | |
| 1. Number of pages of archival holdings processed | 6,356,002 pages | 2,400,000 pages | 6,500,000 pages |
| 2. Number of pages of damaged records restored | 6,291 pages | 6,500 pages | 6,500 pages |
| 3. Number of promotional activities through printed publication, exhibits, and other media | 5 promotional activities | 2 promotional activities | 5 promotional activities |