

FY 2014 FINANCIAL PLAN
(In Thousand Pesos)

DIRECTOR GENERAL
FINANCIAL AND MANAGEMENT SERVICES
DEPARTMENT OF LABOR AND EMPLOYMENT

RECEIVED

BED No. 1

DEPARTMENT : Department of Labor and Employment
AGENCY : International Labor Affairs Bureau (ILAB)
Operating Unit :
Organization Code :

Name: W
Date: 12/18/13 No.: 9:20am

Programs/Activities/Projects (P/A/P)/MAJOR FINAL OUTPUTS (MFO)/FUND SOURCE	UACS CODE	CURRENT YEAR'S OBLIGATIONS		TOTAL	TOTAL	2014 OBLIGATION PROGRAM										
		ACTUAL Jan-Sep 30, 2013	ESTIMATE Oct. 1 to Dec. 31, 2013			COMPREHENSIVE RELEASE					FOR LATER RELEASE (Negative List)					
						Q1	Q2	Q3	Q4	Sub-Total	Q1	Q2	Q3	Q4	Sub-Total	
(1)	(2)	(3)	(4)	(5) = (3) + (4)	(6) = (11) + (16)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
Part A																
I. Budget Year/Appropriation																
General Administration and Support																
CO																
RO																
Support to Operations																
ILAB																
a. Attendance to local, regional, international conferences and participation of tripartite delegation in the international labor organizations in Geneva, Switzerland - (pls refer to the attached 2014 ILC Financial Plan)																
PS																
MOOE		3,876,000	201,000	4,077,000			4,070,000	7,000		4,077,000						
CO																
Operations:																
MFO 1: LABOR POLICY SERVICES																
PERSONAL SERVICES		6,889,100	903,900	7,793,000	13,280,000	3,231,500	3,510,000	3,028,500	3,510,000	13,280,000						
Salaries and wages-regular pay	701	5,172,415	590,585	5,763,000	9,311,000	2,452,750	2,452,750	2,452,750	2,452,750	9,311,000						
Personnel Economic Relief Allowance	711	348,774	35,226	384,000	696,000	174,000	174,000	174,000	174,000	696,000						
Representation Allowance	713	90,000	6,000	96,000	120,000	30,000	30,000	30,000	30,000	120,000						
Transportation Allowance	714	90,000	6,000	96,000	120,000	30,000	30,000	30,000	30,000	120,000						
Clothing /Uniform Allowance	715	79,000	1,000	80,000	145,000	145,000				145,000						
Productivity Incentive Bonus	717	25,000	7,000	32,000	58,000	58,000				58,000						
Overtime and Night Pay																
Cash Gift	724	72,500	7,500	80,000	145,000		72,500		72,500	145,000						
Bonus	725	419,411	59,590	479,000	818,000		409,000		409,000	818,000						
Life and Retirement Insurance Contributions	731	518,000	172,000	690,000	1,177,000	294,250	294,250	294,250	294,250	1,177,000						
Step Increments for Length of Service		0	0	0	25,000	6,250	6,250	6,250	6,250	25,000						
Pag-ibig Contributions	732	19,000	1,000	20,000	35,000	8,750	8,750	8,750	8,750	35,000						
Phil-Health Contributions	733	40,000	13,000	53,000	95,000	23,750	23,750	23,750	23,750	95,000						
Employees Compensation and Insurance Premiums	734	15,000	3,000	20,000	35,000	8,750	8,750	8,750	8,750	35,000						
Other Personnel Benefits																
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)																
Traveling Expenses -		472,900	63,100	536,000	536,000	289,000	172,000	37,000	38,000	536,000						
TEV		33,000	3,000	36,000	36,000	9,000	12,000	12,000	3,000	36,000						
Travel- local		359,900	4,100	364,000	100,000	30,000	10,000	25,000	35,000	100,000						

