



Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
-oOo-

Item No.: **28**

Date: **05 2024 JAN**

DEC 27 2023

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## PROVINCIAL BUDGET OFFICE

December 15, 2023

**Hon. LEONARDO M. JAVIER, JR.**  
Vice-Governor and Presiding Officer, and  
**THE HONORABLE MEMBERS**  
Sangguniang Panlalawigan  
Province of Leyte  
Palo, Leyte

**RELEASED**  
DATE: 12-22-23  
NO. # 278  
BY: [Signature]  
PEO

**Gentlemen and Ladies:**

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 2 CY 2023** of the **Municipality of Hindang, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 2023-03** with a total appropriation in the amount of **P2,023,000.00**, reveals substantial compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 2. Further, that such reversion shall not render an adverse effect on the fiscal standing of the LGU at the closing of the books of accounts;
2. That the appropriation for the Collective Negotiation Agreement (CNA) Incentive shall be subject to Budget Circular No. 2023-1 dated November 10, 2023;
3. That the procurement of Goods, Supplies, Civil Works and related services shall be made in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations; and
4. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, accounting and auditing rules and regulations and all other existing laws shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

**LOCAL FINANCE COMMITTEE:**

*[Signature]*  
**MARIA GINA P. HIPE**  
Provincial Budget Officer

*[Signature]*  
**RUTH Y. SURPIA**  
Provincial Treasurer

**AGNES C. RAFON**  
Project Development Officer IV  
Officer-In-Charge-PPDO  
On Official Leave

SP  
orig. copy


Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte



**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
11 December 2023

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **APPROPRIATION ORDINANCE NO. 2023-03 OF THE MUNICIPALITY OF HINDANG, LEYTE, ENTITLED: AN ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 02 OF THE MUNICIPALITY OF HINDANG, LEYTE, FOR CALENDAR YEAR 2023 INVOLVING THE AMOUNT OF TWO MILLION TWENTY-THREE THOUSAND PESOS (PHP2,023,000.00).**

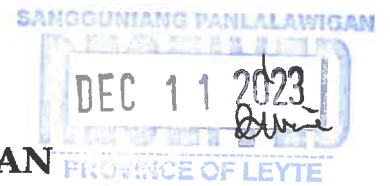
  
**FLORINDA JILLS UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG

-oOo-

OFFICE OF THE SANGGUNIANG BAYAN



07 December 2023

The HONORABLE MEMBERS  
*Sangguniang Panlalawigan*  
*Legislative Building*  
*Tacloban City*

**Thru:** FLORINDA JILL S. UYVICO  
*Secretary to the Sangguniang Panlalawigan*  
*Province of Leyte*  
*Legislative Bldg -Tacloban City*

*Sirs/Mesdammes:*

Respectfully submitted to your office the herein-copies (16 sets) of the GENERAL FUND SUPPLEMENTAL BUDGET NO. 02 for calendar year 2023 of the Municipality of HINDANG, LEYTE, amounting THREE MILLION TWENTY - THREE THOUSAND PESOS (Php2,023,000.00) of the same Municipality for review and approval.

Please acknowledge receipt hereof.

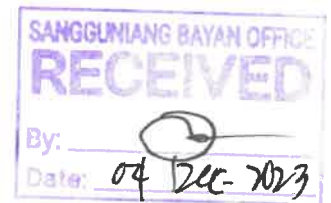
Thank you.

Very truly yours,

  
ANNABEL A. MABALE  
*Secretary to the Sanggunian*



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
-oOo-



P 9:10 am

**OFFICE OF THE MUNICIPAL MAYOR**

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December 1, 2023

The HONORABLE MEMBERS  
Sangguniang Bayan  
Hindang, Leyte

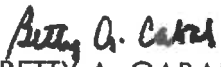
Thru: HON. ELPIDIO B. CABAL, JR.  
Municipal Vice Mayor  
Presiding Officer

Sirs/Madam:

Respectfully submitted to your office the herein Supplemental Budget No. 02 for CY 2023 in the amount of *Two Million Twenty-Three Thousand (P 2,023,000.00)* for authorization.

