

DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

FY 2014 MONTHLY DISBURSEMENT PROGRAM
(In Thousand Pesos)
Budget Execution Document

END-USER/UNIT: INTERNATIONAL LABOR AFFAIRS BUREAU (ILAB)

CODE	GENERAL DESCRIPTION	FULL YEAR REQUIREMENT (Estimated Budget Allocation for P/A/Ps)																	ANNUAL TOTAL
		1ST QUARTER				2ND QUARTER				3RD QUARTER				4TH QUARTER					
		Jan 6	Feb 7	Mar 8	TOTAL 9	Apr 10	May 11	Jun 12	TOTAL 13	July 14	Aug 15	Sept 16	TOTAL 17	Oct 18	Nov 19	Dec 20	TOTAL 21		
	MAINTENANCE AND OPERATING EXPENSE																		
	Traveling Expenses																		
	Travel Expenses-Local																		
	*DOLE Performance Assessment (2 pax) x 2	20			20				15			15			15	15	50		
	*Cluster Meetings (2 pax) x 2	10			10	10		10			10	10		10	20	50			
	*TEV	3	3	3	9	4	4	4	12	4	4	4	12	3		3	36		
	Foreign Travels																12		
	Training/Consultation Expenses																		
	*Competency Development Program for ILAB:																		
	- Management Course/s for Division Chiefs and above					5		5	10								10		
	- IT and other technical trainings for 2nd level position (i.e. Supervisory Trainings, Creating Technical Reports using MS Powerpoint and MS Excel, others)							15	15	20		20					35		
	- Administrative Training for 1st level position (i.e. records/equipment management and disposal, emergency preparedness seminar and response)						5	10	15			10	10				25		
	*Induction/Immersion Program for New Employees (3 pax)							15	15					15		15	30		
	*AMCC and Alliance Consultations		15		15	15	60	75	15			15	15			15	120		
	*Cluster and DOLE Wide Planning Consultations (x2)	10			10				10			10			42	42	62		
	*Consultation Workshop for HRMOs (1)						6	6									6		
	* ILAB's Restructuring/Teambuilding Consultation /Workshop (2 days)					100		100									100		
	*Moral Renewal Seminar (cost share) @ P600/participant x 28					3	3	3	9	4	7	3	14	7	4	11	34		
	*Continuing Activities /Trainings on Gender Sensitivity (5% of total budget) (National Women's Day Celebration, Welfare, Wellness and Health Care Services, Summer Workshops, Marriage and Parenting, Symptoms and Prevention of Illnesses Common among Women, Livelihood Seminars and other related trainings)			60	60		26	20	46	30		31	61	30		30	197		
	Supplies and Materials Expenses																		
	Commonly-Used Supplies and Equipment. (per 2014 APP)	20	20	20	60	25	20	30	75	20	25	25	70	24	20	10	54	259	
	Accountable Forms	3	2	2	7	2	2	3	7	3	3	2	8	3	4	4	11	33	
	Food Supplies		2	1	3	1	1	2	4	1	1	2	4	1	1	2	4	15	
	Drugs and Medicines including Vaccines						45	45	90					10	45		55	145	
	Fuel, Oil and Lubricants	5	5	6	16	5	5	6	16	5	5	6	16	6	6	5	17	65	
	Other Supplies and Materials (computer peripherals per 2014 PPMP, mineral water and other supplies not included in the APP)	2	2	375	379	50	5	2	57	2	2	2	6	2	100	2	104	546	
	Utilities Expense																		
	Water Expense	8	7	8	23	10	7	8	25	8	8	9	25	9	9	9	27	100	
	Electricity Expense	32	32	32	96	32	32	32	96	32	32	32	96	33	32	32	97	385	

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	Communication Expenses																		
	Postage and Courier Services	3	3	3	9	3	3	3	9	3	3	3	9	3	3			6	33
	Mobile Loads/Plans Subscriptions	11	10	11	32	11	10	11	32	11	10	11	32	10	10	8		28	124
	Landline (Subscription Land Line Telephone (NDD and IDD) P20,750/mo.)	21	21	21	63	21	21	21	63	21	21	21	63	20	20	20		60	249
	Internet Subscription																		
	Cable Subscriptions	5	6	5	16	5	6	5	16	5	6	5	16	5	5	4		14	62
	Subscription Expenses (Daily Inquirer and Time Magazine)	0.5	0.5	0.5	1.5	0.5	0.5	0.5	1.5	0.5	0.5	0.5	1.5	0.5	0.5	0.5		1.5	6
	Extraordinary and Miscellaneous																		
	Extraordinary Expenses	3.5	3	4	10.5	3	3	3.1	9.1	3	3	3.2	9.2	3.2	3	3		9.2	38
	Miscellaneous Expenses	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6		18	72
	Professional Services																		
	Auditing Services																		
	Consultancy Service																		
	Other Professional Services			10	10		10	10	20		7	7	14						44
	Janitorial Services	20	20	19	59	20	20	19	59	20	20	19	59	20	18	19		57	234
	Security Services	26	26	26	78	26	26	26	78	26	26	26	78	26	26	26		78	312
	Additions, Repairs and Maintenance																		
	Office Building																		
	Other Structures																		
	Office Equipment	1	1	1	3	1	1	1	3	1		1	2	1	1			2	10
	Information and Communication Technology Eqpt.																		
	Communication Network Equipment																		
	Other Machinery and Equipment																		
	Motor Vehicles							23	23			20	20						43
	Furniture and Fixtures																		
	Taxes, Insurance Premiums and other Expense																		
	Taxes, Duties and Licenses						3		3										3
	Fidelity Bond Premium			1	1														1
	Insurance-Motor Vehicle						7		7										7
	Advertising Expense																		
	Advertising Expenses																		
	Printing and Publication Expenses							8	8			8	8	10	10			20	36
	Rent (Photo Copier)	10	10	10	30	10	10	10	30	10	10	10	30	14	8			22	112
	Representation Expenses:																		
	Cash Advance for ILAB SDO @ P10,000 (for emergency purchase)	15			15	15			15	15			15	15				15	60
	ILAB Year-end Assessment and Planning Activity														60	140		200	200
	Meals/snacks on BLA TWG and Steering Committee Meetings			10	10														10

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		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Meals/snacks for the conduct of Regional Cooperations preparatory meetings: (ASEAN, APEC, ASEM) related activities			10	10		10		10		10		10					30
	Meals/snacks on the preparatory meetings on the DOLE hosting of 4th ASEAN Inspection Conference						10		10	25			25					35
	Meals/snacks on the implementation of QMS/IOA	5	5		10		5		5									15
	DOLE chorale expense (costumes, supplies, trainer) - 1 pax	1	1	1	3	1	1	1	3	1	1	1	3	3			3	12
	Cost-Sharing in venue, foods, uniforms, shirts (Sports Fest)					10	10	14	34									34
	Cost-Sharing in venue, foods, shirts (DOLE Anniversary)															15	15	15
	GODP related activities expense						10		10	7			7					17
	Transportation and Delivery Expenses																	
	Transportation and Delivery																	
	Rentals																	
	Rent - Building and Structures																	
	Rent - Motor Vehicles																	
	Rent - Equipment																	
	Subscription Expenses																	
	Newspaper																	
	Magazine																	
	TOTAL (based on 2014 NEP)	241	201	646	1,087	395	318	438	1,150	334	211	268	812	289.7	218	373	880	3,928

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