

**PROGRAMMED APPROPRIATION AND OBLIGATION
BY OBJECT OF EXPENDITURE**

OFFICE/SPECIAL PURPOSE APPROPRIATIONS: **OFFICE OF THE GENERAL SERVICES OFFICER**

Object of Expenditure	Account Code	Past Year 2013 (Actual)	Current Year 2014 (Estimate)	Budget Year 2015 (Proposed)
1.0 Current Operating Expenditures				
1.1 Personal Services				
Salaries and Wages – Regular	1061- 701	10,480,849.15	13,865,472.00	13,853,352.00
Overtime/Night Pay	1061- 723	307,502.58	200,000.00	200,000.00
PERA	1061- 711	2,042,333.30	2,544,000.00	2,544,000.00
Representation Allowance	1061- 713	85,500.00	85,500.00	85,500.00
Transportation Allowance	1061- 714	85,500.00	85,500.00	85,500.00
Clothing and Uniform Allowance	1061- 715	435,000.00	530,000.00	530,000.00
Productivity Enhancement Incentive	1061- 717	2,276,000.00	212,000.00	212,000.00
Cash Gift	1061- 724	428,830.80	530,000.00	530,000.00
Year-End Bonus	1061- 725	901,123.50	1,155,456.00	1,154,446.00
Life & Retirement Insurance Premiums	1061- 731	1,221,963.58	1,663,858.00	1,662,403.00
PAG-IBIG Contribution	1061- 732	103,425.93	127,200.00	127,200.00
PHILHEALTH Contribution	1061- 733	144,318.30	415,965.00	415,602.00
ECC Contribution	1061- 734	95,543.52	127,200.00	127,200.00
Terminal Leave Benefits	1061- 742	45,665.34	-	-
Other Personnel Benefits	1061- 749	520,704.37	110,483.00	110,386.00
TOTAL PERSONAL SERVICES:		19,174,260.37	21,652,634.00	21,637,589.00
1.2 Maintenance and Other Operating Expenses				
Travelling Expenses - Local	1061- 751	134,326.00	145,728.00	165,600.00
Office Supplies Expenses	1061- 755	325,889.00	323,840.00	368,000.00
Gasoline, Oil and Lubricants Expenses	1061- 761	29,558,362.16	15,750,277.00	22,898,042.00
Telephone Expenses - Landline	1061- 772	33,558.36	20,000.00	20,000.00
Telephone Expenses - Mobile	1061- 773	12,000.00	12,000.00	12,000.00
Repair and Maintenance - Office Equipment	1061- 821	7,000.00	17,600.00	20,000.00
Repair and Maintenance - IT Equipment and Software	1061- 823	3,200.00	26,400.00	30,000.00
Repair and Maintenance - Construction and Heavy Equipment	1061- 830	3,401,453.36	2,640,000.00	3,000,000.00
Repair and Maintenance - Motor Vehicles	1061- 841	4,460,329.00	2,640,000.00	3,000,000.00
Insurance Expenses	1061- 893	1,987,932.97	2,640,000.00	3,000,000.00
Other Maintenance and Operating Expenses	1061- 969	186,686.46	44,000.00	50,000.00
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES:		40,110,737.31	24,259,845.00	32,563,642.00
2.0 Capital Outlay				
NONE				
TOTAL CAPITAL OUTLAY:		-	-	-
3.0 Financial Expenses				
NONE				
TOTAL FINANCIAL EXPENSES				
TOTAL APPROPRIATION:		59,284,997.68	45,912,479.00	54,201,231.00

Prepared:

JOCELYN G. GO, CE
Engineer IV/GSO-Designate

Reviewed:

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D. TORRES
City Mayor

PERSONNEL SCHEDULE

Budget Year : 2015
 Province/City/Municipality: Bago City

OFFICE: **OFFICE OF THE CITY GENERAL SERVICES OFFICER**

Item Number	Position Title	Name of Incumbent	Current Year 2014 Authorized Rate/Annum		Budget Year 2015 Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount	SG/Step	Amount	
ADMINISTRATIVE MANAGEMENT							
1	GENERAL SERVICES OFFICER	-Vacant-	25/1	612,528.00	25/1	612,528.00	-
2	STOREKEEPER III	Melca P. Jayona	9/7	194,244.00	9/7	194,244.00	-
3	CLERK I	Maryjoe N. Sepida	3/3	120,960.00	3/4	122,160.00	1,200.00
4	UTILITY WORKER I	Ma. Dionela S. Juarez	1/6	107,832.00	1/6	107,832.00	-
5	UTILITY WORKER I	Rosalinda M. Noble	1/6	107,832.00	1/7	108,912.00	1,080.00
SUPPLY AND PROPERTY MANAGEMENT							
6	SUPPLY OFFICER II	Noel G. Quillain	14/6	276,096.00	14/6	276,096.00	-
7	BUYER V	-Vacant- (Raymundo V. Rodrigo, Retired 02/07/14)	13/7	259,404.00	13/1	244,368.00	(15,036.00)
8	MECHANICAL PLANT OPERATOR II	Ramie T. Dizon	6/5	153,276.00	6/5	153,276.00	-
9	CLERK I	Allan L. de Jesus	3/5	123,384.00	3/5	123,384.00	-
10	DRIVER I	-Vacant- (Augusto J. Eson, Retired 08/13/14)	3/8	127,116.00	3/1	118,572.00	(8,544.00)
11	UTILITY WORKER I	Nelson P. Cautivar	1/8	110,004.00	1/8	110,004.00	-
12	UTILITY WORKER I	Mitchelle H. Supera, (02/01/14)	1/1	102,600.00	1/1	102,600.00	-
13	UTILITY WORKER I	-Vacant- (Edmundo T. Palicte, (Retired, 03/23/14)	1/7	108,912.00	1/1	102,600.00	(6,312.00)
14	UTILITY WORKER I	Romero J. Cezar, Sr.	1/7	108,912.00	1/7	108,912.00	-
15	UTILITY WORKER I	Emmanuel J. Milabo	1/6	107,832.00	1/6	107,832.00	-

MOTOR POOL MANAGEMENT DIVISION

16	ENGINEER III	-Vacant-	19/1	385,992.00	19/1	385,992.00	-
17	ENGINEER I	Jojie G. Montinola	12/5	236,556.00	12/6	238,920.00	2,364.00
18	MECHANIC III	Charlie V. Juarez, Sr.	9/4	188,532.00	9/5	190,416.00	1,884.00
19	MECHANIC II	Quintin C. Supera, Jr.	6/6	154,812.00	6/6	154,812.00	-
20	MECHANIC I	Allan A. Martir	4/4	131,316.00	4/4	131,316.00	-
21	MECHANIC I	Armando J. Cezar, Jr.	4/4	131,316.00	4/5	132,636.00	1,320.00
22	MECHANICAL PLANT OPERATOR I	Jose R. Beating	4/8	136,656.00	4/8	136,656.00	-
23	MECHANIC I	Nelson B. Bugna	4/8	136,656.00	4/8	136,656.00	-
24	MECHANIC I	Edman L. Mondejar	4/7	135,312.00	4/8	136,656.00	1,344.00
25	MECHANIC I	Selfred G. Robaton	4/7	135,312.00	4/8	136,656.00	1,344.00
26	WELDER I	Felipe E. Villaruz, Jr.	4/7	135,312.00	4/8	136,656.00	1,344.00
27	DRIVER I	Alan E. Rodriguez	3/4	122,160.00	3/5	123,384.00	1,224.00
28	DRIVER I	Buenaventura C. Oquias, Jr.	3/5	123,384.00	3/5	123,384.00	-
29	DRIVER I	Wilfredo P. Sanchez	3/5	123,384.00	3/5	123,384.00	-
30	DRIVER I	-Vacant-	3/1	118,572.00	3/1	118,572.00	-
31	DRIVER I	Nilo B. Lacson	3/5	123,384.00	3/5	123,384.00	-
32	DRIVER I	-Vacant-	3/1	-	3/1	-	-
33	DRIVER I	Joseph P. Trayco	3/1	118,572.00	3/2	119,760.00	1,188.00
34	DRIVER I	Romeo S. Concepcion, Jr.	3/4	122,160.00	3/4	122,160.00	-
35	DRIVER I	Antonio L. Bailon	3/4	122,160.00	3/4	122,160.00	-
36	DRIVER I	Ernesto S. Carmona	3/8	127,116.00	3/8	127,116.00	-
37	DRIVER I	Emmanuel E. Arangote	3/8	127,116.00	3/8	127,116.00	-
38	DRIVER I	Guido D. Toquirre	3/7	125,856.00	3/8	127,116.00	1,260.00
39	DRIVER I	Rusty L. Villarta	3/1	118,572.00	3/2	119,760.00	1,188.00

