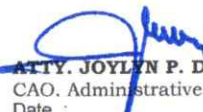


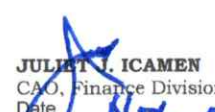
Department of Education

Office Code : 5818
 Office Name Administrative Division (NCR)
 Fiscal Year : 2025

FY 2025 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

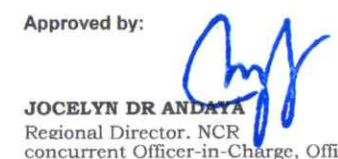
Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)	FY 2025 PHYSICAL TARGET												Total Physical				
						Q1				Q2				Q3					Q4			
						Jan.	Feb.	Mar.	Total	Apr.	May	June	Total	July	Aug.	Sept.	Total		Oct.	Nov.	Dec.	Total
103001000100000 - General Management and Supervision																						
Fast, Accurate and Integrated Response (FAIR)																						
OC-25-5818-GASS-001		Technical Assistance Report		No. of Technical Assistance Report prepared	0	4	0	4	0	2	0	2	0	0	4	4	0	2	0	2	12	
			AC-25-5818-GASS-001	Quarterly Coordination Meeting	No. of meetings conducted	0	4	0	4	0	2	0	2	0	0	4	4	0	2	0	2	12
Automation of services for Administrative Proficiency (ASAP)																						
OC-25-5818-GASS-002		Improved automated systems		No. of payments made to improved automated system	1	1	1	3	1	1	1	3	1	1	1	3	1	0	0	1	10	
			AC-25-5818-GASS-002	Maintenance of Automated Systems (RSAS; HRIS-LMS; SMS; AMS; DOTS, Cash Management)	No. of payments made for the maintenance of automated systems	1	1	1	3	1	1	1	3	1	1	1	3	1	0	0	1	10
OC-25-5818-GASS-003		Developed system for Procurement Management		No. of systems developed	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
			AC-25-5818-GASS-003	Procurement of Consultancy for the development of Procurement Management System	No. of procured consultancy	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
Continuous Enhancement and Maintenance for Encouraging Turn-out (CEMENTO)																						
OC-25-5818-GASS-004		Renovated facilities/offices		No. of renovated facilities/offices	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-004	Procurement of materials for improvement and repairs	No. of procured materials	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Quality Management System (QMS)																						
OC-25-5818-GASS-005		Guidelines developed on the implementation of quality workplace and report prepared on monitoring of its implementation		No. of guidelines developed	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
			AC-25-5818-GASS-005	Coordination Meeting for Developing guidelines on the implementation of Quality Workplace	No. of meetings conducted	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Procurement Obligation Monitoring																						
OC-25-5818-GASS-006		Payments to suppliers and service providers processed on time		No. of payments processed on time	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
			AC-25-5818-GASS-006	Coordination meeting	No. of coordination meeting	0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	1	2
Overhead																						
OC-25-5818-GASS-007		Administrative Cost		No. of Payments made	14	15	17	46	15	14	17	46	15	14	17	46	15	14	17	46	184	
			AC-25-5818-GASS-007	Payment of Salaries of Contract of Service (COS)	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-008	Other Supplies and Materials Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-009	Water Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-010	Electricity Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-011	Landline	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-012	Mobile	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-013	Car Registration	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	
			AC-25-5818-GASS-014	Janitorial Services	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-015	Security Services	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-016	Motor Vehicles	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	
			AC-25-5818-GASS-017	Office Equipment Maintenance	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	4	
			AC-25-5818-GASS-018	Internet Subscription Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-019	Fuel, Oil and Lubricants Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-020	Insurance Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-021	Office Supplies Expenses	0	1	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	
			AC-25-5818-GASS-022	Postage and Courier Services	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-023	Accountable Forms Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
			AC-25-5818-GASS-024	ICT Equipment Repairs and Maintenance	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	
TOTAL																						

Prepared by:

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

Recommending Approval:

JULIET J. ICAMEN
 CAO, Finance Division
 Date *Nov. 28, 2024*

Recommending Approval:

CRISTITO A. ECO
 Assistant Regional Director
 Date :

Approved by:

JOCELYN DR. ANDATA
 Regional Director, NCR
 concurrent Officer-in-Charge, Office of the
 Assistant Secretary for Operations
 Date :

