# PROGRAMMED APPROPRIATION AND OBLIGATION BY OBJECT OF EXPENDITURE

OFFICE/SPECIAL PURPOSE APPROPRIATIONS: OFFICE OF THE CITY COOPERATIVE OFFICER

Object of Expenditure		unt	Past Year 2013	Current Year 2014	Budget Year 2015	
	Cod	JE.	(Actual)	(Estimate)	(Proposed)	
.0 Current Operating Expenditures						
1.1 Personal Services						
Salaries and Wages – Regular	8761-	701	962,060.00	1,046,904.00	1,046,904.00	
PERA	8761-	711	72,000.00	72,000.00	72,000.00	
Representation Allowance	8761-	713	85,500.00	85,500.00	85,500.00	
Transportation Allowance	8761-	714	85,500.00	85,500.00	85,500.00	
Clothing and Uniform Allowance	8761-	715	15,000.00	15,000.00	15,000.00	
Productivity Enhancement Incentive	8761-	717	81,000.00	6,000.00	6,000.00	
Cash Gift	8761-	724	15,000.00	15,000.00	15,000.00	
Year-End Bonus	8761-	725	86,301.00	87,242.00	87,242.00	
Life & Retirement Insurance Premiums	8761-	731	115,732.44	125,629.00	125,629.00	
PAG-IBIG Contribution	8761-	732	3,600.00	3,600.00	3,600.00	
PHILHEALTH Contribution	8761-	733	9,512.00	31,408.00	31,408.00	
ECC Contribution	8761-	734	3,400.47	3,600.00	3,600.00	
Other Personnel Benefits	8761-	749	46,900.65	8,343.00	8,343.00	
TOTAL PERSONAL SERVICES:			1,581,506.56	1,585,726.00	1,585,726.00	
1.2 Maintenance and Other Operating Expenses						
Travelling Expenses - Local	8761-	751	41,960.00	80,960.00	92,000.00	
Office Supplies Expenses	8761-	755	112,869.40	113,344.00	128,800.00	
Food Supplies Expenses	8761-	758	, -	, -	, -	
Telephone Expenses - Landline	8761-	772	7,801.98	30,000.00	30,000.00	
Telephone Expenses - Mobile	8761-	773	12,000.00	12,000.00	12,000.00	
Internet Expenses	8761-	774	16,750.84	50,000.00	50,000.00	
Repair and Maintenance - Office Equipment	8761-	821	8,300.00	8,800.00	10,000.00	
Repair and Maintenance - IT Equipment and Software	8761-	823	3,250.00	17,600.00	20,000.00	
Other Maintenance and Operating Expenses	8761-	969	18,705.20	22,000.00	25,000.00	
TOTAL MAINTENANCE AND OTHER OPERATING E	XPENSE	S:	221,637.42	334,704.00	367,800.00	

2.0 Capital Outlay

NONE

TOTAL CAPITAL OUTLAY: - - -

3.0 Financial Expenses

NONE

**TOTAL FINANCIAL EXPENSES** 

TOTAL APPROPRIATION:	1.803.143.98	1.920.430.00	1.953.526.00

Prepared: Reviewed: Approved:

**FELICITAS S. ACOSIDO, Ph.D.**City Cooperative Officer

**ERNESTO E. VARRERA**City Budget Officer

RAMON D. TORRES
City Mayor

# PERSONNEL SCHEDULE

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

OFFICE: OFFICE OF THE CITY COOPERATIVE OFFICER

Item Number	Position Title	Name of Incumbent	Current Year 2014 Authorized Rate/Annum		Budget Year 2015 Proposed Rate/Annum		Increase/ Decrease
				Amount	SG/ Step	Amount	
1	CITY COOPERATIVE OFFICER	Felicitas S. Acosido	25/6	646,956.00	25/6	646,956.00	-
2	COOPERATIVE DEVELOPMENT SPECIALIST II	Ma. Esther F. Flaviano	15/4	293,184.00	15/4	293,184.00	-
3	UTILITY WORKER I	Evelio V. Alapre	1/5	106,764.00	1/5	106,764.00	-
	TOTAL OFFICE OF THE	CITY COOPERATIVE OFFICER		1,046,904.00		1,046,904.00	<u> </u>

