

Department of Education

Office Code : 5818
 Office Name : Administrative Division (NCR)
 Fiscal Year : 2024

FY 2024 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	FY 2024	FY 2024 OBLIGATION PROGRAM
						Total Physical	Total Obligation
103001000100000 - General Management and Supervision							
Fast, Accurate and Integrated Response (FAIR)							
OC-24-5818-GASS-001		Compliance and Status Reports on Human Resource			No. of reports prepared in compliance to DBM /CSC/DepEd issuances	4	
			AC-24-5818-GASS-001	Coordination Meeting with SDO HRMOs	Number of meetings conducted	4	0.00
OC-24-5818-GASS-002		Compliance and Status Reports			No. of reports prepared in compliance with DepEd issuances	4	
			AC-24-5818-GASS-002	Coordination Meeting with SDO Supply Officers	Number of meetings conducted	4	0.00
OC-24-5818-GASS-003		Technical Assistance Plans and Agreements (TAPA)			No. of Technical Assistance Plans and Agreements (TAPA) prepared	2	
			AC-24-5818-GASS-003	Coordination Meeting cum Technical Assistance to Division SDO Cashiers	Number of meetings and assistance provided to Division Cashiers	2	0.00
OC-24-5818-GASS-004		Minutes of Meeting containing agreements			No. of minutes of meeting prepared	2	
			AC-24-5818-GASS-004	Coordination Meeting with SDO Records Officers	Number of meetings conducted	2	0.00
PRIME Automation: Automation of Services for Administrative Proficiency (ASAP)							
OC-24-5818-GASS-005		Functional property management system for systematic monitoring and inventory			System developed for property management	1	
			AC-24-5818-GASS-005	Procurement of Consultancy Services for Development of System for Systematic Monitoring and Inventory	Number of system developed	1	350,000.00
OC-24-5818-GASS-006		Enhanced DOTS			Contract/Job order	12	
			AC-24-5818-GASS-006	Procurement of Consultancy Service for Enhanced DOTS	Number of job order entered into	12	180,000.00
OC-24-5818-GASS-007		Enhanced RSAS			Contract/Job order	12	

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			AC-24-5818-GASS-007	Procurement of Consultancy Service for Enhanced RSAS	Number of job order entered into	12	180,000.00	
OC-24-5818-GASS-008		Enhanced HRIS and LMS			Contract/Job order	12		
			AC-24-5818-GASS-008	Procurement of Consultancy for the Maintenance of the HRIS and Leave Management System Service	Number of job order entered into	12	180,000.00	
		Continuous Enhancement and Maintenance for Encouraging Turn-out						
OC-24-5818-GASS-009		Improvement Plan prepared/Renovated and improved facilities/offices			No. of improved and renovated facilities/offices	12		
			AC-24-5818-GASS-009	Procurement of materials for improvement and repairs	Number of procurement documents prepared (Program of Works, Detailed Estimate) prepared	12	1,800,000.00	
		Capacity Building						
OC-24-5818-GASS-010		Proficiency on the procurement rules and procedures; on time procurement of supplies, materials and services and payment of obligations			Minutes of Proceedings	1		
			AC-24-5818-GASS-010	1.Orientation ; 2. community of practice	Number of Minutes	1	66,000.00	
		National Quality Management System (NQMS)						
OC-24-5818-GASS-011		Certification of ISO 9001:2015			Documented information prepared	4		
			AC-24-5818-GASS-011	Quality Management System (NQMS) Focus Group Discussion and Workshop	Number of Documented information prepared	4	50,000.00	
		Overhead						
OC-24-5818-GASS-012		Administrative Cost				157		
			AC-24-5818-GASS-012	Payment of Salaries of Contract of Service (COS)	No. of Payments made	12	1,811,000.00	
			AC-24-5818-GASS-013	Other Supplies and Materials Expenses	No. of Payments made	12	1,717,803.17	
			AC-24-5818-GASS-014	Water Expenses	No. of Payments made	12	1,302,854.05	
			AC-24-5818-GASS-015	Electricity Expenses	No. of Payments made	12	5,500,000.00	
			AC-24-5818-GASS-016	Landline	No. of Payments made	12	568,000.00	
			AC-24-5818-GASS-017	Mobile	No. of Payments made	12	637,997.29	

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			AC-24-5818-GASS-018	Janitorial Services	No. of Payments made	12	2,667,000.00
			AC-24-5818-GASS-019	Security Services	No. of Payments made	12	3,447,000.00
			AC-24-5818-GASS-020	Motor Vehicles	No. of Payments made	4	741,000.00
			AC-24-5818-GASS-021	Office Equipment	No. of Payments made	4	246,000.00
			AC-24-5818-GASS-022	Internet Subscription Expenses	No. of Payments made	12	900,000.00
			AC-24-5818-GASS-023	Fuel, Oil and Lubricants Expenses	No. of Payments made	12	1,078,000.00
			AC-24-5818-GASS-024	Insurance Expenses	No. of Payments made	1	210,254.24
			AC-24-5818-GASS-025	Office Supplies Expenses	No. of Payments made	4	2,271,720.25
			AC-24-5818-GASS-026	Postage and Courier Services	No. of Payments made	12	300,000.00
			AC-24-5818-GASS-027	Accountable Forms Expenses	No. of Payments made	12	105,000.00
TOTAL							26,309,629.00

Prepared by:


Recommending Approval:

Approved by:


ATTY. JOYLYN P. DULNUAN
 CAO, Administrative Division
 Date : 


JULIET J. ICAMEN
 CAO, Finance Division
 Date : 1/3/24


CRISTITO A. ECO
 Assistant Regional Director
 Date :


JOCELYN DR. ANDAYA
 Director IV
 Date :