

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

OFFICE/SPECIAL PURPOSE APPROPRIATIONS:

OFFICE OF THE CITY ADMINISTRATOR

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	1031- 701	289,664.00	917,484.00	917,484.00
PERA	1031- 711	48,000.00	72,000.00	72,000.00
Representation Allowance	1031- 713	85,500.00	85,500.00	85,500.00
Transportation Allowance	1031- 714	85,500.00	85,500.00	85,500.00
Clothing and Uniform Allowance	1031- 715	10,000.00	15,000.00	15,000.00
Productivity Enhancement Incentive	1031- 717	54,000.00	6,000.00	6,000.00
Cash Gift	1031- 724	10,000.00	15,000.00	15,000.00
Year-End Bonus	1031- 725	25,305.00	76,457.00	76,457.00
Life & Retirement Insurance Premiums	1031- 731	34,766.33	110,099.00	110,099.00
PAG-IBIG Contribution	1031- 732	2,400.00	3,600.00	3,600.00
PHILHEALTH Contribution	1031- 733	3,425.00	27,526.00	27,526.00
ECC Contribution	1031- 734	2,400.00	3,600.00	3,600.00
Other Personnel Benefits	1031- 749	4,826.29	7,312.00	7,312.00
TOTAL PERSONAL SERVICES:		655,786.62	1,425,078.00	1,425,078.00
1.2 Maintenance and Other Operating Expenses				
Travelling Expenses - Local	1031- 751	-	16,192.00	18,400.00
Office Supplies Expenses	1031- 755	-	1,620.00	1,840.00
Telephone Expenses - Mobile	1031- 773	-	12,000.00	12,000.00
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES:		-	29,812.00	32,240.00
2.0 Capital Outlay				
NONE				
TOTAL CAPITAL OUTLAY:		-	-	-
3.0 Financial Expenses				
NONE				
TOTAL FINANCIAL EXPENSES		-	-	-
TOTAL APPROPRIATION:		655,786.62	1,454,890.00	1,457,318.00

Prepared:

Reviewed:

Approved:

TRICIA Y. MATTI, MGS
HRMO IV

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 ADMINISTRATOR**

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	
1	CITY ADMINISTRATOR	-Vacant-	25/1	612,528.00	25/1	612,528.00	-
2	ADMINISTRATIVE ASSISTANT	Ace A. Balboa	8/3	173,640.00	8/3	173,640.00	-
3	CLERK II	Moises D. Perez	4/4	131,316.00	4/4	131,316.00	-
TOTAL OFFICE OF THE CITY ADMINISTRATOR				917,484.00		917,484.00	-

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 CITY ADMINISTRATOR

Budget Year: 2015

I. FUNCTIONAL STATEMENT

This office serves as the implementing arm of the City Mayor in the administration of the affairs of the City Government and oversees the day-to-day operation of the city departments and offices in order to ensure that they are properly discharging their functions in the pursuance of the development objectives of the city administration.

II. OBJECTIVES

1. To assist the City Mayor in the executive management and general administration of the City Government.
2. To assist the Local Chief Executive and offices and departments concern in the coordination of the various development programs and projects.
3. To provide technical and staff services to the Chief Executive and other local officials on budgeting and other related matters.

III. PROGRAMS/PROJECTS/ACTIVITIES

1. Development of plans and strategies on management and programs and projects for implementation upon approval thereof by the Mayor;
2. Assistance in coordinating the work of all the officials of the LGU under the supervision, direction and control of the City Mayor, and for this purpose may convene the chief of offices and other officials of the LGU;
3. Establishment and maintenance of a sound personnel program for the LGU, designed to promote career development and uphold the merit principle in the local government service;
4. Conduct of a continuing organizational development of the LGU with the end in view of instituting effective administrative reforms;
5. Be in the front line of the delivery of administrative support services, particularly those related to situations during and in the aftermath of man-made and natural disasters and calamities;
6. Recommendation to the Sangguniang and advice to the Mayor, as the case maybe, on all other matters relative to the management and administration of the LGU.
7. Exercise of such other powers and performs such other duties and other duties and other functions as maybe prescribed by the law or ordinance.

Prepared:

Reviewed:

Approved:

TRICIA Y. MATTI, MGS.
HRMO IV
City Administrator - Designate

ERNESTO E. VARRERA
City Budget Officer

RAMON D. TORRES
City Mayor