40	DRIVER I	Eduardo C. Benguelo	3/7	125,856.00	3/7	125,856.00	-
41	DRIVER I	Roy L. Dormido, (04/16/14, From CEO)	3/1	118,572.00	3/1	118,572.00	-
42	DRIVER I	Esteban A. Mondejar	3/7	125,856.00	3/7	125,856.00	-
43	DRIVER I	-Vacant-	3/1	118,572.00	3/1	118,572.00	-
44	DRIVER I	Levi B. Jaban, (04/16/14)	3/1	118,572.00	3/1	118,572.00	-
45	DRIVER I	Rogelio G. Gallego	3/6	124,608.00	3/7	125,856.00	1,248.00
46	DRIVER I	Wilfredo R. Prudente	3/6	124,608.00	3/7	125,856.00	1,248.00
47	DRIVER I	Nilo D. Valero	3/6	124,608.00	3/6	124,608.00	-
48	DRIVER I	Joel A. Montuya, Sr.	3/6	124,608.00	3/6	124,608.00	-
49	DRIVER I	Ceferino D. Toquirre, Jr.	3/6	124,608.00	3/6	124,608.00	-
50	WATCHMAN I	Virgilio P. Layoso, Jr.	2/8	118,248.00	2/8	118,248.00	-
51	WATCHMAN I	Manuel U. Escobar	2/8	118,248.00	2/8	118,248.00	-
52	UTILITY WORKER I	Neri M. Benguelo	1/4	105,708.00	1/5	106,764.00	1,056.00
53	UTILITY WORKER I	-Vacant-	1/1	-	1/1	-	-
54	UTILITY WORKER I	Norman A. Abellar	1/4	105,708.00	1/4	105,708.00	-
55	UTILITY WORKER I	Ana Marie P. Fregil, (02/01/14)	1/1	102,600.00	1/1	102,600.00	-
56	LABORER I	David M. Alcantara, Jr.	1/6	107,832.00	1/6	107,832.00	-
<i>SOLID WASTE MANAGEMENT SECTION</i>							
57	LABOR GENERAL FOREMAN	-Vacant-	8/1	170,208.00	8/1	170,208.00	-
58	CLERK I	Ryan S. Anaud	3/3	120,960.00	3/3	120,960.00	-
59	CARPENTER I	-Vacant-	3/1	-	3/1	-	-
60	CARPENTER I	Lemuel B. Cosas	3/7	125,856.00	3/8	127,116.00	1,260.00
61	CARPENTER I	Ronie R. Castillo	3/7	125,856.00	3/7	125,856.00	-

