

Department of Education


Office Code : 5818
 Office Name : Administrative Division (NCR)
 Fiscal Year : 2023

FY 2023 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

| Output Code (OC) | Programs/ Projects | Output | Activity Code (AC) Milestone | Activities | Performance Indicator (Activity, Output & Milestone) | FY 2023 | FY 2023 |
|--|-----------------------|---|---------------------------------|--|---|-------------------|------------------|
| | | | | | | Total Physical | Total Obligation |
| 103001000100000 - General Management and Supervision | | | | | | | |
| 3Es - Fast, Accurate and Integrated Response (FAIR) | | | | | | | |
| OC-23-5818-GASS-001 | | Compliance and Status Reports on Human Resource | | | No. of reports prepared in compliance to DBM /CSC/DepEd issuances | 8 | |
| | | | AC-23-5818-GASS-001 | Coordination Meeting with SDO HRMOs | Number of meetings conducted | 4 | 80,000.00 |
| OC-23-5818-GASS-002 | | Compliance and Status Reports | | | No. of reports prepared in compliance with DepEd issuances | 5 | |
| | | | AC-23-5818-GASS-002 | Coordination Meeting with SDO Supply Officers | Number of meetings conducted | 4 | 42,000.00 |
| OC-23-5818-GASS-003 | | Technical Assistance Plans and Agreements (TAPA) | | | No. of Technical Assistance Plans and Agreements (TAPA) prepared | 2 | |
| | | | AC-23-5818-GASS-003 | Coordination Meeting cum Technical Assistance to Division SDO Cashiers | Number of meetings and assistance provided to Division Cashiers | 2 | 22,000.00 |
| OC-23-5818-GASS-004 | | Minutes of Meeting containing agreements | | | No. of minutes of meeting prepared | 2 | |
| | | | AC-23-5818-GASS-004 | Coordination Meeting with SDO Records Officers | Number of meetings conducted | 2 | 28,600.00 |
| Quality Assurance of Procured Goods and Services | | | | | | | |
| OC-23-5818-GASS-005 | | Booklet for the Conduct of Inspection | | | No. of Inspection Booklets printed for the ROP Inspectorate Team | 21 | |
| | | | AC-23-5818-GASS-005 | Capacity Building Program/Workshop for Inspection Team and Conduct of Inspection | Number of participants/No. of Inspection | 25 | 215,000.00 |
| National Quality Management System (NQMS) | | | | | | | |
| OC-23-5818-GASS-006 | | Certification of ISO 9001:2015 | | | No. of Operations Manual, Planning documents prepared | 10 | |
| | | | AC-23-5818-GASS-006 | Seminar/ Workshops/ Meetings,; conduct of Internal Audit; 7S Inspection | Number of outputs prepared; number of minutes of meetings; number of internal audit report prepared | 9 | 250,000.00 |
| Meetings/ Proceedings | | | | | | | |
| OC-23-5818-GASS-007 | | Annual Report on Procurement | | | No. of bidding projects compliant with the procurement guidelines | 1 | |
| | | | AC-23-5818-GASS-007 | BAC Meetings, Pre-procurement Conferences, Pre-Bidding Conferences and Opening of Bids | Number of proceedings / meetings conducted | 30 | 225,000.00 |
| OC-23-5818-GASS-008 | | Comparative Matrix and Appointment | | | No. of comparative matrix and appointments prepared | 4 | |
| | | | AC-23-5818-GASS-008 | HRMPSB Meetings/ Proceedings | Number of Minutes of meetings prepared | 4 | 24,000.00 |
| Quality Workplace | | | | | | | |
| OC-23-5818-GASS-009 | | Improvement Plan prepared/Renovated and improved facilities/offices | | | No. of improved and renovated facilities/offices | 12 | |

| Output Code (OC) | Programs/ Projects | Output | Activity Code (AC) Milestone | Activities | Performance Indicator (Activity, Output & Milestone) | FY 2023 | FY 2023 |
|---------------------|-----------------------|---|---------------------------------|--|---|-------------------|----------------------|
| | | | | | | Total Physical | Total Obligation |
| | | | AC-23-5818-GASS-009 | Procurement of materials for improvement and repairs | Number of procurement documents prepared (Program of Works, Detailed Estimate) prepared | 12 | 2,198,000.00 |
| | | PRIME Automation: Leave Administration System | | | | | |
| OC-23-5818-GASS-010 | | System for leave administration | | | No. of system created for leave administration | 1 | |
| | | | AC-23-5818-GASS-010 | Procurement of Consultancy services | No. of procured consultancy services | 1 | 500,000.00 |
| | | Overhead | | | | | |
| OC-23-5818-GASS-011 | | Administrative Cost | | | No. of Payments made | 157 | |
| | | | AC-23-5818-GASS-011 | Payment of Salaries of Contract of Service | No. of Payments made | 12 | 1,811,000.00 |
| | | | AC-23-5818-GASS-012 | Other Supplies and Materials Expenses | No. of Payments made | 12 | 1,717,803.17 |
| | | | AC-23-5818-GASS-013 | Water Expenses | No. of Payments made | 12 | 1,302,854.05 |
| | | | AC-23-5818-GASS-014 | Electricity Expenses | No. of Payments made | 12 | 5,500,000.00 |
| | | | AC-23-5818-GASS-015 | Landline | No. of Payments made | 12 | 568,000.00 |
| | | | AC-23-5818-GASS-016 | Mobile | No. of Payments made | 12 | 637,997.29 |
| | | | AC-23-5818-GASS-017 | Janitorial Services | No. of Payments made | 12 | 2,667,000.00 |
| | | | AC-23-5818-GASS-018 | Security Services | No. of Payments made | 12 | 3,447,000.00 |
| | | | AC-23-5818-GASS-019 | Motor Vehicles | No. of Payments made | 4 | 741,000.00 |
| | | | AC-23-5818-GASS-020 | Office Equipment | No. of Payments made | 4 | 246,000.00 |
| | | | AC-23-5818-GASS-021 | Internet Subscription Expenses | No. of Payments made | 12 | 900,000.00 |
| | | | AC-23-5818-GASS-022 | Fuel, Oil and Lubricants Expenses | No. of Payments made | 12 | 1,078,000.00 |
| | | | AC-23-5818-GASS-023 | Insurance Expenses | No. of Payments made | 1 | 210,000.00 |
| | | | AC-23-5818-GASS-024 | Office Supplies Expenses | No. of Payments made | 4 | 2,271,720.25 |
| | | | AC-23-5818-GASS-025 | Postage and Courier Services | No. of Payments made | 12 | 300,000.00 |
| | | | AC-23-5818-GASS-026 | Accountable Forms Expenses | No. of Payments made | 12 | 105,000.00 |
| TOTAL | | | | | | | 27,087,974.76 |

Prepared by:



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