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		ACTUAL Jan-Sep 30, 2013	ESTIMATE Oct. 1 to Dec. 31, 2013			COMPREHENSIVE RELEASE					FOR LATER RELEASE (Negative List)										
						Q1	Q2	Q3	Q4	Sub-Total	Q1	Q2	Q3	Q4	Sub-Total						
Travel expense - foreign		80,000	56,300	136,300	400,000	250,000	150,000			400,000											
Training and Seminar Expenses		85,700	300	86,000	86,000		55,000	11,000		66,000											
Scholarship Grants/Expenses		-	-	-	-	-	-	-	-	-											
Office Supplies Expenses		383,812	106,188	490,000	259,000	60,000	75,000	85,000	59,000	259,000											
Accountable Forms Expenses		-	-	-	33,000	7,000	7,000	8,000	11,000	33,000											
Food Supplies Expenses		-	-	-	65,000	15,000	18,000	17,000	15,000	65,000											
Drugs and Medicines Expenses		-	-	-	33,000	-	18,000	-	15,000	33,000											
Fuel, Oil and Lubricants Expenses		75,000	10,200	85,200	195,000	49,000	49,000	47,000	50,000	195,000											
Other Supplies and Materials Expenses		70,000	4,800	74,800	85,000	16,250	16,250	16,250	16,250	65,000											
Water Expenses		97,416	2,584	100,000	100,000	23,000	25,000	25,000	27,000	100,000											
Electricity Expenses		320,167	84,933	385,000	385,000	96,000	96,000	96,000	97,000	385,000											
Postage and Courier Services		-	-	-	62,000	15,000	15,000	15,000	17,000	62,000											
Mobile (cell cards)		142,000	47,000	189,000	124,000	31,000	31,000	31,000	31,000	124,000											
Landline		300,000	75,000	375,000	249,000	63,000	63,000	63,000	60,000	249,000											
Internet Subscription Expenses		38,000	4,000	42,000	124,000	31,000	31,000	31,000	31,000	124,000											
Cable Satellite, Telegraph and Radio Expenses		11,250	3,750	15,000	62,000	16,000	16,000	16,000	14,000	62,000											
Extraordinary and Miscellaneous Expenses		82,500	27,500	110,000	110,000	27,500.0	27,500.0	27,500.0	27,500.0	110,000											
Auditing Services		-	-	-	-	-	-	-	-	-											
Consultancy Services		-	-	-	-	-	-	-	-	-											
Other Professional Services		322,006	22,298	344,304	234,000	84,000	85,000	50,000	15,000	234,000											
Janitorial Services		152,000	47,200	199,200	234,000	59,000	59,000	59,000	57,000	234,000											
Security Services		210,775	25,721	236,496	312,000	78,000	78,000	78,000	78,000	312,000											
Repairs and Maintenance - Investment Property		-	-	-	-	-	-	-	-	-											
Communication Networks		-	-	-	-	-	-	-	-	-											
Office Buildings		18,860	940	19,800	79,000	20,000	20,000	20,000	19,000	79,000											
Other Structures		-	-	-	10,000	-	10,000	-	-	10,000											
Office Equipment		37,000	2,600	39,600	40,000	10,000	10,000	10,000	10,000	40,000											
Information and Communication Technology Equipment		-	-	-	-	-	-	-	-	-											
Furnitures and Fixtures		-	-	-	-	-	10,000	10,000	-	20,000											
Printing Equipment		-	-	-	-	-	-	-	-	-											
Other Machinery and Equipment		-	-	-	-	-	-	-	-	-											
Repair and Maintenance - Motor Vehicles		130,000	8,600	138,600	39,000	10,000	10,000	10,000	9,000	39,000											
Building and Other Structures		-	-	-	-	-	-	-	-	-											
Building		-	-	-	-	-	-	-	-	-											
Other Property, Plant and Equipment		-	-	-	-	10,000	-	-	-	10,000											
Subsides - Others		-	-	-	-	-	-	-	-	-											
Taxes, Duties and Licences		2,755	245	3,000	11,000	-	11,000	-	-	11,000											
Fidelity Bond Premiums		1,500	1,500	3,000	-	-	-	-	-	-											
Insurance Expenses - Motor Vehicles		15,000	2,000	17,000	12,000	-	12,000	-	-	12,000											
Advertising Expenses		10,000	-	10,000	10,000	-	10,000	-	-	10,000											
Printing and Publication Expenses		58,700	23,300	80,000	80,000	-	40,000	40,000	-	80,000											
Representation Expenses		232,000	16,000	248,000	248,000	44,000	30,000	44,000	130,000	248,000											
Transportation and Delivery Expenses		-	-	-	-	-	-	-	-	-											
Rents - Building and Structures		-	-	-	-	-	-	-	-	-											
Rents - Motor Vehicles		-	-	-	-	-	-	-	-	-											