Please acknowledge receipt hereof.

Very truly yours,

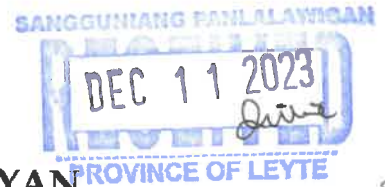
  
BETTY A. CABAL  
Municipal Mayor

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Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
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OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE SANGGUNIANG BAYAN OF  
HINDANG, LEYTE, IN ITS SPECIAL SESSION HELD ON DECEMBER 06, 2023 AT  
THE SB SESSION HALL

APPROPRIATION ORDINANCE NO. 2023-03

AN ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 02 OF THE MUNICIPALITY OF HINDANG, LEYTE, FOR CALENDAR YEAR 2023 INVOLVING THE AMOUNT OF TWO MILLION TWENTY-THREE THOUSAND PESOS (Php2,023,000.00) FROM THE GENERAL FUND OUT OF THE LGU'S UNAPPROPRIATED BALANCE AS OF SUPPLEMENTAL BUDGET 2023-01, PER ATTACHMENT OF STATEMENT FOR SUPPLEMENTAL APPROPRIATION

BE IT ORDAINED by the Sangguniang Bayan of Hindang, Leyte, in its special session assembled this date, that:

**SECTION 1.** The SUPPLEMENTAL BUDGET No. 02 CY 2023 of the Municipality of HINDANG, LEYTE, in the total amount TWO MILLION TWENTY-THREE THOUSAND PESOS (Php2,023,000.00) from the General Fund of the Local Government Unit (LGU) is hereby APPROVED.

The budget documents consist of the following as herein-below specified, are incorporated herein and made an integral part of this Ordinance:

- 1.1 LBF No. 8 - Statement of Funding Sources
- 1.2 LBF No. 9 - Statement of Supplemental Appropriation
- 1.3 Certification as to availability of funds dated November 30, 2023  
duly signed by the Municipal Accountant-Designate

**SECTION 2. SOURCE OF FUNDS:**

**SAVINGS:**

Unappropriated Balance as of Supplemental 2023-01	Php 41,847,096.40
Reversion	1,836,000.00
<b>Total Estimated Income</b>	<b>Php 43,683,096.40</b>

**SECTION 3. USE OF FUNDS.** The amount of TWO MILLION TWENTY-THREE THOUSAND PESOS (Php2,023,000.00) is hereby appropriated for Supplemental Budget No. 02 for CY 2023 of the Municipality of Hindang, Leyte, breaking down as follows:

Implementing Office	Object of Expenditure		Amount
Office of the Municipal Mayor	PS	CNA Incentive	390,000.00
Office of the Municipal Disaster Risk Reduction and Management	PS	CNA Incentive	90,000.00
Office of the Municipal Vice Mayor	PS	CNA Incentive	30,000.00
	MOOE	Training Expenses	44,000.00
Office of the Secretary to the Sanggunian	PS	CNA Incentive	30,000.00
Office of the Sangguniang Bayan	PS	CNA Incentive	300,000.00
Office of the Municipal Treasurer	PS	CNA Incentive	120,000.00
	PS	Overtime and Night pay	80,000.00
Office of the Municipal Assessor	PS	CNA Incentive	30,000.00
	MOOE	Training Expenses	10,000.00
Office of the Municipal Accountant	PS	CNA Incentive	93,000.00
	MOOE	Training Expenses	10,000.00
Municipal Budget Office	PS	CNA Incentive	60,000.00
	MOOE	Training Expenses	15,000.00
Municipal Planning and Development Office	PS	CNA Incentive	60,000.00
Office of the Municipal Civil Registrar	PS	CNA Incentive	60,000.00
General Services Office	PS	CNA Incentive	30,000.00
Municipal Social Welfare and Development Office	PS	CNA Incentive	30,000.00
	MOOE	Training Expenses	3,000.00
Municipal Agriculture Office	PS	CNA Incentive	123,000.00
Municipal Engineering Office	PS	CNA Incentive	90,000.00
RHU & Women's Health Center	PS	CNA Incentive	270,000.00
	MOOE	Insurance Expenses	25,000.00
Market and Slaughterhouse	PS	CNA Incentive	30,000.00
<b>TOTAL SUPPLEMENTAL APPROPRIATION</b>			<b>2,023,000.00</b>

