



Property & Supply Management																				-		
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Plans Development	Annual Procurement Plan prepared	number	1																		1	
Procurement, Storage and Distribution	Evaluation conducted	number	1																		2	
	Procurements made	number	45	75	90				93												303	
	Stock cards maintained	number	125	125	125				125												500	
	BAC secretariat services provided	number	45	75	90				93												303	
Conduct of property disposal	Property disposal undertaken	number																			1	
Conduct of supplies and property inventory	Inventory of supplies & materials conducted	number																			1	
	Inventory of equipment conducted	number																			1	
Report preparation	Monthly Report of Supplies and Materials Issued	number	3	3	3				3												12	
																					-	
																					-	
Human Resource Management																					-	
Plans Development	Updating made	number																			-	
	Human Capital Development Plan	number	1																		1	
	Personnel Mgt. Information Systems Maintained	number	4	4	4				4												16	
Personnel Selection	Appt. prepared (incl. casual/contractual)	number	25						25												50	
	Personnel Selection Board secretariat services provided	number	2						2												4	
	approved appointments/contracts	number	25						25												50	
	PERC sessions organized	number	1	1	1				1												4	
																					-	
Welfare Services & Benefits Administration	Payrolls prepared	number	37	36	36				45												154	
	NOSI prepared	number	63	53	55				55												226	
	Personnel granted with awards (loyalty)	number	29	26	23				32												110	
	Retirement benefits processed	number	3	1	1				1												6	
																					-	
Personnel Performance Evaluation	Evaluation analyzed	number																			-	
	Evaluation of Training Effectiveness	number	10	2	2				4												18	
	Consolidation, Evaluation and Analysis of Performance Evaluation	number	1						1												2	
Budgeting and Fund Management																					-	
																					-	
Budget Proposal Preparation	Budget proposals prepared	number		1																	1	
	Budgeting guidelines issued	number	1																		1	
																					-	
Budget Allocation	Allotments released	number	110	120	113				120												463	
	1. BUR	number	10	17	10				17												54	
	2. ASA	number	100	103	103				103												409	
Budget Processing	Obligation slips processed	number	375	450	450				500												1,775	
	Registries maintained	number	33	33	33				33												132	
																					-	
Financial Report Preparation	SAOBs prepared	number	6	6	6				6												24	
	Other finance reports prepared	number	4	4	4				4												16	
																					-	
General Accounting and Bookkeeping Services																					-	
Financial Report Preparation	Finance reports prepared	number	145	121	121				121												508	
Cash Disbursements	Disbursement Vouchers Facilitated	number	500	500	500				600												2,100	
	Liquidation Reports facilitated	number	45	45	45				45												180	
Cash Collection	Order of Collection facilitated	number	75	75	75				75												300	
Tax Remittance	Tax remittance advice prepared	number	3	3	3				3												12	
	certifications issued	number	30	30	30				30												120	
Other Finance-Related Activities	Closing of the Books Conducted	number	1																		1	
	Financial Performance Review conducted	number							1												1	
Legal Services	Services rendered																				-	
	Legal concerns acted upon	number	3	3	3				3												12	
Contractual Services	Contractual services appointed	number		4	4				4												16	
II. OPERATIONS																					-	
REGULAR PROGRAM																					-	
MFO 1: Agriculture and fisheries support services delivered																					-	
1.6 Extension Support, Education and Training Services																					-	
Participants trained																					-	
Extension personnel		number																			-	
Female		number							92		367		275		184		918				918	
Male		number							88		353		265		176		882				882	
No breakdown		number							-		-		-		-		-				-	
Farmers and Fishers		number																			-	
Female		number							9		36		27		18		90				90	
Male		number							11		42		31		21		105				105	
No breakdown		number							-		-		-		-		-				-	
OTHERS		number																			-	
Female		number							128		510		383		255		1,276				1,276	
Male		number							92		370		277		185		924				924	
No breakdown		number							-		-		-		-		-				-	







