

QUARTERLY PHYSICAL REPORT OPERATION
AS OF FIRST QUARTER CY 2023

BAR 1

Continuing Appropriations

Region 7

Organization Code (UACS)

PARTICULARS	Performance Indicator	PHYSICAL TARGET					PHYSICAL ACCOMPLISHMENT					% Variance	Remarks
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL		
General Management & Supervision													
1. CONSTRUCTION, REPAIR AND MAINTENANCE OF PROPERTY													
1.2 Repair and Maintenance of Buildings and Other Structures	buildings and its content maintained	16				16	16					16	
INSURANCE OF PROPERTY													
Insurance of Property (Buildings and its Content) including Other structures and Watercrafts (On fire, lightning, earthquake and flood (optional)	Buildings and its content insured (no.)	2				2	2					2	
Insurance of Motor Vehicles	motor vehicles insured (no)	28				28	38					38	
Personnel Management													
	payrolls /vouchers prepared (no)	339				339	766					766	as they come
	personnel records (service records) maintained/ updated/ monitored (no)	1,023				1,023	1,019					1,019	
	application for retirement clearances/ leaves/ certifications/monetization processed (no)	510				510	1,105					1,105	as they come

SALN	Report SALN Certification submitted to respective oversight agencies (OP, CSC, OMB) on the prescribed period w/o error in content																2nd Qtr Target
	PIS (Personnel Information System) maintained/ updated including GMIS (no)	1				1		1								1	
	Personnel Audit conducted (no)																2nd Qtr Target
General Services																	
Delivery Receipt, Inspection																	
Notice of Delivery (NOD) (daily) Demand Driven	Notice of Delivery (NOD) submitted to COA within 24 hours upon receipt of deliveries	23					23		47							47	as they come
Request for Inspection (RFI); Inspection and Acceptance Report	delivery report submitted to Accounting Section within 24 hours upon receipt of deliveries	23					23		56							56	as they come
Report of Supplies and Materials issued (RSMI)	Report of Supplies and Materials Issued (RSMI) submitted to Accounting every week	24					24		60								
Procurement Services																	
Preparatory Procurement																	
	updated APP non-CSE based on approved GAA FY 2024 submitted to GPPB-TSO (no.)	5					5		5							5	
	indicative APP non-CSE for FY 2025 submitted to GPPB-TSO (no.)	-	-				-										3rd Qtr Target
Procurement activities for the current year	FY 2024 APP-CSE prepared and uploaded to PS-PHILGEPS virtual store	-	-				-										3rd Qtr Target
Early Procurement Activities for the succeeding year	early procurement activity conducted (no.) (50% of Total NEP)	-	-				-										4th Qtr Target

	PHILGEPS posting compliance (no.)	22				22	108					108	
Annual Submission to the PCOO due on January 30, 2024	FOI report submitted (no.)	1				1	1					1	
	purchase request acted upon (no)	225				225	644					644	as they come
Property Plant and Equipment													
Preparation of Property Acknowledgement Receipt	100% of procured property with	29				29	76					-	
100% of procured property with acquired cost (AC) Php 50,000.00 above	acquired cot (AC) Php 50,000											76	
	above Property Acknowledgement												
	Receipt (PA) prepared (no.)												
Preparation of Inventory Custodian Slip (ICS)	100% of procured Semi-Expendable	153				153	347					347	
100% of procured Semi-Expendable Property	Property, Inventory Custodian Slip												
	(ICS) prepared (no)												

Preparation of Property Transfer Report (PTR)	100% of Property , Plant and Equipment (PPE) transferred from Accountable Officer / Agency to another Accountable Officer/ Agency, Inventory Custodian Slip (ICS) prepared	22				22	32				32	as they come
Preparation of Inventory Transfer Report (ITR)	100% of Semi- Expandable Property transferred from Accountable Officer/ Agency to another Accountable Officer/ Agency, Inventory Custodian Slip (ICS) Prepared	26				26	56				56	inventory done semi annual
	INVENTORY CONDUCTED on the following :											
	(Semi-Annual)											
	Building	5				5	5				5	
	(Office, Hostel, Facility, other Structure)											
	Furniture and Fixture	5				5	5				5	
	Vehicle:	5				5	5				5	
	Type of vehicle, serviceable/unserviceable, No. of years; mode of acquisition											

	Office Equipment (Aircon, genset, sound system and appliances)	5			5	5			5	
	Survey Equipment (UAV drones, GNSS, ETS, SCUBA gears and accessories and air compressor)	5			5	5			5	
	office equipment maintained (no)	438			438	438			438	
	Bohol: Preparation of Annual Equipment Maintenance Plan Maintenance Ledger, Submission of Quarterly Equipment Maintenance Report									
	survey equipment maintained (no)	17			17	17				
Allocation for the Regional / PENRO Disposal Committee and Appraisal Committee	disposal / appraisal plan developed and implemented	-			-	2			2	2nd Qtr Target
Procurement, Repair and Maintenance of Motor Vehicle	vehicles / maintained (no)	90			90	89			89	
	vehicle repaired (no.)	11			11	21				as they come
Report of Unserviceable Property										
Report of unserviceable Property, Plant and Equipment 100% of returned unserviceable property within the quarter with Inventory and Inspection of Unserviceable Property (Demand Driven)	100% of returned unserviceable property within the quarter with inventory and inspection of Unserviceable Property (IIRUP) prepared (no.)	10			10	10			10	