A 2/4

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The allocation of funds intended for the grant of **Collection Negotiation Agreement (CNA)** for fiscal year 2023 to all **HINDANG MUNICIPAL GOVERNMENT OFFICIALS & EMPLOYEES**, pursuant to the provisions of Budget Circular No. 2023-1 dated November 10, 2023 issued by the Department of Budget & Management (DBM), authorizing the release and payment of the same.

**SECTION 4. USE OF SAVINGS AND AUGMENTATION.** The Municipal Mayor or the Presiding Officer of the Sanggunian are authorized to augment any item in the approved Supplemental Budget No. 02 for fiscal year 2023 for their respective offices from savings in other items within the same expense class of their respective appropriations, as provided for under Section 336 of Republic Act No. 7160, the Local Government Code of 1991.

**SECTION 5. SEPARABILITY CLAUSE.** If, for any reason, any section or provision of this appropriation ordinance is declared invalid or unconstitutional, other sections or provisions thereof are not affected thereby shall continue to be in full force and effect.

**SECTION 6. EFFECTIVITY.** The provisions of this appropriation ordinance shall take effect immediately after its approval.

**APPROVED UNANIMOUSLY.**

**ENACTED** this 6th day of December, 2023 by this Sanggunian in its special session held for the purpose at the SB Session Hall, this Municipality.

  
MIKHAEL ANNE GELO D. ABOYME  
SB Member

  
JOSE NAPOLEON D. MONTERO  
SB Member

  
LEONIDA A. CAVITE  
SB Member

(OB Tacloban City)  
ROMULO D. BASAÑEZ  
SB Member

  
BENEDICTO L. YANOLA  
SB Member

  
SERAFIN A. CAVERO  
SB Member












**SALVADOR E. BANEZ, JR.**  
*SB Member*



**SORIANO B. DELALAMON**  
*SB Member*



**SEVERINO C. ABERCA**  
*LNB Pres-Ex Officio Member*



**ADRIAN PAUL G. ASTORGA**  
*Ex-Officio Member-SK Fed. Pres.*

**CERTIFIED CORRECT:**



**ANNABEL A. MABALE**  
*Secretary to the Sanggunian*

**ATTESTED:**



**ELPIDIO B. CABAL, JR.**  
*Municipal Vice Mayor*  
*Presiding Officer*

**APPROVED:**



**BETTY A. CABAL**  
*Municipal Mayor*

DEC 07 2023

**STATEMENT OF FUNDING SOURCES**  
**Supplemental Budget No. 2**  
*Fiscal Year 2023*

**Hindang, Leyte**  
 Province/City/Municipality

**GENERAL**  
 Fund/Special Account

Particulars  (1)	Account Classification  (2)	Amounts  (3)
1.0 New Revenue Sources		
Tax Revenue		
Loan Proceeds (Borrowings)		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings		
Unappropriated Surplus as of SB 2023-01	3-02-01-01	P 41,847,096.40
4.0 Realignment		-
5.0 Reversion		1,836,000.00
<b>Total Estimated Income</b>		<b>P 43,683,096.40</b>

Certified Correct:

  
 VICTORIA N. FULACHE  
*Municipal Treasurer*

  
 NILDA T. ABRANTES  
*Municipal Accountant-Designate*

**STATEMENT OF SUPPLEMENTAL APPROPRIATION****Hindang, Leyte****Province/City/Municipality****SUPPLEMENTAL BUDGET NO. 2 CY 2023**


