

WORK AND FINANCIAL PLAN 2013

Office/Department : **MAYOR'S OFFICE**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
1000-1	Various Municipal Development Initiative Fund	878	Various priority development projects in the 33 barangays implemented	Jan-Dec	No. of Program of Works; Brgy Resolutions for the Request of the Project	Municipal Mayor/ MPDC/Municipal Engineer	General Fund	250,000.00	
1000-1	Purchased of Equipment/furnitures	221	Units acquired for office use	Jan-Dec		General Services In-charge	General Fund	50,000.00	
	Maintenance and Other Operating Expenses (MOOE)			Jan-Dec					
1000-1	Travelling Expenses - Local	751	general supervision and control over all programs, projects, services, and activities of the municipal government; Direct the formulation of the municipal development plan, with the assistance of the municipal development council, and upon approval thereof	Jan-Dec	annual report containing a summary of all matters pertaining to the management, administration and development of the municipality and all information and data relativoto its political, social and economic conditions; and supplemental reports when unexpect	Municipal Mayor/ HRMO/ Mayor's Staff and Personnel	General Fund	300,000.00	
1000-1	Telephone Expenses-Mobile	773		Jan-Dec			General Fund	85,000.00	
1000-1	Telephone Expenses-Landline	772		Jan-Dec			General Fund	20,000.00	
1000-1	Internet expenses	774		Jan-Dec			General Fund	15,000.00	
1000-1	Office Supplies Expenses	755		Jan-Dec			General Fund	110,000.00	
1000-1	Trainings/Scholarship Expenses	753		Jan-Dec			General Fund	60,000.00	
1000-1	Fuel, Oil and Lubricants Expenses	761		Jan-Dec			General Fund	100,000.00	
1000-1	Repair/Maint.-Land Transport	841		Jan-Dec			General Fund	50,000.00	
1000-1	Discretionary Expenses	795		Jan-Dec			General Fund	20,600.00	
1000-1	Grants/Donation-League of Municipality	884		Jan-Dec			General Fund	20,000.00	
1000-1	Other Expenses/janitorial services	969	Jan-Dec	General Fund	200,000.00				
1000-1	Representation expenses	783	Jan-Dec	General Fund	20,000.00				
Total MOOE								1,000,600.00	
								85,000.00	

Prepared and reviewed by:

ATTY. FORTUNATO R. ABRENILLA
Municipal Mayor

WORK AND FINANCIAL PLAN 2013

Office/Department : **PEACE AND ORDER PROGRAM**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
1000-2	Protective services			Jan-Dec			General Fund	200,000.00	
1000-2	Capability Building Development	753		August			General Fund	50,000.00	
	Maintenance and Other Operating Expenses (MOOE)								
1000-2	Fuel, oil & lubricants	761	Provide a forum of multi-sectoral dialogue and deliberation of major issues affecting peace and order including insurgency if there are any; converge and orchestrate internal security operations efforts of civil authorities and agencies military and polic	Jan-Dec	Minutes of Municipal Peace and Order Council Meetings; No. of Trainings conducted/participated; Purchase Requests; Program of Works	Local Chief Executive/ PNP Chief and Personnel/BFP/33 Barangay Captains/Barangay Tanods/ MLGOO/Municipal Budget Officer	General Fund	100,000.00	
1000-2	Motor vehicle maintenance	841		Jan-Dec			General Fund	100,000.00	
1000-2	Electricity expenses	767		Jan-Dec			General Fund	1,000,000.00	
1000-2	Other services	969		Jan-Dec			General Fund	250,000.00	
1000-2	Other supplies and materials	765		Jan-Dec			General Fund	40,000.00	
1000-2	MDC/MPOC expenses	969		Jan-Dec			General Fund	80,000.00	
1000-2	Aid to Barangay Tanod	878		Jan-Dec			General Fund	20,000.00	
1000-2	Katarungang Pambarangay	753		Jan-Dec			General Fund	50,000.00	
1000-2	Electrification materials puchases	765		Jan-Dec			General Fund	80,000.00	
1000-2	Environmental Protction Program	969		Jan-Dec			General Fund	80,000.00	
1000-2	Maintenance of ambulance	841		Jan-Dec			General Fund	100,000.00	
1000-2	Community radio maintenance	841		Jan-Dec			General Fund	100,000.00	
	TOTAL MOOE							2,000,000.00	
	Grand Total							4,250,000.00	
1000-3	5% Reserved Fund							85,000.00	

Prepared and reviewed by:

ATTY. FORTUNATO R. ABRENILLA

Municipal Mayor

WORK AND FINANCIAL PLAN 2013

Office/Department : **GENERAL SERVICES**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
Maintenance and Other Operating Expenses (MOOE)									
1000-3	Traveling expenses	751	provide technical assistance and support to the Mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities and which require general services expertise and technical support services; Take custody of and be	Jan-Dec	Improved general services to the people and deliver efficient, effective, and timely services in the field of procurement, supplies, property, records, human resources, facility improvement, systems, research, and community services.	Edilberto Ranin; Jess Jumawan; Mayors Office; Budget Officer; Engr. Josefina S. Ranoa	General Fund	100,000.00	
1000-3	Trainings & scholarship expenses	753		Jan-Dec			General Fund	85,491.20	
1000-3	Telephone expenses-mobile	773		Jan-Dec			General Fund	80,000.00	
1000-3	Telephone expenses-landline	772		Jan-Dec			General Fund	50,000.00	
1000-3	Internet expenses	774		Jan-Dec			General Fund	25,000.00	
1000-3	Office supplies expenses	755		Jan-Dec			General Fund	80,000.00	
1000-3	Subscription/library exp.	786		Jan-Dec			General Fund	80,000.00	
1000-3	Advertising exp./publication	734		Jan-Dec			General Fund	60,000.00	
1000-3	Rent expense	782		Jan-Dec			General Fund	30,000.00	
1000-3	Insurance expenses	893		Jan-Dec			General Fund	50,000.00	
1000-3	Fidelity bond	892		Jan-Dec			General Fund	36,000.00	
1000-3	Fuel, oil & lubricants	761		Jan-Dec			General Fund	310,000.00	
1000-3	Motor vehicle maint.	841		Jan-Dec			General Fund	200,000.00	
1000-3	Other repairs & maint.	841		Jan-Dec			General Fund	50,000.00	
1000-3	Donations - AICS	878		Jan-Dec			General Fund	220,000.00	
1000-3	Bantay dagat expenses	969		Jan-Dec			General Fund	50,000.00	
1000-3	BAC Operation expenses	829		Jan-Dec			General Fund	101,200.00	
1000-3	Maint. Of communication facility	969		Jan-Dec			General Fund	80,000.00	
1000-3	Other expenses/General services:	969		Jan-Dec			General Fund	-	
1000-3	a) Other services	969		Jan-Dec			General Fund	40,000.00	
1000-3	b) Janitorial services	795	Jan-Dec	General Fund	800,000.00				
1000-3	b) Revival of newsettes	969	Jan-Dec	General Fund	10,000.00				
1000-3	c) Sandugo/Socio activities expense	969	Jan-Dec	General Fund	50,000.00				
1000-3	d) Upgrading of computers	822	Jan-Dec	General Fund	10,000.00				
1000-3	e) Printing expenses	781	Jan-Dec	General Fund	20,000.00				
1000-3	g) Maint. Of office equipt.	821	Jan-Dec	General Fund	10,000.00				
1000-3	h) Other supplies & materials	765	Jan-Dec	General Fund	50,000.00				
1000-3	i) Cultural & athletic expenses	884	Jan-Dec	General Fund	50,000.00				
	TOTAL						2,727,691.20		