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		ACTUAL Jan-Sep 30, 2013	ESTIMATE Oct. 1 to Dec. 31, 2013			COMPREHENSIVE RELEASE					FOR LATER RELEASE (Negative List)				
						Q1	Q2	Q3	Q4	Sub-Total	Q1	Q2	Q3	Q4	Sub-Total
Rents - Equipment (xerox)		103,629	11,371	115,000	115,000	28,000	28,000	30,000	29,000	115,000					
Membership Dues and Contributions to Organizations		-	-	-	-	-	-	-	-	-					
Subscription Expenses (newspaper & time magazine)		4,500	1,500	6,000	6,000	1,500	1,500	1,500	1,500	6,000					
Motor Vehicles		-	-	-	-	-	-	-	-	-					
Driving/messenger Services		-	-	-	-	-	-	-	-	-					
Gasoline and Toll Fees		-	-	-	-	-	-	-	-	-					
Honoraria		-	-	-	-	-	-	-	-	-					
Total Maintenance and Other Operating Expenses		3,355,470	572,530	3,928,000	3,898,000	1,083,250	1,129,250	858,250	857,250	3,928,000					
MFO 2: EMPLOYMENT FACILITATION AND CAPABILITY BUILDING SERVICES															
MFO 3: LABOR FORCE WELFARE SERVICES															
MFO 4: EMPLOYMENT REGULATION SERVICES															
B. PROJECTS															
TOTAL, Current Year Budget / Appropriation															
CAPITAL OUTLAY															
Office Equipment															
Motor Vehicles				900,000											
Furnitures, Fixtures and Office Equipment															
Information Technology (IT) Equipment Outlay															
Total Capital Outlay				900,000											

Prepared by:

Emma Angelica G. Feir
EMMA ANGELICA G. FEIR
 ILAB's Designated Budget Officer

Reviewed by:

Edwyr Pole Divinagracia
EDWYR POLE DIVINAGRACIA
 Chief, MEALAD

Recommended by:

Rodolfo M. Sabulao
RODOLFO M. SABULAO
 OIC, Director

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		ACTUAL Jan-Sep 30, 2013	ESTIMATE Oct. 1 to Dec. 31, 2013			COMPREHENSIVE RELEASE					FOR LATER RELEASE (Negative List)						
		(3)	(4)			Q1	Q2	Q3	Q4	Sub-Total	Q1	Q2	Q3	Q4	Sub-Total		
(1)	(2)	(3)	(4)	(5) = (3) + (4)	(6) = (11) + (10)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
Support to Operations																	
a. Attendance to local, regional, international conferences and participation of tripartite delegation in the international labor organizations in Geneva, Switzerland																	
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)																	
Traveling Expenses -			201	201			201			201							
TAV																	
Traveling Local			201	201			201			201							
Traveling Expenses - Foreign			3,624	3,624			2,378			2,378							
Training and Seminar Expenses																	
Scholarship Grants Expenses																	
Office Supplies Expenses			40	40			87			87							
Accountable Forms Expenses																	
Food Supplies Expenses																	
Drugs and Medicines Expenses																	
Fuel, Oil and Lubricants Expenses																	
Other Supplies and Materials Expenses			10	10			50			50							
Water Expenses																	
Electricity Expenses																	
Postage and Courier Services																	
Mobile							6	2		8							
Landline			10	10			25	5		30							
Internet Subscription Expenses																	
Cable, Satellite, Telegraph and Radio Expenses																	
Extraordinary and Miscellaneous Expenses																	
Auditing Services																	
Consultancy Services																	
Other Professional Services																	
Janitorial Services																	
Security Services																	
Repairs and Maintenance - Investment Property																	
Communication Networks																	
Buildings																	
Other Structures																	
Office Equipment																	
Information and Communication Technology Equipment																	
Communication Equipment																	
Printing Equipment																	
Other Machinery and Equipment																	
Motor Vehicles																	
Repair and Maintenance - Furniture and Fixtures																	

Res'd.
 [Signature]
 12/11/2013


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						Q1	Q2	Q3	Q4	Sub-Total	Q1	Q2	Q3	Q4	Sub-Total					
Building and Other Structures																				
Building																				
Other Property, Plant and Equipment																				
Subsidies - Others																				
Taxes, Duties and Licences																				
Fidelity Bond Premiums																				
Insurance Expenses																				
Advertising Expenses																				
Printing and Publication Expenses																				
Representation Expenses		192		192				1,325					1,325							
Transportation and Delivery Expenses																				
Rents - Building and Structures																				
Rents - Motor Vehicles																				
Rents - Equipment																				
Membership Dues and Contributions to Organizations																				
Subscription Expenses																				
Total Maintenance and Other Operating Expenses		3,376	201	4,077	-	-	4,070	7	-	4,077	-	-	-	-	-	-	-	-	-	-

Prepared by:


FRANCISCO P. SAQUINSIN
 Labor and Employment Officer II
 05 December 2013

Noted:


CATHRINE A. DULADUL
 Chief, International Relations Cooperation Division
 05 December 2013

Recommended by:


RODOLFO M. SABULAO
 OIC Director
 05 December 2013

Rec'd. by: [Signature] 12/11/2013