62	CARPENTER I	Humberto F. Cordova	3/7	125,856.00	3/7	125,856.00	-
63	CARPENTER I	Roberto L. Perater, Jr.	3/7	125,856.00	3/7	125,856.00	-
64	CONST. & MAINT. MAN	-Vacant-	2/1	110,292.00	2/1	110,292.00	-
65	UTILITY WORKER I	Noel E. Pamplona, (02/01/14)	1/1	102,600.00	1/1	102,600.00	-
66	UTILITY WORKER I	Edilberto P. Demecina	1/4	105,708.00	1/4	105,708.00	-
67	LABORER I	Joel T. Franco	1/8	110,004.00	1/8	110,004.00	-
68	UTILITY WORKER I	Richard D. Casilao, (02/01/14)	1/1	102,600.00	1/1	102,600.00	-
69	UTILITY WORKER I	Dionelo D. Tagobader	1/5	106,764.00	1/5	106,764.00	-
70	UTILITY WORKER I	Guillermo G. Gasendo, Jr.	1/7	108,912.00	1/7	108,912.00	-
71	UTILITY WORKER I	-Vacant-	1/1	-	1/1	-	-
72	UTILITY WORKER I	Clemente D. del Castillo	1/5	106,764.00	1/5	106,764.00	-
73	LABORER I	Robert S. Bebiato	1/7	108,912.00	1/7	108,912.00	-
<i>MAINTENANCE OF PUBLIC MARKETS</i>							
74	MECHANICAL PLANT OPERATOR I	-Vacant- (Rogelio P. Yanguas, Retired 03/01/14)	4/8	136,656.00	4/1	127,464.00	(9,192.00)
75	UTILITY WORKER I	-Vacant-	1/1	-	1/1	-	-
76	UTILITY WORKER I	-Vacant-	1/1	-	1/1	-	-
77	UTILITY WORKER I	Rolando P. Lampria	1/8	110,004.00	1/8	110,004.00	-
78	UTILITY WORKER I	Juanito T. Lila	1/5	106,764.00	1/5	106,764.00	-
79	UTILITY WORKER I	Garry Jim G. Guanzon, (05/05/14)	1/1	102,600.00	1/1	102,600.00	-
80	UTILITY WORKER I	-Vacant-	1/1	102,600.00	1/1	102,600.00	-
81	UTILITY WORKER I	Ruben J. Anava	1/8	110,004.00	1/8	110,004.00	-
82	UTILITY WORKER I	Samson R. Seva	1/8	110,004.00	1/8	110,004.00	-
83	UTILITY WORKER I	Jose N. Subayco	1/8	110,004.00	1/8	110,004.00	-

84	UTILITY WORKER I	Merlyn D. Herida	1/3	104,664.00	1/4	105,708.00	1,044.00
85	UTILITY WORKER I	Vivian D. Lomio	1/5	106,764.00	1/5	106,764.00	-
86	UTILITY WORKER I	-Vacant-	1/1	-	1/1	-	-
87	UTILITY WORKER I	Milfe G. Romero, (04/01/14)	1/1	102,600.00	1/1	102,600.00	-
88	UTILITY WORKER I	Cristita E. Atillaga	1/7	108,912.00	1/8	110,004.00	1,092.00
89	UTILITY WORKER I	Majah B. Sanico	1/7	108,912.00	1/8	110,004.00	1,092.00
90	UTILITY WORKER I	Danilo M. Begafria	1/7	108,912.00	1/8	110,004.00	1,092.00
91	UTILITY WORKER I	-Vacant-	1/1	102,600.00	1/1	102,600.00	-
92	UTILITY WORKER I	Ma. Fe F. Bustillo	1/7	108,912.00	1/8	110,004.00	1,092.00
93	UTILITY WORKER I	Andrew A. Puerto	1/6	107,832.00	1/6	107,832.00	-
94	UTILITY WORKER I	Arturo D. Gonzaga, Jr.	1/6	107,832.00	1/6	107,832.00	-
95	UTILITY WORKER I	Marro L. Magallon	1/7	108,912.00	1/7	108,912.00	-
96	UTILITY WORKER I	-Vacant-	1/1	102,600.00	1/1	102,600.00	-
<i>MAINTENANCE OF PUBLIC BUILDINGS</i>							
97	LABOR FOREMAN	-Vacant-	6/1	147,300.00	6/1	147,300.00	-
98	WATCHMAN I	Franklin H. Araneta	2/8	118,248.00	2/8	118,248.00	-
99	WATCHMAN I	Chris C. Rodriguez, (04/01/14)	2/1	110,292.00	2/1	110,292.00	-
100	WATCHMAN I	Efren C. Montañez	2/8	118,248.00	2/8	118,248.00	-
101	WATCHMAN I	Gony A. Miraflores	2/8	118,248.00	2/8	118,248.00	-
102	WATCHMAN I	Noel T. Tayco	2/8	118,248.00	2/8	118,248.00	-