Prepared and reviewed by:

BRIGIDA B. ACERON
Municipal Budget Officer

WORK AND FINANCIAL PLAN 2013

Office/Department : **SANGGUNIANG BAYAN**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
1000-4	Purchase of Equipment/Legislative Tracking	221		Jan - Dec	No. of units purchased	SB & SB Staff	General Fund	100,000.00	
1000-4	Local Development Assistance	878		Jan - Dec	No. of Brgys requests	Vice Mayor and Members of	General Fund	50,000.00	
	Maintenance and Other Operating Expenses (MOOE)								
1000-4	Travelling Expenses - Vice Mayor	751	enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its ; Approve ordinances and pass resolutions necessary for an efficient and effective municipal government; Review all ordinances approved by the	Jan-Dec	No. of approved general appropriation ordinances such as the annual budgets and supplemental budgets and appropriate funds for specific programs, projects, services and activities of the municipality: no. of plans adopted and reviewed;no. of enacted inte	Vice Mayor, Members of the Sangguniang Bayan	General Fund	100,000.00	
1000-4	Travelling Expenses - Bonifacio Virtudes	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Rodrigo B. Lloren	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - A. Cabrestante	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - C. Cagulada	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Jesus Acedillo	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Teofisto C. Pagar	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Nimfa A. Lloren	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - V. Nayga, Sr.	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Cirilo C. Acedo	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Jessyl M. Jalop	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	70,000.00	
1000-4	Travelling Expenses - Staff	751		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	35,000.00	
1000-4	Office Supplies Expenses	755		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	80,000.00	
1000-4	Bookbinding legal documents	969		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	100,000.00	
1000-4	Trainings & Scholarships	753		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	150,000.00	
1000-4	Other supplies & expenses	765		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	30,000.00	
1000-4	Revision of codes	969		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	100,000.00	
1000-4	Legislative Assistance	878		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	100,000.00	
1000-4	Telephone Expenses-Landline	772		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	30,000.00	
1000-4	Telephone Expenses-Mobile	773		Jan-Dec		Vice Mayor, Members of the Sangguniang Bayan	General Fund	304,800.00	
1000-4	Internet expenses	774	Jan-Dec	Vice Mayor, Members of the Sangguniang Bayan	General Fund	32,400.00			
1000-4	Advertising Expenses-Publication	780	Jan-Dec	Vice Mayor, Members of the Sangguniang Bayan	General Fund	200,000.00			
1000-4	Fuel, Oil and Lubricants Expenses	761	Jan-Dec	Vice Mayor, Members of the Sangguniang Bayan	General Fund	300,000.00			
1000-4	Maintenance/Repairs of Office Equipments						5,000.00		
1000-4	Maintenance/Repairs of Furnitures and Fixtures and other equipments						5,000.00		
1000-4	Motor Vehicle Maintenance	841	Jan-Dec	Vice Mayor, Members of the Sangguniang Bayan	General Fund	100,000.00			
1000-4	Other Expenses/JANITORIAL services	969	Jan-Dec	Vice Mayor, Members of the Sangguniang Bayan	General Fund	386,440.00			
1000-4	Registration Fees						15,000.00		
	Total MOOE						2,773,640.00		
1000-4									

Prepared and reviewed by:

EXUPERIO C. LLOREN
Municipal Vice Mayor

WORK AND FINANCIAL PLAN 2013

Office/Department : **SECRETARY TO THE SANGGUNIANG**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
	Legislative Support Services		Effective Local Legislation		Efficient SB Measures	Rene Acera and SB Members and Staff	General Fund		
1000-5	Development of Legislative Tracking System		Operational Legislative Tracking System	Jan - Dec	Functional Legislative Tracking System	Rene Acera and SB Members and Staff	General Fund		
	Maintenance and Other Operating Expenses (MOOE)								
1000-5	Travelling Expenses	751	assist the Sangguniang Bayan in the performance of its duties and responsibilities as lawmaker and policy maker and act as custodian and keeper of all SB documents and records and also to serve as conduit between SB and the LGUs, NGOs, POs and the genera	Jan-Dec	Minutes of SB Sessions; municipal ordinances; updated tracking of ordinances system	SB Secretary & SB Staff	General Fund	50,000.00	
1000-5	Trainings and Seminars	755		Jan-Dec		SB Secretary & SB Staff	General Fund	25,000.00	
1000-5	E-Accessories, Repairs & Mainten	878		Jan-Dec		SB Secretary & SB Staff	General Fund	10,000.00	
1000-5	Other expenses	755		Jan-Dec		SB Secretary & SB Staff	General Fund	5,000.00	
	TOTAL							90,000.00	

Prepared and reviewed by:

RENATO A. ACERA
SB Secretary

WORK AND FINANCIAL PLAN 2013

Office/Department : **Municipal Planning and Development Office**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON/OFFICE	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
1000-4	Formulation of Jagna Tourism Framework Plan	753	Jagna Tourism Framework Plan	Feb-12	plan formulated; no. of participants	Tourism Officer/MPDC	General Fund	70,000.00	
1000-4	Updating Barangay Development Plans	753	33 BDP-PRA updated	Jan-Dec.	no. of BDP updated and formulated	MPDC/MPRAC-TWG	5% GAD Budget	100,000.00	
1000-4	Conduct of Poverty Database Monitoring System (PDMS)/Community-based Monitoring System (CBMS) Survey 2013	753	Updated PDMS/CBMS Data 2013	Feb-Apr	no. of HHs conducted the survey	MPDC Office	5% GAD Budget	350,000.00	
1000-4	ELA/AIP Planning Workshops	753	ELA & AIP Formulated	Jul-Aug	plans formulated and adopted by MDC & SB	DILG/MPDC/SB	General Fund	70,000.00	
	Conduct of Forest Land Use Planning Workshop	753	FLUP	Oct-Nov	FLUP Formulated	MPDC/PENRO/BEMO/DENR	General Fund	30,000.00	
	Maintenance and Other Operating Expenses (MOOE)								
1000-4	Travelling Expenses	751	Updated municipal mandated plans, thematic plans and system plans; enhanced knowledge on local planning and development; efficiently and effectively monitored and evaluated municipal projects, programs and activities; recommends fiscal plans and policies	Jan-Dec.	In-placed municipal mandated, thematic and system plans; monitoring of PPAs mechanisms; records and documents of the Municipal Development Council; minutes and proceedings of the participatory planning; recommendations of fiscal plans and policies to the	MPDC and Staff	General Fund	50,544.00	
1000-4	Trainings & Scholarship Expenses	753		Jan-Dec.		MPDC and Staff	General Fund	40,200.00	
1000-4	Office Supplies Expenses	755		Jan-Dec.		MPDC and Staff	General Fund	50,000.00	
1000-4	Telephone expenses- mobile	773		Jan-Dec.		MPDC and Staff	General Fund	14,400.00	
1000-4	Telephone expenses- landline	772		Jan-Dec.		MPDC and Staff	General Fund	-	
1000-4	Other Expenses/janitorial services	969		Jan-Dec.		MPDC and Staff	General Fund	184,380.00	
1000-4	PDMS/Repairs -IT equipt/software	753		Jan-Dec.		MPDC and Staff	General Fund	15,276.00	
1000-4	Repairs & maint. - aircon/furnitures	823		Jan-Dec.		MPDC and Staff	General Fund	1,600.00	
1000-4	Repairs & maint.- office equipt.	821		Jan-Dec.		MPDC and Staff	General Fund	5,000.00	
1000-4	Jagna/mpdc website domain subscription	774		Jan-Dec.		MPDC and Staff	General Fund	12,000.00	
1000-4	Fuel, oil & lubricants	761		Jan-Dec.		MPDC and Staff	General Fund	5,000.00	
1000-4	Postage and deliveries	780		Jan-Dec.		MPDC and Staff	General Fund	1,000.00	
1000-4	Printing & binding expenses	781		Jan-Dec.		MPDC and Staff	General Fund	5,000.00	
1000-4	Legal services	791		Jan-Dec.		MPDC and Staff	General Fund	3,000.00	
1000-4	Town planning	753		Jan-Dec.		MPDC and Staff	General Fund	70,000.00	
1000-4	CLUP/CDP/ELA/AIP updating	753		Jan-Dec.		MPDC and Staff	General Fund	30,000.00	
1000-4	Other supplies and materials	765	Jan-Dec.	MPDC and Staff	General Fund	5,000.00			
	TOTAL MOOE							492,400.00	

Prepared and reviewed by:

ENGR. GERRY V. ARANETA
MPDC

WORK AND FINANCIAL PLAN 2013

Office/Department : **MUNICIPAL ACCOUNTING OFFICE**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
<i>Maintenance and Other Operating Expenses (MOOE)</i>									
1000-8	Travelling Expenses -Local	751	take charge of both the accounting and internal audit services of the local government unit ; maintain an internal audit system in the local government unit concerned; Prepare and submit financial statements ; Certify to the availability of budgetary allo	Jan - Dec	No. of Financial Statement Reports submitted	Zenaida A. Galorio & Accounting Personnel	General Fund	35,000.00	
1000-8	Training Expenses	753		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	25,000.00	
1000-8	Office Supplies Expenses	755		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	38,000.00	
1000-8	Other Supplies Expenses	765		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	2,000.00	
1000-8	Postage and Deliveries	771		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	1,000.00	
1000-8	Telephone Expenses - Mobile	773		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	14,400.00	
1000-8	General Services	795		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	200,000.00	
1000-8	Repairs and Maintenance - Office Equipment	821		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	2,000.00	
1000-8	Repairs and Maintenance - IT Equipment	823		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	4,000.00	
1000-8	Maintenance and Other Operating Expenses	969		Jan - Dec		Zenaida A. Galorio & Accounting Personnel	General Fund	3,000.00	
	T O T A L							324,400.00	
1000-8	CAPITAL OUTLAYS								
	Purchase of Printer	223	Financial Statements	Jan - Dec. 2013	No. of FS submitted	Zenaida A. Galorio	General Fund	45,000.00	
	GRAND TOTAL							369,400.00	

Prepared and reviewed by:

ZENAIDA A. GALORIO
Municipal Accountant

WORK AND FINANCIAL PLAN 2013

Office/Department : **MUNICIPAL BUDGET OFFICE**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
1000-9	PPAs								
	Maintenance and Other Operating Expenses (MOOE)								
1000-9	Trainings and Seminars	753	Prepare forms, orders, and circulars embodying instructions on budgetary and appropriation ;Review and consolidate the budget proposals of different departments and offices of the local government unit; Study and evaluate budgetary implications of propose	Jan- Dec	Increased knowledge	MBO & staff	General Fund	10,800.00	
1000-9	Traveling expenses	751		Jan- Dec	# of conference/ meeting attended	MBO & staff	General Fund	35,000.00	
1000-9	Office supplies expense	755		Jan- Dec	# of office supplies used	MBO & staff	General Fund	30,000.00	
1000-9	Other Supplies Expenses	765		Jan- Dec	# of supplies & materials needed	MBO & staff	General Fund	8,600.00	
1000-9	Telephone expenses-mobile	773		Jan- Dec	Monthly allowance for communication	MBO & staff	General Fund	14,400.00	
1000-9	Telephone expenses-landline	772		Jan- Dec	-	MBO & staff	-	-	
1000-9	Janitorial services	795		Jan- Dec	# of days served and rendered	MBO & staff	General Fund	-	
1000-9	Repairs and Maintenance - IT Equipment and Office Equipment	823/821		Jan- Dec	100% quality	MBO & staff	General Fund	5,000.00	
1000-9	Repairs and Maintenance - Aircon and Fixtures/Office Bldg.	822/811		Jan- Dec	100% quality	MBO & staff	General Fund	1,200.00	
	TOTAL MOOE								105,000.00
	CAPITAL OUTLAYS								
1000-9	Acquisition of office equipment	221	Functional equipment	Jan-Dec	100% Fully functional equipment	Budget Officer & staff	General Fund	-	Subject for budgeting
TOTAL								210,000.00	

Prepared and reviewed by:

BRIGIDA B. ACERON
Municipal Budget Officer

WORK AND FINANCIAL PLAN 2013

Office/Department: **LOCAL CIVIL REGISTRY OFFICE (LCR)**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
1000-10	Birth, Marriage, Death registration and CDLI		Accept all registrable documents and judicial decrees affecting the civil status of persons; File, keep and preserve in a secure place the books required by law; and enter immediately upon receipt all registrable documents and judicial decrees affecting t	Jan-Dec	100% registration of vital events	LCRO Personnel	General Fund		
1000-10	Issuance of Certifications (Mun. Forms)			Jan-Dec	variable	LCRO Personnel	General Fund		
1000-10	Petition for CFN & CCE			Jan-Dec	# of corrected errors in the civil registry documents	MCR	General Fund		
1000-10	Conduct Mobile and Free Registrations			February	variable	LCRO Personnel	General Fund		
1000-10	Batch Request Entry Query System (BREQS)			Jan-Dec	facilitates requests of authenticated documents to clients	Melba A. Bucog	General Fund		
1000-10	Issuance of SEC DOC Application for Marriage License			Jan-Dec	variable	MCR	General Fund		
	Maintenance and Other Operating Expenses (MOOE)								
1000-10	Travelling Expenses	751	Receive applications for the issuance of a marriage license and, after determining that the requirements and supporting certificates and publication thereof for the prescribed period have been complied with, issue the license upon payment of the authorize	Jan-Dec	applications for the issuance of a marriage license and supporting certificates ; birth certificates applications; log book	MCR & Staff	General Fund	70,480.00	
1000-10	Office Supplies Expenses	755		Jan-Dec		MCR & Staff	General Fund	48,000.00	
1000-10	Security documents	969		Jan-Dec		MCR & Staff	General Fund	-	
1000-10	Training expenses	753		Jan-Dec		MCR & Staff	General Fund	10,000.00	
1000-10	Telephone expenses - mobile	773		Jan-Dec		MCR & Staff	General Fund	14,400.00	
1000-10	Telephone expenses - landline	772		Jan-Dec		MCR & Staff	General Fund	7,000.00	
1000-10	Fuel, oil & lubricants	761		Jan-Dec		MCR & Staff	General Fund	5,000.00	
1000-10	Internet expenses	774		Jan-Dec		MCR & Staff	General Fund	12,000.00	
1000-10	Other Expenses/janitorial services	969		Jan-Dec		MCR & Staff	General Fund	126,720.00	
1000-10	Repairs and Maintenance - Office Equipments	818		Jan-Dec		MCR & Staff	General Fund	5,000.00	
	TOTAL MOOE							298,600.00	

Prepared and reviewed by:

MA. LOVELLA E. ACEBES
Municipal Civil Registrar

WORK AND FINANCIAL PLAN 2013

Office/Department : **MUNICIPAL ASSESSOR'S OFFICE**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND
	PPAs						
	Conduct of Actual Land and Building Assessment						
	Maintenance and Other Operating Expenses						
1000-11	Traveling Expenses	751	take charge of the assessor’s office; Ensure that all laws and policies governing the appraisal and assessment of real properties for taxation purposes are properly executed; Initiate, review, and recommend changes in policies and objectives, plans and pr	Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	Trainings / Seminars	753		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	Telephone Expenses (Landline)	772		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	Telephone Expenses (Mobile)	773		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	Office Supplies Expenses	755		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	Fuel, Oil & Lubricants	761		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	LAMP 2	969		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	Salaries & Wages Casual	705		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
1000-11	ETRACS	969		Jan-Dec	No. of RPT Assessed	MaAssO Personnel	General Fund
	TOTAL						

Prepared and reviewed by:

MA. ESTERLINA G. ANDO
 OIC Municipal Assessor

WORK AND FINANCIAL PLAN 2013

Office/Department: **Market/JaSMED/Slaughterhouse**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
Programs/Projects/Activities									
8000-2	Purchase of transportation vehicle for the office mobilization		One transportaion vehicle	Feb. 1st week	Presence of vehicle used for the office mobilization	Market Supervisor	Improvement of the Public Market	150,000.00	
8000-2	Enhancement of the wet market flooring		zero incedent of crime and injuries	March 1st week	Reduced no. of injuries	Market Supervisor	Improvement of the Public Market	70,000.00	
8000-2	Capacity Development of JaSMED Staff		2 JaSMED Staffs Increased knowledged and skills on entrepreneuerial development	Jan-Dec	No. of JaSMED Staff increased knowledge and skills on entrepreneuerial development	JaSMED Staff	GAD Budget	20,000.00	
8000-2	Improvement of the Slaughterhouse Facility		Class "A" Slaughterhouse	Jan-Dec	Slaughterhouse accredited on the NMIS Standard	Engineering Office	20% dev. Fund	1,000,000.00	
Maintenance and Other Operating Expenses (MOOE)									
8000-2	Trainings and Seminars	753	Implement and execute the plans and policies as stated in the Market Code; in-charge in the operation of the public markets, concerning sanitation, cleanliness, security and order within the market premises; Supervise and evaluate the activities and perf	Jan-Dec	Coordination/Cooperation with the Municipal Treasurer on matters of collection and imposition of fees and charges; Recommend to the Municipal Mayor the opening of necessary positions in the public market for effective and efficient delivery of the needed	Market Personnel	General Fud - Market	30,000.00	
8000-2	Travelling Expenses	751		Jan-Dec		Market Personnel	General Fud - Market	20,000.00	
8000-2	Office Supplies Expenses	755		Jan-Dec		Market Personnel	General Fud - Market	80,000.00	
8000-2	Telephone Expenses-Mobile	773		Jan-Dec		Market Personnel	General Fud - Market	14,400.00	
8000-2	Internet Expenses	774		Jan-Dec		Market Personnel	General Fud - Market	20,000.00	
8000-2	Fuel, Lubricants & Oil	761		Jan-Dec		Market Personnel	General Fud - Market	80,000.00	
8000-2	Repair & Maintenance of Motor Vehicles	841		Jan-Dec		Market Personnel	General Fud - Market	50,000.00	
8000-2	Accountable Forms	756		Jan-Dec		Market Personnel	General Fud - Market	50,000.00	
8000-2	Power Illumination	767		Jan-Dec		Market Personnel	General Fud - Market	1,500,000.00	
8000-2	Other Expenses	841		Jan-Dec		Market Personnel	General Fud - Market	100,000.00	
8000-2	Other repair and maintenance	841		Jan-Dec		Market Personnel	General Fud - Market	50,000.00	
8000-2	Insurance Expenses	893		Jan-Dec		Market Personnel	General Fud - Market	502,000.00	
CAPITAL OUTLAY									
8000-2	Purchase of Equipments (office utility vehicle and office equipment)	221						194,000.00	
8000-2	Improvement of the public market	814						70,000.00	
8000-2	Const. of Market (Loan Amort.)							2,610,000.00	

Prepared and reviewed by:

ENGR. PETER M. JAMERO
Market Supervisor

WORK AND FINANCIAL PLAN 2013

Office/Department: **INTEGRATED SOLID WASTE MANAGEMENT (ISWM)**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
8000-3	Opening of road acces to SLF site		Access road leading to Sanitary Landfill Opened	Jan	Accessible SLF	Engineering, Assessor, MTWG	ISWM Fund	100,000.00	
8000-3	Contruccion of SLF Lift 1		Sanitary Lanfill Lift 1 Construction started	Jan-Mar	Operational SLF (Phase 1)	TWG	20% Development Fund	400,000.00	
	Maintenance and Other Operating Expenses (MOOE)								
8000-3	Travel Expenses	753	Adopt measures to promote and ensure the viability and effective implementation of solid waste management; Monitor the implementation of the Municipal Solid Waste Management Plan through its various political subdivisions and in cooperation with the priva	Jan-Dec	regular collection of garbage service rendered; frequency of garbage collections; regular IEC, radio programs related to ISWM; established a Lift 1 of Proposed Sanitary Landfill at Brgy. Tubod Mar	ISWM Personnel	ISWM Fund	10,000.00	
8000-3	Office supplies expenses	751		Jan-Dec		ISWM Personnel	ISWM Fund	50,000.00	
8000-3	Fuel, oil & lubricants	755		Jan-Dec		ISWM Personnel	ISWM Fund	180,000.00	
8000-3	Other supplies & materials	774		Jan-Dec		ISWM Personnel	ISWM Fund	85,000.00	
8000-3	Repair & maintenance-other machinery	761		Jan-Dec		ISWM Personnel	ISWM Fund	95,000.00	
8000-3	Social marketing/trainings	773		Jan-Dec		ISWM Personnel	ISWM Fund	5,000.00	
8000-3	Power & illumination	772		Jan-Dec		ISWM Personnel	ISWM Fund		
8000-3	Capability build-up	795		Jan-Dec		ISWM Personnel	ISWM Fund		
8000-3	Other expenses	823		Jan-Dec		ISWM Personnel	ISWM Fund	50,000.00	
	CAPITAL OUTLAY								

and reviewed by:

ENGR. PETER M. JAMERO
ISWM In-charge

WORK AND FINANCIAL PLAN 2013

Office/Department : **Municipal Engineering Office**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOU CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	Approved Budget	Proposed	
	PPAs									
8000-4	Development Projects funded by 20% Development Funds		Infrastructure projects under 20% DF implemented	Jan - Dec	No. of development projects of the municipality implemented	ME, MPDC,MBO	20% Development Fund			
	Maintenance and Other Operating Expenses (MOOE)									
8000-4	Traveling expenses	751	review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in infrastructure	Jan - Dec	Administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges, and other engineering and public works projects of the local government unit;Provide engineering services to the local government unit i	Mun. Engineer	General Fund	60,000.00	50,000.00	
8000-4	Training expense	753		Jan - Dec		Mun. Engineer	General Fund	-	30,000.00	
8000-4	Office supplies expenses	755		Jan - Dec		Mun. Engineer	General Fund	35,000.00	30,000.00	
8000-4	Other Supplies Expenses	765		Jan - Dec		Mun. Engineer	General Fund	-	1,000.00	
8000-4	Telephone expenses-landline	772		Jan - Dec		Mun. Engineer	General Fund	7,000.00	7,000.00	
8000-4	Telephone expenses-mobile	773		Jan - Dec		Mun. Engineer	General Fund	14,400.00	14,400.00	
8000-4	Motor vehicles maintenance	841		Jan - Dec		Mun. Engineer	General Fund	10,000.00	15,000.00	
8000-4	Maintenance of heavy equipment	841		Jan - Dec		Mun. Engineer	General Fund	10,000.00	50,000.00	
8000-4	Fuel, oil & lubricants	761		Jan - Dec		Mun. Engineer	General Fund	20,000.00	50,000.00	
8000-4	General services/Janitorial	795		Jan - Dec		Mun. Engineer	General Fund	170,000.00	170,000.00	
8000-4	General Services such as carpentry & electrical	795		development and public works in general of the local government unit; Advise the mayor on infrastructure, public works and		Jan - Dec	Mun. Engineer	General Fund	-	50,000.00
8000-4	Repairs and Maintenance - Office Equipment	821		Jan - Dec		Mun. Engineer	General Fund	-	4,000.00	
8000-4	Repairs and Maintenance- FF	822		Jan - Dec		Mun. Engineer	General Fund	-	4,000.00	
8000-4	Repairs and Maintenance - IT Equipment	823	Jan - Dec	Mun. Engineer	General Fund	-	10,000.00			
8000-4	Repairs and Maintenance - Motor Vehicles/brush cutter	841	Jan - Dec	Mun. Engineer	General Fund	-	6,000.00			
8000-4	Maintenance & Other Operating Expenses	969	Jan - Dec	Mun. Engineer	General Fund	-	5,000.00			
	TOTAL MOOE							326,400.00	496,400.00	
	CAPITAL OUTLAYS									
	Purchase of Motorcycle			Jan - Dec		Mun. Engineer	General Fund	-	65,000.00	
	TOTAL APPROPRIATION									

Prepared and reviewed by:

ENGR. JOSEFINA S. RANO
Municipal Engineer

WORK AND FINANCIAL PLAN 2013

Office/Department : **JAGNA WATERWORKS SYSTEM**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
1000-3	PPAs								
1000-3	Installation of Stub-out (Poblacion & Tejero)		Even and fair distribution system	Jan-Feb	no. of stub-out installed	Teofisto Macas & Plumbers	20% Development Fund	350,000.00	
1000-3	Installation of Stub-out Can-upao		Even and fair distribution system	Mar-Apr	no. of stub-out installed	Teofisto Macas & Plumbers	20% Development Fund	150,000.00	
1000-3	Rehabilitation of Lonoy Source Spring Box		Expand and rehabilitated spring box	July-Sept	% of work accomplishment	Engr. Caljun Mangyao	External Source	400,000.00	
1000-3	Installation of Chlorinator		Functional chlorination facility	Oct	no. of chlorinator installed	Mr. Bernardo Baja	External Source	150,000.00	
1000-3	Installation of Water Filtration Facility		Potable water supply	Nov-Dec	negative results of ecoli lab testing	Engr. Caljun Mangyao	External Source	12,000,000.00	
	Maintenance and Other Operating Expenses (MOOE)								
1000-3	Travelling Expenses	751	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	20,000.00	
1000-3	Trainings & Seminars	753	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	20,000.00	
1000-3	Power & Illumination	767	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	250,000.00	
1000-3	Telephone Expenses-Landline	772	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	7,000.00	
1000-3	Telephone Expenses-Mobile	773	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	14,400.00	
1000-3	Internet Access Expenses	774	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	12,000.00	
1000-3	Accountable Forms	756	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	10,000.00	
1000-3	Liquid Chlorine	766	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	57,600.00	
1000-3	Repairs & Maintenance-IT	841	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	15,000.00	
1000-3	Other Supplies & Materials	765	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	50,000.00	
1000-3	Rent Expense	782	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	4,000.00	
1000-3	Office Supplies expenses	755	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	40,000.00	
1000-3	Other Repairs & Maintenance	854	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	51,485.92	
1000-3	Water Billing Software	766	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	5,000.00	
1000-3	Fuel,oil & Lubricants	761	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	40,000.00	
1000-3	Annual Water Charge	891	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	10,500.00	
1000-3	Other Expenses	969	continued water service	whole year-round	mid-term and year-end reports	JWS personnel	JWS Fund	50,000.00	
Total MOOE								656,985.92	
1000-3	5% Reserved Fund							85,000.00	

d and reviewed by:

ENGR. GERRY V. ARANETA
JWS Office-in-charge

WORK AND FINANCIAL PLAN 2013

Office/Department : **Municipal Social and Development Office**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
3000-3	Supplemental Feeding Program	751/753 755/761 765/369	Feed the Children especially malnourished Children	Jan - Dec	Project implementation Supplies acquired	MSWDO	General Fund	60,000.00	
3000-3	Day Care Services	751/753 755/761 765/969	Help develop the Children Physical, personal abilities, human relationship, spiritual and social values	Jan - Dec	Nutritional Status of Children improved	MSWDO	General Fund	60,000.00	
3000-3	ECCD Program	753/781 969/765	Promote human development through essential services and care for Children	Jan - Dec	100% competent Daycare worker	MSWDO	General Fund	10,000.00	
3000-3	STAC	969/761 751/755 799/765	Serve 0-14 y/o with different disabilities through Therapeutic and Stimulation	Jan - Dec	Highly motivated and improved performance	MSWDO	General Fund	218,720.00	
3000-3	Children/Youth	751/753 761/969 765/758	Support youth welfare program and assist scholarship and skills training	Jan - Dec	OSY profile functional OSY organization – able to finish vocational courses	MSWDO	General Fund	20,000.00	
3000-3	SVR disabled person/ elderly	765/751 969/755 758	Accessibility for better life	Jan - Dec	Served, assist & issue ID and purchase booklet	MSWDO	General Fund	40,000.00	
3000-3	CBS for street children			Jan - Dec		MSWDO	General Fund	10,000.00	
3000-3	Com. Resource Development			Jan - Dec		MSWDO	General Fund	5,000.00	
3000-3	Donation	969 979		Jan - Dec		MSWDO	General Fund	5,000.00	
	Maintenance and Other Operating Expenses (MOOE)								
3000-3	Travelling Expenses	751	take charge of the office on social welfare and development services and shall ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development;implement the same particularly those which have to do wit	Jan - Dec	Be in the frontline of service delivery, particularly those which have to do with immediate relief during and assistance in the aftermath of man-made and natural disaster and natural calamities	MSWDO	General Fund	60,000.00	
3000-3	Office Supplies Expenses	755		Jan - Dec		MSWDO	General Fund	30,000.00	
3000-3	Telephone expenses-mobile	773		Jan - Dec		MSWDO	General Fund	14,400.00	
3000-3	Fuel, oil & lubricants	761		Jan - Dec		MSWDO	General Fund	5,000.00	
3000-3	Repair & maint. - aircon	823		Jan - Dec		MSWDO	General Fund	5,000.00	
3000-3	Other expenses/janitorial services	795		Jan - Dec		MSWDO	General Fund	71,280.00	
Total MOOE								185,680.00	

Prepared and reviewed by:

MARCIONILA E. REYES
OIC Mun.Social Welfare and Dev't Officer

WORK AND FINANCIAL PLAN 2013

Office/Department : **MUNICIPAL AGRICULTURE'S OFFICE**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/REMARKS from LFC
Programs, Projects and Activities									
8000-1	Municipal Nursery Operation	762/761/969	* Sustained Vermicast production * Sustained production of planting materials (fruit and forest trees)	Jan-Dec	*no. of seedlings produced and distributed *No. of kilos of vermicast produced	MDRRM Job Order Personnel/ DA Personnel	MDRRM Fund	40,000.00	
8000-1	Agro-processing Project (Ube, Tableya and Banana Chips)	762/753/755/840/969	*2 tons ubi tuber processed in powder; * 3 entrepreneurial trainings	Jan-Dec	*volume of raw materials * no. of training conducted for WMES	MA/Food Technician	5% GAD	70,000.00	
8000-1	Farmer's Field Day/Harvest Festival	755/761/753/969	*Techno Demo showcased to other farmers	Jan-Dec	*No. of Field Days/Harvest Festival	HVCC Technician	5% GAD	50,000.00	
8000-1	Procurement of Vet. Supply & Biologics	757	*Sustained veterinary services for animal health management and veterinary services	Jan-Dec	*No. of veterinary services rendered	Livestock Technician/Municipal Agriculturist	5% GAD	20,000.00	
8000-1	Fishery Programs/CRM/MPA	753/761/755/762/751/969	* Sustained distribution of fingerlings to local fishpond operators * Sustained maintenance of 9 MPAs (underwater clean-up, replacement of marker buoys) * Sustained underwater mapping and assessment on a * Fishermen and fishing gears registered	Jan-Dec	*No. of farmers availed of fingerlings dispersal *No. of MPAs maintained *No. of activities conducted *No. of fishermen registered	Municipal Agriculturist/ Fishery Technician/CRM Desk Officer	5% GAD	100,000.00	
8000-1	Swine Production & Dispersal Program	762/761/969	* Sustained maintenance of swine production * Sustained piglet dispersal	Jan-Dec	*No. of piglets produced *No. of AI services rendered *No. of farmer- recipients availed of dispersal	Livestock Technician/Municipal Agriculturist	5% GAD	80,000.00	
8000-1	High Valued Crop Development Program	753/762/761/751/969	* Sustained Municipal Vegetable Seed Production * Sustained Ubi Production Technology * Sustained Barangay Nutrition Council Gardening -produced safe and quality vegetable for malnourished children * Sustained Gulayan sa Paaralan - pupils and students trai	Jan-Dec	* No. of farmers/growers availed of seed dispersal * No. of kilos produced from ubi production * No. of BNC Garden sustained *No. of schools implemented the Gulayan sa Paaralan *No. of farmers/growers availed of seed dispersal *No. of farmers availed	HVCC Technician/MAO Staff and Personnel	5% GAD	50,000.00	
8000-1	Cutflower Production/Farm demo	762/969	* Sustained production of local & upgraded cutflowers in Mayana Cutflower Demo Farm	Jan-Dec	*No. cutflowers produced	MAO Staff and Personnel	5% GAD	20,000.00	
8000-1	Farmers Organizational Development	753/751/969	* Farmers' association organized, registered and strengthened	Jan-Dec	*No. of FAs organized, registered and strengthened	MAO Staff and Personnel	5% GAD	20,000.00	
8000-1	Agricultural Development Assistance	762/969	* Sustained logistic support to BALA, BAFC, BAW, 4-H Club and Womens Group	Jan-Dec	*No. of associations had availed of assistance	MAO Staff and Personnel	5% GAD	20,000.00	
8000-1	Livestock Upgrading Program Artificial Insemination (AI)	762/761/969	*Sustained AI services * Sustained veterinary biologics for animal health management and veterinary services	Jan-Dec	*No. of veterinary services rendered	Livestock Technician/Municipal Agriculturist	5% GAD	20,000.00	