<b>Implementing Office</b> <b>(1)</b>	<b>Particulars/Purpose</b> <b>(2)</b>	<b>AIP Code</b> <b>(3)</b>	<b>Object of Expenditure</b> <b>(4)</b>	<b>Account Code</b> <b>(5)</b>	<b>Amount</b> <b>(6)</b>			
Office of the Municipal Mayor	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>	1000-000-3-01-001-001-001-000	Other Personnel Benefits	5-01-04-990	P 390,000.00			
					P 390,000.00			
					<b>Sub-Total</b>	P 390,000.00		
Municipal Disaster Risk Reduction and Management Office	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>	1000-000-3-01-001-006-000-000	Other Personnel Benefits	5-01-04-990	P 90,000.00			
					P 90,000.00			
					<b>Sub-Total</b>	P 90,000.00		
Office of the Mun. Vice Mayor	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>	1000-000-3-01-002-001-000-001	Other Personnel Benefits	5-01-04-990	P 30,000.00			
					P 30,000.00			
					<b>MOOE</b> Payment of Training Expenses <b>Total MOOE</b> <b>Sub-Total</b>	Training Expenses	5-02-02-010	P 44,000.00
								P 44,000.00
			P 74,000.00					
Office of the Sangguniang Bayan	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>	1000-000-3-01-003-001-000-001	Other Personnel Benefits	5-01-04-990	P 300,000.00			
					P 300,000.00			
					<b>Sub-Total</b>	P 300,000.00		
<b>Sub-Total</b>					P 854,000.00			

**Prepared :**
  
**IMELDA A. RENEGADO**  
Municipal Budget Officer
**Approved :**
  
**BETTY A. CABAL**  
Municipal Mayor

**STATEMENT OF SUPPLEMENTAL APPROPRIATION****Hindang, Leyte****Province/City/Municipality****SUPPLEMENTAL BUDGET NO. 2 CY 2023**

<b>Implementing Office</b> <b>(1)</b>	<b>Particulars/Purpose</b> <b>(2)</b>	<b>AIP Code</b> <b>(3)</b>	<b>Object of Expenditures</b> <b>(4)</b>	<b>Account Code</b> <b>(5)</b>	<b>Amount</b> <b>(6)</b>
Office of the Secretary to the Sanggunian	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>  <b>Sub-Total</b>	1000-000-3-01-004-001-000-001	Other Personnel Benefits	5-01-04-990	P 30,000.00
					<b>P 30,000.00</b>
					<b>P 30,000.00</b>
Office of the Mun. Treasurer	<b>Personal Services</b> Payment of Overtime Pay Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>  <b>Sub-Total</b>	1000-000-3-01-005-001-000-001	Overtime and Night Pay	5-01-02-130	P 80,000.00
			Other Personnel Benefits	5-01-04-990	120,000.00
					<b>P 200,000.00</b>
		<b>P 200,000.00</b>			
Office of the Municipal Assessor	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>  <b>MOOE</b> Payment of Training Expenses <b>Total MOOE</b> <b>Sub-Total</b>	1000-000-3-01-006-001-000-001	Other Personnel Benefits	5-01-04-990	P 30,000.00
					<b>P 30,000.00</b>
			Training Expenses	5-02-02-010	P 10,000.00
					<b>P 10,000.00</b>
		<b>P 40,000.00</b>			
Office of the Mun. Accountant	<b>Personal Services</b> Grant of Collective Negotiation Agreement (CNA) Incentive <b>Total Personal Services</b>  <b>MOOE</b> Payment of Training Expenses <b>Total MOOE</b> <b>Sub-Total</b>	1000-000-3-01-007-001-000-001	Other Personnel Benefits	5-01-04-990	P 93,000.00
					<b>P 93,000.00</b>
			Training Expenses	5-02-02-010	P 10,000.00
					<b>P 10,000.00</b>
		<b>P 103,000.00</b>			
<b>Sub-Total</b>					<b>P 373,000.00</b>