Report of Semi-Expendable Property 100% returned unserviceable property w/in the quarter w/ inventory and inspection of unserviceable semi-expandable property (IIRUSP) (Demand Driven)	100% of returned unserviceable property within the quarter with inventory and inspection of unserviceable semi-expandable Property (IIRUSP) (no.)	12				12	16				16	as they come
	Annual Report on the Physical Count of Property Plant and Equipment (RPCPE) as of Dec 31, 20__ (previous year)	5				5	5				5	

Report of Waste Materials 100% of surrendered waste materials w/ waste of materials report (Demand Driven)	100% of surrendered waste materials with Waste Materials Report (WMR) Prepared (no.)	15			15	21			21	demand driven
REPORT ON THE PHYSICAL COUNT OF INVENTORIES AND SEMI-EXPENDABLE PROPERTIES										
Report on the Physical Count of Inventories (RPCI) as of 31 Dec. 2022 (previous year) and 30 June 2023 (current year)	Report on the Physical Count of Inventories as of Dec 31, 2023 and June 30, 2024 submitted to COA by the end of the following month respectively (no.)	5			5	5			5	
Report on the Physical Count of Semi-Expendable Property (RPCSP) as of 31 Dec. 2022 (previous year) and 30 June 2023 (current year)	report on the Physical Count of Semi-Expendable Property (RPCSP) as of 31 Dec. 2023 (previous year) and 30 June 2024 (current year)	5			5	5			5	
Communication/ Security										
	email messages transmitted received/ delivered (no)	4,225			4,225	6,076			6,076	
	CCTV monitored (no)	12			12	12			12	
	meetings conducted / attended (no) (NICA, NDRCC etc.)	1			1	1			1	
	safety drill conducted (no)	1			1	1			1	
Records Management										
	issuance indexed (TOs, SOs)	3,550			3,550	5,364			5,364	
	copies produced/ scanned (TO/SO)	5,400			5,400	9,084			9,084	
	communications mailed / released thru P.O. and courier service (no)	4,813			4,813	10,403			10,403	
	certifications issued / documents	1,435			1,435	8,888			8,888	

	authentication (no)														
Budget & Finance Management															
	PENROs/CENROs financial plans & MDP reviewed & finalized & submitted to CO (no) Financial plan & MDP prepared and submitted to RO (All Funds)	-											-		4th Qtr Target
	BED 1 & BED 3 encoded to DBM web-based Unified Reporting System (URS) (no.)														4th Qtr Target
	copies produced (no)														4th Qtr Target

Evaluation/processing/encoding of Obligation Requests and Status (ORS)/Budget Utilization Request (BUR) on the ORS System	ORS/BUR processed, evaluated and approved (for all types of claims) (no.)	2,425			2,425	3,039			3,039	
	Sub-Allotment Advice (SAA) prepared and issued (no.)	30			30	32			32	
Preparation of Modification of Allotment from (MAF) and Advice for use of Allotment (APSA)	MAF & APSA prepared (no.)	33			33	16			16	
Review and Evaluation of Project Procurement Management Plan (PPMP) and certify as to the availability of Funds	PPMP evaluated, reviewed and certified (no.)									4th Qtr Target
DEMAND DRIVEN										
Preparation of Special Budget Request	SBR prepared and endorsed to RO (no.)									
DEMAND DRIVEN										
BUDGET ACCOUNTABILITY										
Preparation of Budget Accountability Reports (BFARs)	BFARs prepared/reviewed/analyzed & consolidated and submitted to C.O. and COA and encoded to DBM web-based (URS)(no.) BFARs prepared and submitted to RO (no.)	23			23	20			20	The report of the RO is based on the consolidated report from the FOs. Deadline on its submission to CO is every 15th of the following month in adherence to the DMB Circular 2024-5 date
FAR 1, 1A, 1B, 2, 2-A (4 sets)										

Preparation of Financial Monitoring Report	FPR/FMR prepared,analyzed,consolidated and submitted to C.O. (no.)	15		15	15				15
	FPR/FMR prepared,analyzed,consolidated and submitted to R.O. (no.)								
Maintain/Preparation of RAPAL	RAPAL maintained	1		1	1				1
Maintain/Preparation of RAOD	RAOD maintained	1		1	1				1
Maintain/Preparation of RBUD	RBUD maintained	1		1	1				1
	Disbursement Vouchers, Payrolls and other claims processed (no.)	3,175		3,175	3027				3,027
Preparation of Contract (Security Agency/ Administrative Assistants)		13		13	14				14
Hiring of Administrative Assistant (RO : 1 for Acctg. & 1 for Budget Section)	Administrative Assistant hired (no.)	18		18	17				17
(PENRO: 1 Budget, 1 -To comply COA findings , 1 Accounting & 1 Procurement Section)									
Procurement of Security Guard	Security Guard Hired (no.)	22		22	22				22
Hiring of Janitorial Services		25		25	25				25
Accounting									
	Number of Disbursement Vouchers, Payrolls and other claims processed and indexed (no.)	4,275		4,275	4,036				4,036
	contract and purchase orders processed w/certificate of availability of funds/ returned to PSMD (no.)	280			1,373				