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
8000-1	Dog Vaccination & Pop'n Control	757/761/969	* 70 % of dogs based on the 2012 population vaccinated * 80% of stray dogs eliminated	Jan-Dec	*No. of dogs vaccinated and eliminated	MAO Staff and Personnel	5% GAD	30,000.00	
8000-1	Rice Production Enhancement Program	753/762/ 761/969	*Increase in rice yield per hectare in techno demo site at brgy Calabacita *Farmer-cooperators learned & adopted different rice production technologies * Developed new areas for upland rice production *Established adaptability trial on organic rice pro	Jan-Dec	* % increase in rice yield through hybrid production * No. of farmer-cooperators gained knowledge and adopted different rice production technologies * No. of hectares developed for upland rice production * No. of hectares devoted to adaptability trial * N	Rice Technicians/Municipal Agriculturist/ MAO Staff and Personnel	5% GAD	50,000.00	
8000-1	Agri-business & Product R&D	753/762/755/ 761/751/969	* Sustained agro-processing (ubi powder, banana chips, tableja) operation * Sustained product research & development to agri-based micro-enterprises * Sustained Packaging & Labelling assistance to micro-enterprises * Sustained marketing assistance to micr	Jan-Dec	*No. of developed agri-based products *No. of micro-enterprises availed of the packaging and labelling support *No. of packaging and labelling printed and distributed *No. of trainings conducted *No. of market outlets sustained and added *No. of ex	Food Technician/ Ube Confectioners/ Agro-processors on call	20% Development Fund	50,000.00	
8000-1	Food/non-food expenses	762/969	*	Jan-Dec			5% GAD		
	Maintenance and Other Operating Expenses								
8000-1	Travelling expenses	751		Jan-Dec				90,000.00	
8000-1	Trainings & scholarship expenses	753		Jan-Dec				15,000.00	
8000-1	Telephone expenses-landline	772		Jan-Dec				15,600.00	
8000-1	Telephone expenses-mobile	773		Jan-Dec				14,400.00	
8000-1	Office supplies expenses	755		Jan-Dec				40,000.00	
8000-1	Electricity expenses	767		Jan-Dec				-	
8000-1	Other supplies & materials	765		Jan-Dec				1,000.00	
8000-1	Interest expenses	893		Jan-Dec				-	
8000-1	Repairs and Maintenance - IT Equipment and Software	823		Jan-Dec					
8000-1	Repairs and Maintenance - Office Equipment	821		Jan-Dec					
8000-1	Repairs and Maintenance - Motor Vehicles	841		Jan-Dec				5,000.00	
8000-1	Agricultural/janitorial services	795		Jan-Dec					
8000-1	Gasoline, Oil and Lubricants Expenses	761		Jan-Dec					
	CAPITAL OUTLAYS								
	Improvement of New D.A. Building	211		1st quarter					
	Procurement of motor vehicle	241	1 unit vehicle for agricultural services used	2nd quarter					
	GRAND TOTAL								

Prepared and reviewed by:

CAMILO A. RIZANO
Municipal Agriculturist

WORK AND FINANCIAL PLAN 2013

Office/Department: Rural Health Unit 1

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOU CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
3000-1	Human Resource Dev./Trainings								
3000-1	MCH				Maternal Mortality rate	RHU Staff	General Fund	550,000.00	
3000-1	Pre-natal, ante-natal & post natal care	755	Safe motherhood	Year round	Complete pre-natal visits				
3000-1	Facility based deliveries		No. of maternal child book		Facility based deliveries	RHU Staff			
3000-1	natal vitamins		Women of Reproduction age		Ferrous sulphate coverage				
3000-1	Health Education Campaign								
3000-1	Family Planning	759	Sevice provision of	Year round	Contraceptive procedure	RHU Staff	General Fund	189,173.00	
3000-1	Natural and modern method		FP commodities		rate				
			Family Planning forms		New acceptor				
					Currentn user				
3000-1	Nutrition micronutrient	755	Service provision for		% covered	RHU Staff	General Fund	650,000.00	
3000-1	Supplementation and Deworming		micronutrients						
	a) OPT		Weight monitoring	2x a year					
	b) Garantisadong Pambata		Nutrition Assessment &	2x a year					
	c) Salt Testing		Deworming	2x a year					
	d) Deworming		Parent's Class on IEC	2x a year					
	e) Vitamin A Supplementation								
3000-1	Under 5 Clinic	759	Provide quality health	Jan - Dec 2013	Infant mortality rate	RHU Staff	General Fund	950,000.00	
3000-1	Control of Diarrheal diseases		consultation service &		Under 5 mortality rate			600,000.00	
3000-1	Control of other infection such as dengue		medicine provision for						
3000-1	Control of Acute respiratory infection		children less than 5 yrs old						
			both curative & preventive						
3000-1	National Tuberculosis Program	759	All constituents TB	Jan - Dec	Case detection rate	RHU Staff	General Fund	750,000.00	
	- DOTS		TB symptomatic		TB cure rate				
	- TB in children		Diagnosed TB cases						
			Children with symptoms						
3000-1	Environmental Sanitation	755	Environmental measures in	Jan - Dec	% household with	RHU Staff	General Fund	150,000.00	
			ensuring safe & clean		sanitary toilet				
			environment		% household with				
			Health Sanitary Permit		access to safe water				
3000-1	National Leprosy Program		Diagnosis & medical	Jan - Dec	No. of diagnosed cases	RHU Staff	General Fund	200,000.00	
			provisions for		No. of treated cases				
			Hansen's disease						

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
3000-1	Control of Acute Respiratory Infection		Under 5 children	Jan - Dec	Reduced respiratory tract infection	RHU Staff	General Fund	290,000.32	
Maintenance and Other Operating Expenses (MOOE)									
3000-1	Travelling Expenses	751	Take charge of the office on health services, supervise the personnel and staff of said office, formulate program implementation guidelines and rules and regulations in order to assist the mayor in the efficient, effective and economical implementation of	Jan - Dec	Approved plans and strategies ensuring delivery of basic health services which the mayor is empowered to implement and which the sanggunian is empowered to provide			200,000.00	
3000-1	Trng & Seminar-Nutrition Scholar	753		Jan - Dec				30,000.00	
3000-1	Office Supplies Expenses	755		Jan - Dec				100,000.00	
3000-1	Community health program	795		Jan - Dec				205,920.00	
3000-1	Fuel, oil & lubricants	761		Jan - Dec				10,000.00	
3000-1	Motor vehicle maintenance	841		Jan - Dec				10,000.00	
3000-1	Telephone expenses - landline	772		Jan - Dec				7,000.00	
3000-1	Telephone expenses - mobile	773		Jan - Dec				14,400.00	
3000-1	Internet expenses	774		Jan - Dec				12,000.00	
3000-1	Other Expenses	969		Jan - Dec				30,000.00	
	TOTAL							4,329,173.32	

Prepared and reviewed by:

DR. ARNOLD DASIO M. CAGULADA
Municipal Health Officer

WORK AND FINANCIAL PLAN 2013

Office/Department : **MUNICIPAL CIRCUIT TRIAL COURT**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
Maintenance and Other Operating Expenses									
1000-11	Traveling Expenses	751	Performed their duties and responsibilities as promulgated in the Republic Act 7691	Jan-Dec	Performed functions as mandated in RA 7691	MCTC Personnel	General Fund	40,000.00	
1000-11	Office Supplies Expenses	755		Jan-Dec	Performed functions as mandated in RA 7692	MCTC Personnel	General Fund	20,000.00	
1000-11	Telephone Expenses (Landline)	772		Jan-Dec	Performed functions as mandated in RA 7693	MCTC Personnel	General Fund	7,000.00	
1000-11	Other Repairs and Maintenance	841		Jan-Dec	Performed functions as mandated in RA 7694	MCTC Personnel	General Fund	14,400.00	
								81,400.00	

Prepared and reviewed by:

NILO SAJOT
MCTC Office-in-Charge

WORK AND FINANCIAL PLAN 2013

Office/Department : **PROVINCIAL AUDITOR'S OFFICE**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	Maintenance and Other Operating Expenses								
1000-12	Traveling Expenses	751	audit all accounts pertaining to all government revenues and expenditures/uses of government resources and to prescribe accounting and auditing rules, gives it exclusive authority to define the scope and techniques for its audits, and prohibits the legisl	Jan-Dec	no. of LGU transactions post audited quarterly	COA personne	General Fund	30,000.00	
1000-12	Telephone Expenses (Mobile)	774		Jan-Dec		COA personne	General Fund	14,400.00	
1000-12	Training expenses	753		Jan-Dec		COA personne	General Fund	-	
1000-12	Office Supplies Expenses	755		Jan-Dec		COA personne	General Fund	15,600.00	
	TOTAL							60,000.00	

Prepared and reviewed by:

ALEGRIA E. LAPURA
SA-III

WORK AND FINANCIAL PLAN 2013

Office/Department : **BFP/JEMRU**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/ REMARKS from LFC
	PPAs								
3000-6	JEMRU Operation Expenses	969	contituents served	Jan-Dec	Operation Conducted	MFM/JEMRU	General Fund	50,000.00	
	MOOE								
3000-6	Traveling expenses	751		Jan-Dec		MFM/BFP	MOOE	24,000.00	
3000-6	Office supplies expense	755		Jan-Dec		MFM/BFP	MOOE	8,000.00	
3000-6	Telephone Expenses-Landline	772		Jan-Dec	paid	MFM/BFP	MOOE	18,000.00	
3000-6	Repairs & Maintenance - Aircon & Fixtures / Office Bldg.	822/811		4th quarter	Repaired/maintained	MFM/BFP	MOOE	100,000.00	
3000-6	Repairs & Maintenance - Aircon & Fixtures / Motor Vehicle	841		Jan-Dec	repaired	MFM/BFP	MOOE	100,000.00	
3000-6	Firefighting Supplies & Equipment - Fire Extinguishers, fire hoses, fire boots, fire helmets	841		2nd quarter	purchase	MFM/BFP	MOOE	90,000.00	
1000-3	CAPITAL OUTLAYS								

Prepared and reviewed by:

RAUL BUSTALENO

Head BFP Jagna

WORK AND FINANCIAL PLAN 2013

Office/Department : **RHU2 in Mayana**

AIP Code	Programs/Projects/Activities MOOE Capital Outlays	ACCOUNT CODE	EXPECTED OUTPUT/TARGET BENEFICIARIES	TIME FRAME	PERFORMANCE INDICATORS	RESPONSIBLE PERSON	SOURCE OF FUND	BUDGET	GAPS/REMARKS from LFC
	PPAs								
3000-2	MCHN			Jan - Dec					
3000-2	Prenatal/Postnatal/Deliveries		safe motherhood	Jan - Dec		rhu staff	DOH/LGU		
3000-2	Construction of birthing place-		facility based deliveries	Jan - Dec	birthing center constructed				
3000-2	Construction of lactation room		advocacy on breastfeeding	Jan - Dec	breasfeeding center constructed				
3000-2	Reproduction of Mother and Child Book, Birth Plan		healthy pregnancy	Jan - Dec	safe pregnancy			18,750.00	
3000-2	Giving of FeSo4 to all pregnant and lactating mothers			Jan - Dec	anemia among AP/PP prevented		LGU/philoshealth		
3000-2	Training for BEMONC		staff trained on BEMONC	Jan - Dec	maternal and infant death decreases			20,000.00	
3000-2	Family Planning			Jan - Dec					
3000-2	Motivation on Modern family (Planning Methods		MWRAS motivated	Jan - Dec	increase FP acceptors				
3000-2	purchased of Pills, condom, iud,dmpa			Jan - Dec			LGU/Philos health	40,000.00	
3000-2	Expanded progam on Immunization		100% children fully immunized	Jan - Dec					
3000-2				Jan - Dec					
3000-2	purchased on syringes/needles /alcohol/cotton/antipyretics/antihistamins			Jan - Dec	children protected from immunizable diseases			40,000.00	
3000-2	NUTRITION			Jan - Dec					
3000-2	Mass feeding		supplemental feeding to malnourished children	Jan - Dec	awareness for nutrition importance			30,000.00	
3000-2	multivitamins		vit.supplementation to malnourished children	Jan - Dec	improved well-being of children				
3000-2	deworming		children 12-71 dewormed	Jan - Dec	all children dewormed		DOH		
3000-2	ECCD forms		monitoring of growth and development of 0-5 yrs old	Jan - Dec	children below 5 yrs monitored			25,000.00	
3000-2	Care of Acute Respiratory Infection		0-5 yrs children	Jan - Dec	ari cases treated				
3000-2	Medicines for ARI			Jan - Dec					
3000-2	National Tuberculoses Program			Jan - Dec	cases treated and prevented				
3000-2	Control of Diaarheal Diseases			Jan - Dec	CDD cases treated				
3000-2	Non-Communicable Diseases			Jan - Dec	cases treated and prevented				
	Maintenance and Other Operating Expenses (MOOE)								
3000-2	Travelling Expenses	751		Jan - Dec				64,400.00	
3000-2	Training expenses	753		Jan - Dec	Approved plans and strategies ensuring			20,000.00	
3000-2	Office Supplies Expenses	755		Jan - Dec	delivery of basic health			50,000.00	
3000-2	Mobile Clinic Program	969	Take charge of the office on health services, supervise the personnel and staff of said office, formulate program implementation guidelines and rules and regulations in order to assist the mayor in the efficient, effective and economical implementation of	Jan - Dec	services which the			156,000.00	
3000-2	Community Health services	795		Jan - Dec	mayor is empowered to			100,000.00	
3000-2	Fuel, oil & lubricants	761		Jan - Dec	implement and which			20,000.00	
3000-2	Motor vehicle maintenance	841		Jan - Dec	the sanggunian is			20,000.00	
3000-2	Other Expenses	969		Jan - Dec	empowered to provide			20,000.00	
	TOTAL MOOE								450,400.00

Prepared and reviewed by:

DR. EMILIO RAYMOND CLAUDIO
Doctor to the Barrio