**Prepared :**

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

**Approved :**

  
**BETTY A. CABAL**  
Municipal Mayor

**STATEMENT OF SUPPLEMENTAL APPROPRIATION****Hindang, Leyte**

Province/City/Municipality

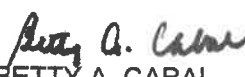
**SUPPLEMENTAL BUDGET NO. 2 CY 2023**

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
Municipal Budget Office	<b>Personal Services</b>	1000-000-3-01-008-001-000-001	Other Personnel Benefits	5-01-04-990	
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 60,000.00
	<b>Total Personal Services</b>				<b>P 60,000.00</b>
	<b>MOOE</b>				
	Payment of Training Expenses				P 15,000.00
	<b>Total MOOE</b>	<b>P 15,000.00</b>			
	<b>Sub-Total</b>	<b>P 75,000.00</b>			
Municipal Planning and Dev't. Office	<b>Personal Services</b>	1000-000-3-01-009-001-000-001	Other Personnel Benefits	5-01-04-990	
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 60,000.00
	<b>Total Personal Services</b>				<b>P 60,000.00</b>
	<b>Sub-Total</b>				<b>P 60,000.00</b>
Office of the Mun. Civil Registrar	<b>Personal Services</b>	1000-000-3-01-012-001-000-001	Other Personnel Benefits	5-01-04-990	
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 60,000.00
	<b>Total Personal Services</b>				<b>P 60,000.00</b>
	<b>Sub-Total</b>				<b>P 60,000.00</b>
General Services Office	<b>Personal Services</b>	1000-003-3-03-013-001-000-001	Other Personnel Benefits	5-01-04-990	
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 30,000.00
	<b>Total Personal Services</b>				<b>P 30,000.00</b>
	<b>Sub-Total</b>				<b>P 30,000.00</b>
<b>Sub-Total</b>					<b>P 225,000.00</b>

Prepared :

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

Approved :

  
**BETTY A. CABAL**  
Municipal Mayor

**STATEMENT OF SUPPLEMENTAL APPROPRIATION**

**Hindang, Leyte**  
Province/City/Municipality


**SUPPLEMENTAL BUDGET NO. 2 CY 2023**

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
Rural Health Unit and Women's Health Center	<b>Personal Services</b>	3000-200-3-01-011-001-000- 000	Other Personnel Benefits	5-01-04-990	P 270,000.00
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 270,000.00
	<b>Total Personal Services</b>				
	<b>MOOE</b>				
	Payment for Insurance of Ambulance				5-02-16-030
	<b>Total MOOE</b>				P 25,000.00
	<b>Sub-Total</b>				P 295,000.00
Municipal Social Welfare and Development Office	<b>Personal Services</b>	3000-500-3-02-005-001-000- 000	Other Personnel Benefits	5-01-04-990	P 30,000.00
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 30,000.00
	<b>Total Personal Services</b>				
	<b>MOOE</b>				
	Payment of Training Expenses				5-02-02-010
	<b>Total MOOE</b>				P 3,000.00
	<b>Sub-Total</b>				P 33,000.00
Municipal Agriculture Office	<b>Personal Services</b>	8000-000-3-02-003-001-000- 000	Other Personnel Benefits	5-01-04-990	P 123,000.00
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 123,000.00
	<b>Total Personal Services</b>				P 123,000.00
	<b>Sub-Total</b>				P 123,000.00
Municipal Engineering Office	<b>Personal Services</b>	8000-000-3-01-010-001-001- 000	Other Personnel Benefits	5-01-04-990	P 90,000.00
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 90,000.00
	<b>Total Personal Services</b>				P 90,000.00
	<b>Sub-Total</b>				P 90,000.00
Market and Slaughterhouse	<b>Personal Services</b>	8000-000-3-03-000-001-001- 000	Other Personnel Benefits	5-01-04-990	P 30,000.00
	Grant of Collective Negotiation Agreement (CNA) Incentive				P 30,000.00
	<b>Total Personal Services</b>				P 30,000.00
	<b>Sub-Total</b>				P 30,000.00
<b>Sub-Total</b>					P 571,000.00
<b>TOTAL SUPPLEMENTAL APPROPRIATIONS</b>					<b>P 2,023,000.00</b>

Prepared :

  
IMELDA A. RENEGADO  
Municipal Budget Officer

Approved :

  
BETTY A. CABAL  
Municipal Mayor



Republic of the Philippines  
Province of Leyte  
Municipality of Hindang  
CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS/EQUITY  
For the Period Ended December 31, 2022