	prepared ADA submitted to Cashier (no.)	1,690				1,690	1,704				1,704	
Issuance of Certificate of Tax Withheld to suppliers and creditor	BIR form 2307 for Suppliers/Creditors issued (no.)	735				735	1,056				1,056	
Remittance												
GSIS, PHILHEALTH, HDMF, DEAR7, MOWEL, DENR7, CVGEMPC, SSS	No. of monthly remittances report with voucher certified forwarded to approving authority/submitted to remitting offices (DENREU, GSIS, HDMF, etc.)	121				121	194				194	
Siquijor												
GSIS, PHILHEALTH, HDMF, DEAR7, MOWEL, DENR7, CVGEMPC, LANDBANK												
Issuance of remittance certificate-mandatory deductions	No. of Certificate of remittance issued for GSIS, PAG-IBIG etc. (DEMAND DRIVEN)	34				34	78				78	

	certificate of taxes withheld (Form 2316/2300 issued (no.)	1,336			1,336	713			713	
	No. of Alphalist Report for CY 2024	1			1	1			1	
	compliance on the recommendation from AOM received (no)	-								2nd Qtr Target
Bookkeeping	journal entry vouchers prepared/approved and submitted to COA (no.)	3,300			3,300	4,805			4,805	
	No. financial reports/statements prepared/ approved and submitted to COA (no)	35			35	35			35	
	financial accountability reports approved and submitted to RED (no.)	25			25	25			25	
Consolidation	consolidated financial reports/statements submitted to COA (no.)	7			7	7			7	
	consolidated financial accountability reports submitted to COA (no.)	5			5	5			5	
Compliance										
Preparation of Agency Action Plan and Status of implementation (AAPSI) for Management Letter	prepared AAPSI-MI.(current & prior years submitted to COA									3rd Qtr Target
Preparation of Agency Action Plan and Status of implementation (AAPSI) for consolidated annual audit report	prepared AAPSI-CAAR submitted to CO									2nd Qtr Target
Cashiering										
	official receipts issued (no)	22,275			22,275	31,038			31,038	
	cash advances prepared (no)	23			23	65			65	

Trainings Conducted	Trainings conducted with report submitted ARD for Management Service (no.)	5				5	7				7	
	- ENR Academy Frontline Course(30 pax)	1										
	- Training/ capability building for ENRA grad	1				1	1				1	
	- Stress management (25 pax)					-	1				1	2nd Qtr Target
	- Work Life Balance (25 pax)					-	1				1	2nd Qtr Target
	-Personality Development(30 pax)	1				1	1				1	
	Levelling of Personal matters Competencies (RHR1-RHR5) (30 pax)											3rd Qtr Target
	RHR2 – Compensation, Benefits and Welfare Administration	1				1	1				1	
	OC3-Technology Literacy & Managing Information (30 pax)											2nd Qtr Target
	OC2-Speaking Effectively (25 pax)											2nd Qtr Target
	- Leadership Training (25 pax)											2nd Qtr Target
	-CCS Caring for the Environment (Basic Environmental Laws to Maintain & Preserve the Air, Water, Land & Social Aspects of the Environment (50 pax)	1				1	2				2	
	- Partnership & Networking (Building Collaborative & Inclusive Working Relationship) - 30 pax											2nd Qtr Target
	- Coaching and Mentoring workshop (30 pax)											2nd Qtr Target
	- Integrity Management											2nd Qtr Target

	- Occupational Safety and Health Activity Seminar conducted (no)															2nd Qtr Target
	- Environmental Mgt System Training (40 pax)(no)	1				1										
	- Quality Management System Training conducted (no)															2nd Qtr Target
	- Mental Health Seminar (300 pax) (150pax per seminar conducted)	1				1										
Trainings Assisted/Facilitated	Trainings Assisted/Facilitated with reports/re-echo plan (no)	1				1			6							6
	ΚΡ1-ΠΛΗΘΥΝΣΗ ΑΝΑΠΡΟΓΡΑΜΜΑΤΩΝ (ΡΠΜΔ) 22 (no)															2nd Qtr Target
	- RO15 Training / Workshop / Orientation Geographic Information System (GIS)/ E-Survey/Nmax (SMD) 25 participants															2nd Qtr Target
	ΕΠΙΜΟΡΦΩΤΙΚΟ ΑΝΑΜΕΤΑΦΕΡΕΙΟΤΑΤΟΣ WORKSHOP 15 (no)															2nd Qtr Target
	pax	1														
	participants)															2nd Qtr Target
PRIME HRM	Preparation for the PRIME-HRM/Rewards and Recognition															2nd Qtr Target
Participants Attended	Attendance to Meeting with OGAs with NGOs	1				1										
	trainings programs monitored & evaluated (no)					1			1							4th Qtr Target