Prepared: Reviewed:

**TRICIA Y. MATTI, MGS**Human Resource Management Officer IV

**ERNESTO E. VARRERA**City Budget Officer

Approved:

**RAMON D. TORRES** 

City Mayor

## **FUNCTIONAL STATEMENTS, OBJECTIVES and EXPECTED RESULTS**

Department/Office: OFFICE OF THE CITY COOPERATIVE OFFICER

Budget Year: 2015

## I. FUNCTIONAL STATEMENT

- 1. To assist in the organization of cooperatives.
- 2. To provide technical and other forms of assistance to existing cooperatives to enhance their viability as an economic enterprise and social organization.
- 3. To assist cooperatives in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities.
- 4. To be in the frontline for cooperatives rehabilitation or viability enhancement, particularly during and in the aftermath of man-made calamities and disasters, to aid in their survival and if necessary their subsequent rehabilitation.
- 5. To transfer technology and implement livelihood projects for enterprise development and economic empowerment.
- 6. To develop local products and establish community-based enterprise.
- 7. To develop the skills of local residents thru technical-vocational education.

### II. OBJECTIVES

- 1. To foster the creation and growth of cooperatives as a practical vehicle for development.
- 2. To facilitate the delivery of the cooperatives program/services that will ensure the fullest development of their potentials, productivity and self reliance.
- 1. To serve as a channel of the City's services and programs on technology transfer, livelihood and enterprise development and competency-based technical vocational course.

#### III. PROGRAMS/PROJECTS/ACTIVITIES

- 1. Cooperative organization & management.
- 2. Technology, livelihood, & enterprise development.
- Technical-vocational education

Reference Code	Program/Activity/Project Description	Cost	Performance/ Output Indicator	Target	Implementation Schedule	
Code	Description		Output mulcator		From	То
1	2	3	4	5	(	6
1	Community organizing >Cooperative Orientation >Pre-Membership Education Seminar	P 10,000.00	New cooperatives organized	5 orientation/ seminar conducted	January 2015	December 2015
2	Capability building/Leadership & Productivity Formation  > BCCDC/Exe Commeeting  > Basic Cooperative Course  > Leadership & Values Re-orientation > Internal Control System > Parliamentary Procedures > Financial Mgt. System > Strategic Planning Workshop	P 30,000.00	Concerns raised/addressed & council well informed  Capabilities/ Productivity enhanced	12 meetings conducted  6 seminars/ workshops conducted  10 Mentoring/ one on one coaching conducted	January 2015	December 2015
3	Entrepreneurship & Enterprise Development Training.  > Technology & Livelihood Skills Training > Business Counseling > Design Clinic & Consultancy > Product Packaging Development/ Enhancement	P 700,000.00	Skills enhanced, Local enterprises established & products developed	20 seminars/ Workshops trainings One on one coaching & mentoring conducted	January 2015	December 2015

Reference Code	Program/Activity/Project	Cost	Performance/ Output Indicator	Target	Implementation Schedule	
Code	Code Description Output Indicator			From	То	
4	Community –Based Technical- Vocational education & Training	P1,500,000.00	TVET conducted/increas ed number of skilled human resources	10 trainings conducted w/ 400 skilled graduates of TVET	January 2015	December 2015
5	Product promotion marketing & networking > PANA-AD Trade Fair > TLDC Trade Fair >OTOP Exhibit & Fair > Other trade fairs	P 350,000.00	Local Products promoted & marketing linkages established	4 Trade Fairs	As per schedule Set by organizers	
6	Establishment of Productivity Center	P1,500,000.00	Product quality improved, packaging developed & production quantity& quality increased.	1 Productivity Center established	Year 2015	Year 2015

Prepared: Reviewed: Approved:

FELICITAS S. ACOSIDO Ph.D. City Cooperative Officer

ERNESTO E. VARRERA City Budget Officer RAMON D. TORRES City Mayor