	Accumulated Surpluses/(Deficits)	
	2022	2021
<b>Balance at January 1, 2022</b>	326,061,148.85	314,660,260.18
Add (Deduct)		
Change in Accounting Policy	-	-
Prior Period Errors	(76,213,196.46)	(3,098,602.13)
<b>Restated Balance</b>	<b>249,847,952.39</b>	<b>311,561,658.05</b>
<b>Add (Deduct) Changes in net assets/equity during the year</b>		
Adjustment of net revenue recognized directly in net assets/equity		
Brgy. Himacugo Level II Water Supply System		1,250,698.67
FMR-Brgy. Capudlosan to Brgy. Canha-ayon		3,996,786.42
Adjustment due to understated value of Slope Protection Retaining Wall at Brgy. Anolon		33,681.09
Double-entry of Cemetery		230.00
Transfer of A/D-Other Structures to SEF		328,371.87
Transfer of Slope Protection Retaining Wall at Brgy. Anolon		(33,681.09)
PPE less than Ph 15,000.00 cost		(85,482.06)
Adjustment due to unrecorded debit-memo		(9,802.83)
Adjustment due to overstated/understated transfer of accounts		(710,775.08)
Double-entry of A/D-Cemetery		(13.80)
Adjustment PY A/D-Other Structures		(115,828.41)
5 Units Transitional Tent from TF		125,000.00
Concrete Pavement of Brgy. Baldoza and Brgy Canha-ayon		319,415.60
Furniture and Fixtures with value/cost of less than 15,000.00		(29,756.46)
Rescue Equipments with value/cost of less than 15,000.00		(97,694.94)
Machinery and Equipments with cost of less than 15,000.00		(384,559.12)
Concrete Pavement of Brgy. Canha-ayon and Brgy Mahilum		3,996,786.42
Laptop Computer from TF (KaLAHI)		39,950.00
Desktop Computer from TF (KALAHI)		39,000.00
Printer L3210 from TF (KALAHI)		9,470.00
ICT Equipments from NAPC	47,080.00	
FMR Brgy. Anahaw-Himacugo Roads from TF	4,997,453.34	
ADA/FUND TRANSFER TO LBP-Baybay	(559,365.65)	
Rehab. Of Mun Park and Cultural Center-TF	928,358.00	
Rehab of ECCD Building	270,730.00	
1 Unit Laptop and 1 Unit Printer	54,280.00	
	<b>5,738,535.69</b>	<b>8,671,796.28</b>
Surplus (Deficit) for the period	<b>46,270,425.82</b>	<b>5,827,694.52</b>
Total recognized revenue and expenses for the period	<b>52,008,961.51</b>	<b>14,499,490.80</b>
<b>Balance at December 31, 2022</b>	<b>301,856,913.90</b>	<b>326,061,148.85</b>



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF LEYTE  
MUNICIPALITY OF HINDANG  
-000-  
*OFFICE OF THE MUNICIPAL ACCOUNTANT*

---

**CERTIFICATION**

TO WHOM IT MAY CONCERN:

This is to certify that the LOCAL GOVERNMENT UNIT OF HINDANG has an available cash balance from savings and reversion of appropriations with the total amount of *Forty Three Million Six Hundred Eighty Three Thousand Ninety Six Pesos & 40/100 (Php 43,683,096.40)* for LGU's operation, to wit:

Unappropriated Surplus SB 2023-01	- 41,847,096.40
Reversion	- 1,836,000.00

This further certifies that the amount stated above is available for Supplemental Budget No. 02 for CY 2023.

Given this 30th day of November, 2023 at Hindang, Leyte.

  
NILDA T. ABRANTES  
Municipal Accountant-Designate

NOTED:

  
VICTORIA N. FULACHE  
Municipal Treasurer





MUNICIPALITY OF HINDANG

**CASH ANALYSIS**  
December 31, 2022

**GENERAL FUND**

Cash and Other Cash Accounts		112,353,973.65
Less: Unreconciled Amount		(889,394.93)
Liabilities:		
Accounts Payable	18,805,697.24	
Due to Officers & Employees	1,636,247.60	
Due to BIR	981,631.45	
Due to GSIS	1,249,968.12	
Due to PAG-IBG	46,878.81	
Due to PHILHEALTH	135,672.30	
Due to NGAs	518,190.31	
Due to GOCCs	22,095.00	
Due to LGUs	2,105,377.50	
Due to Other Funds	546,436.76	
Guaranty/Security Deposits Payable	230,834.99	
Other Payables	455,263.14	(26,734,293.22)
Continuing		(38,929,901.33)
Cash Available		<u>45,800,384.17</u>

