

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

OFFICE/SPECIAL PURPOSE APPROPRIATIONS:

**OFFICE OF THE CITY BUDGET OFFICER**

Object of Expenditure	Account Code	Past Year 2013 (Actual)	Current Year 2014 (Estimate)	Budget Year 2015 (Proposed)
<b>1.0 Current Operating Expenditures</b>				
<b>1.1 Personal Services</b>				
Salaries and Wages – Regular	1071- 701	2,550,077.36	3,277,140.00	3,278,712.00
Overtime/Night Pay	1071- 723	533,456.91	400,000.00	400,000.00
PERA	1071- 711	258,000.00	312,000.00	312,000.00
Representation Allowance	1071- 713	85,500.00	85,500.00	85,500.00
Transportation Allowance	1071- 714	85,500.00	85,500.00	85,500.00
Clothing and Uniform Allowance	1071- 715	55,000.00	65,000.00	65,000.00
Productivity Enhancement Incentive	1071- 717	297,000.00	26,000.00	26,000.00
Cash Gift	1071- 724	55,000.00	65,000.00	65,000.00
Year-End Bonus	1071- 725	229,218.00	273,095.00	273,226.00
Life & Retirement Insurance Premiums	1071- 731	305,939.90	393,258.00	393,446.00
PAG-IBIG Contribution	1071- 732	12,900.00	15,600.00	15,600.00
PHILHEALTH Contribution	1071- 733	28,937.50	98,315.00	98,362.00
ECC Contribution	1071- 734	12,658.73	15,600.00	15,600.00
Terminal Leave Benefits	1071- 742	-		
Other Personnel Benefits	1071- 749	108,624.68	26,114.00	26,126.00
<b>TOTAL PERSONAL SERVICES:</b>		<b>4,617,813.08</b>	<b>5,138,122.00</b>	<b>5,140,072.00</b>
<b>1.2 Maintenance and Other Operating Expenses</b>				
Travelling Expenses - Local	1071- 751	199,009.00	218,592.00	248,400.00
Office Supplies Expenses	1071- 755	93,239.00	129,536.00	147,200.00
Telephone Expenses - Landline	1071- 772	47,849.54	70,000.00	70,000.00
Telephone Expenses - Mobile	1071- 773	11,000.00	12,000.00	12,000.00
Internet Expenses	1071- 774	28,878.84	50,000.00	50,000.00
Printing and Binding Expenses	1071- 781	-	8,800.00	10,000.00
Repair and Maintenance - Office Equipment	1071- 821	13,250.00	8,800.00	10,000.00
Repair and Maintenance - IT Equipment and Software	1071- 823	-	17,600.00	20,000.00
Other Maintenance and Operating Expenses	1071- 969	4,783.75	22,000.00	25,000.00
<b>TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES:</b>		<b>398,010.13</b>	<b>537,328.00</b>	<b>592,600.00</b>
<b>2.0 Capital Outlay</b>				
NONE				
<b>TOTAL CAPITAL OUTLAY:</b>		-	-	-
<b>3.0 Financial Expenses</b>				
NONE				
<b>TOTAL FINANCIAL EXPENSES</b>				
<b>TOTAL APPROPRIATION:</b>		<b>5,015,823.21</b>	<b>5,675,450.00</b>	<b>5,732,672.00</b>

Prepared:

Reviewed:

Approved:

**ERNESTO E. VARRERA**  
City Budget 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 BUDGET 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	
1	CITY BUDGET OFFICER	<b>Ernesto E. Varrera</b>	25/4	632,952.00	25/4	632,952.00	-
2	BUDGET OFFICER IV	<b>-Vacant-(Haide M. Lirazan, Retired, 05/29/14)</b>	22/2	491,580.00	22/1	486,228.00	(5,352.00)
3	BUDGET OFFICER III	<b>-Vacant-</b>	18/1	357,396.00	18/1	357,396.00	-
4	BUDGET OFFICER III	<b>-Vacant-</b>	18/1	-	18/1	-	-
5	BUDGET OFFICER II	<b>Lourdes B. Alindao</b>	15/7	302,964.00	15/8	306,300.00	3,336.00
6	BUDGET OFFICER I	<b>Gelyn F. Guevarra</b>	11/7	224,472.00	11/7	224,472.00	-
7	BUDGETING ASSISTANT	<b>Mary Jean G. de Nicolas</b>	8/3	173,640.00	8/4	175,380.00	1,740.00
8	BUDGETING ASSISTANT	<b>Emelyn L. Pellejo</b>	8/7	180,696.00	8/8	182,508.00	1,812.00
9	BUDGETING ASSISTANT	<b>Monica Ofelia M. Narazo</b>	8/7	180,696.00	8/8	182,508.00	1,812.00
10	BUDGETING ASSISTANT	<b>Belen S. Bandiola</b>	8/7	180,696.00	8/8	182,508.00	1,812.00
11	COMPUTER OPERATOR I	<b>Bernie F. Divinagracia</b>	7/5	164,772.00	7/5	164,772.00	-
12	COMPUTER OPERATOR I	<b>-Vacant-</b>	7/1	158,352.00	7/1	158,352.00	-
13	CLERK I	<b>-Vacant-(Romela D. Esporma, Transferred to DepEd, 06/13/14)</b>	3/4	122,160.00	3/1	118,572.00	(3,588.00)
14	UTILITY WORKER I	<b>Danilo A. Mondia</b>	1/5	106,764.00	1/5	106,764.00	-
<b>TOTAL OFFICE OF THE CITY BUDGET OFFICER</b>				<b>3,277,140.00</b>		<b>3,278,712.00</b>	<b>1,572.00</b>

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 BUDGET OFFICER

Budget Year: 2015

## I. FUNCTIONAL STATEMENT

1. Executive and Annual Budget  
Assists the City Mayor in the preparation of the executive and annual budgets for legislative authorization.
2. Supplemental Budgets  
Prepare the Supplemental Budget for legislative authorization and approval and for final submission and approval of the Sangguniang Panglungsod.
3. Barangay Budgets  
Review and approves the budget of the different barangays in the City as amended under Section 3 of PD 1375 OF THE Office of the President.
4. Allotment System  
Issues allotment advice in support of the fund requirement for the conduct of the operations under each program. Allocates in accordance with planning services, available funds to program on the basis of approved guideline and priorities.
5. Technical Assistance  
Develop and improves budgetary methods, procedures and guideline and justifications. Provides technical assistance in the application and utilization of budgetary methods and budget system.

## II. OBJECTIVES

To provide technical, secretarial staff services to the City Mayor and other local officials on budgeting and other related matters.

## III. PROGRAMS/PROJECTS/ACTIVITIES

Reference Code	Program/Activity/Project Description	Cost	Performance/ Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
	Alignment of AIP with LDP		AIP for the Budget year	Planning Dev't Office, Local Dev't Council & Local Sanggunian, LFC	January 2015	June 2015
	Formulation of fiscal policies & redirections for the Budget year.		Local Budget Call for the budget year	Expanded Local Finance Committee & Local Chief Executive	July 1, 2015	July 31, 2015
	Review of existing programs/activities and preparation of budget proposal for the budget year		Budget Proposals of Departments/Offices	All Department Heads	July 1, 2015	July 31, 2015
	Target Setting for each major final Output by program/project/activity		Performance measures & targets for the budget year	All Department Heads	July 1, 2015	July 31, 2015
	LFC & LCE conducts technical budget hearings on budget proposals submitted by Department Heads		Performance measures & targets for the budget year	All Department Heads	August 16, 2015	September 30, 2015
	Budget Proposals are consolidated by LFC into a Local Expenditure Program		Performance measures & targets for the budget year	Executive Budget	September 16, 2015	September 30, 2015
	Budget message is prepared by the LCE & is submitted to the Sangguniang Panlungsod together with the Executive Budget.		Focused & Transparent Budget	Sangguniang Panlungsod	October 1, 2015	October 15, 2015

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