103	WATCHMAN I	Kenneth C. Torres	2/8	118,248.00	2/8	118,248.00	-
104	WATCHMAN I	Gimmy P. Anacleto	2/6	115,932.00	2/6	115,932.00	-
105	WATCHMAN I	Rodante B. Rosquillo, (04/01/14)	2/1	110,292.00	2/1	110,292.00	-
106	WATCHMAN I	Quirino L. Ruiz	2/7	117,084.00	2/7	117,084.00	-
107	WATCHMAN I	-Vacant-	2/1	110,292.00	2/1	110,292.00	-
108	SECURITY GUARD I	Nathaniel T. Valenzuela , Sr.	3/7	125,856.00	3/7	125,856.00	-
109	SECURITY GUARD I	Renato V. Guevarra	3/7	125,856.00	3/7	125,856.00	-
110	SECURITY GUARD I	Antonio B. Alvarez	3/7	125,856.00	3/7	125,856.00	-
111	SECURITY GUARD I	Richard A. Melocoton	3/7	125,856.00	3/7	125,856.00	-
112	SECURITY GUARD I	Jagged J. Nuñal	3/7	125,856.00	3/7	125,856.00	-
113	SECURITY GUARD I	-Vacant-	3/1	118,572.00	3/1	118,572.00	-
114	SECURITY GUARD I	-Vacant-	3/1	-	3/1	-	-

TOTAL OFFICE OF THE CITY GENERAL SERVICES OFFICER	13,865,472.00	13,853,352.00	(12,120.00)
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Prepared:

TRICIA Y. MATTI, MGS
Human Resource Management Officer IV

Reviewed:

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D. TORRES
City Mayor

FUNCTIONAL STATEMENTS, OBJECTIVES and EXPECTED RESULTS

Department/ Office: OFFICE OF THE GENERAL SERVICES OFFICER

Budget Year: 2015

I. FUNCTIONAL STATEMENT

1. Develop plans and strategies on general services supportive of the welfare of the inhabitants and implement them upon approval thereof by the City Mayor.
2. Take custody of and be accountable for all properties, real and personal, owned by the City of Bago and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects.
3. Maintains and supervises janitorial, security, landscaping and other related activities in all public buildings and other real property, whether owned or leased by the City of Bago.
4. Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of wastes materials or debris particularly during and after natural calamities and disasters.
5. Recommends to the Sangguniang Panlungsod and advises the City Mayor as the case may be, on matters relative to general services.

II. OBJECTIVES

1. To ensure for the effective delivery of basic services including management of supply, property, solid waste disposal and general sanitation.
2. To provide for the maintenance of janitorial, security, landscaping and other related services in all public buildings and other real property owned by the City.

III. PROGRAMS/PROJECTS/ACTIVITIES

- a. Inventory of all properties and supplies owned by the City Government of Bago.
- b. Garbage/Waste management program.
- c. Maintenance of parks/plazas and other government facilities.
- d. Purchase of office supplies and office equipments.

Reference Code	Program/Activity/Project Description	Cost	Performance/ Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	Inventory of properties and supplies owned by the City Government of Bago		100% of government's properties and supplies accounted for	Physical inventory to be continuously conducted in 1-2 office /department every month for big offices & every week for small offices	January 2015	June 2015
2	Garbage/Waste Management Program/ KABAHIN KA Program	P4 Million	30% reduction of garbage/ wastes 30% increase in proper waste/garbage segregation in the City	Effective City Garbage/ Waste Management Program in the 24 Brgys. Through proper segregation of wastes at source.	January 2015	December 2015
3	Maintenance of public parks / plazas and other government facilities		Reduced cases of complaints, theft and destruction of government owned facilities	Efficient maintenance of government owned facilities	January 2015	December 2015

Prepared:

Reviewed:

Approved:

JOCELYN G. GO CE
Engineer IV
General Services Officer
Designate

ERNESTO E. VARRERA
City Budget Officer

RAMON D. TORRES
City Mayor