CERTIFIED CORRECT:

  
NILDA T. ABRANTES  
Municipal Accountant-Designate



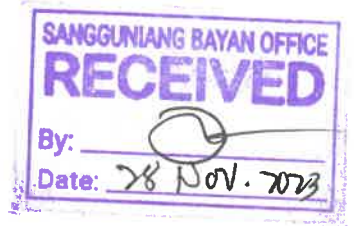
# Reversion of Appropriation

*CY 2023*

**Municipality of Hindang**



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
-oOo-



**OFFICE OF THE MUNICIPAL MAYOR**

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November 28, 2023

The HONORABLE MEMBERS  
Sangguniang Bayan  
Hindang, Leyte

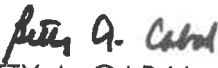
Thru: HON. ELPIDIO B. CABAL, Jr.  
Municipal Vice-Mayor  
Presiding Officer

Sirs/Madam:

Respectfully submitted to your office the herein documents for the reversion of funds to the Unappropriated Surplus from savings from the various offices' Maintenance and Other Operating Expenses (MOOE) purposely for the grant of Collective Negotiation Agreement (CNA) Incentive for CY 2023 in the amount of *One Million Eight Hundred Thirty-Six Thousand Pesos (P 1,836,000.00)* for approval.

Please acknowledge receipt hereof.

Very truly yours,

  
BETTY A. CABAL  
Municipal Mayor

# TABLE OF CONTENTS

## **Resolution – Reversion of Funds:**

Maintenance and Other Operating Expenses	1
------------------------------------------	---

## **Statement of Funds Available for Reversion:**

Maintenance and Other Operating Expenses	
* Office of the Municipal Mayor	3
* Municipal Disaster Risk Reduction and Management Office	3
* Office of the Municipal Vice-Mayor	3
* Office of the Sangguniang Bayan	3
* Office of the Secretary to the Sanggunian	4
* Office of the Municipal Treasurer	4
* Office of the Municipal Assessor	4
* Office of the Municipal Accountant	4
* Municipal Budget Office	5
* Municipal Planning & Development Office	5
* Office of the Municipal Civil Registrar	5
* General Service Office	5
* Rural Health Unit & Women’s Health Center	6
* Municipal Social Welfare & Development Office	6
* Municipal Agriculture	6
* Office of the Municipal Engineer	7
* Market and Slaughterhouse	7

# TABLE OF CONTENTS

## Certification – Availability of Unutilized MOOE Appropriations:

*	Office of the Municipal Mayor	8
*	Municipal Disaster Risk Reduction and Management Office	9
*	Office of the Municipal Vice-Mayor	10
*	Office of the Sangguniang Bayan	11
*	Office of the Secretary to the Sanggunian	12
*	Office of the Municipal Treasurer	13
*	Office of the Municipal Assessor	14
*	Office of the Municipal Accountant	15
*	Municipal Budget Office	16
*	Municipal Planning & Development Office	17
*	Office of the Municipal Civil Registrar	18
*	General Service Office	19
*	Rural Health Unit & Women’s Health Center	20
*	Municipal Social Welfare & Development Office	21
*	Municipal Agriculture	22
*	Office of the Municipal Engineer	23
*	Market and Slaughterhouse	24



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG

-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE SANGGUNIANG BAYAN OF  
HINDANG, LEYTE, IN ITS REGULAR SESSION HELD ON NOVEMBER 28, 2023  
AT THE SB SESSION HALL

RESOLUTION NO. 2023-122

A RESOLUTION REVERTING THE APPROPRIATION IN THE TOTAL AMOUNT OF ONE MILLION EIGHT HUNDRED THIRTY SIX THOUSAND PESOS (Php1,836,000.00) FROM VARIOUS OFFICES' MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AS IDENTIFIED APPROPRIATION ON SAVINGS PURPOSELY FOR THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES FOR CY 2023 OF LGU OFFICIALS, DEPARTMENT HEADS, RANK & FILE EMPLOYEES OF THE MUNICIPALITY OF HINDANG, LEYTE

WHEREAS, this year's reversion of funds totals to Php1,836,000.00 having been submitted to this August Body, sourced of which came from the different offices' MOOE savings, to break down as follows:

*Maintenance & Other Operating Expenses (MOOE):*

Municipal Mayor	-	Php 862,259.58
MDRRMO	-	45,759.25
Municipal Vice Mayor	-	6,832.00
Secretary to the Sanggunian	-	25,000.00
Sangguniang Bayan	-	181,644.25
Municipal Treasurer	-	121,253.62
Municipal Assessor	-	17,636.00
Municipal Accountant	-	2,112.85
Municipal Budget Office	-	31,411.00
MPDO	-	87,991.59
Municipal Civil Registrar	-	30,665.00
General Services Officer	-	24,678.90
MSWD	-	52,341.68
Municipal Agriculture	-	31,492.00
Municipal Engineer	-	57,557.53
RHU & Women's Health Center	-	68,384.75
/Market & Slaughterhouse	-	188,980.00
		<b>Php1,836,000.00</b>
		xxxxxxxxxxx

WHEREAS, the Local Finance Committee (LFC) this Municipality certifies the availability of funds which is available for reversion in the amount of **ONE MILLION EIGHT HUNDRED THIRTY SIX THOUSAND PESOS (Php1,836,000.00)** sourced from various Offices' MOOE savings for CY 2023;

WHEREAS, Chapter III (Budgeting) Article I, Section 322 of RA 7160 states among others: Reversion of Unexpended Balances of Appropriations, Continuing Appropriations. - Unexpended balances of appropriations authorized in the annual appropriations ordinance shall revert to the unappropriated surplus of the general fund at the end of the fiscal year and shall not thereafter be available for the expenditure except by subsequent enactment. However, appropriations for capital outlays shall continue and remain valid until fully spent, reverted or the project is completed. Reversions of continuing appropriations shall not be allowed unless obligations therefor have been fully paid or otherwise settled;

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Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF HINDANG**  
-oOo-

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**OFFICE OF THE MUNICIPAL MAYOR**

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## **CERTIFICATION**

THIS IS TO CERTIFY that the LGU, Hindang, Leyte has generated ONE MILLION EIGHT HUNDRED THIRTY-SIX THOUSAND PESOS (Php 1,836,000.00) savings for Fiscal Year 2023 as result of the Cost-Cutting Measures in compliance with Executive Order No. 2-B, Series of 2023, issued by Hon. Betty A. Cabal – Municipal Mayor, dated February 15, 2023.

THIS IS TO CERTIFIY FURTHER, that the said savings for CNA Incentive is based on the Joint Resolution No. 2023-01 of the Employees Organization Management Consultative Committee created for the purpose of determining whether or not the LGU, Hindang, Leyte, qualifies to grant the CNA Incentive in accordance with the guidelines set forth by DBM Budget Circular No. 2023-1 dated November 10, 2023.

Issued this 24<sup>th</sup> day of November, 2023 at Hindang, Leyte

  
**BETTY A. CABAL**  
Municipal Mayor



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
-000-



## **EMPLOYEES-ORGANIZATION MANAGEMENT CONSULTATIVE COMMITTEE**

**Endorsement  
November 20, 2023**

Respectfully submitted to HON. BETTY A. CABAL, Municipal Mayor LGU-Hindang, Leyte, the herein recommendation after the review of the Financial Records and other related documents conducted by the committee pursuant to DBM Budget Circular No. 2023-1 dated November 10, 2023 in the grant of CNA Incentive for FY 2023 for your approval

  
NILDA T. ABRANTES  
Chairman





Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
-o0o-



**EMPLOYEES ORGANIZATION- MANAGEMENT CONSULTATIVE COMMITTEE**

MINUTES OF THE CONSULTATIVE COMMITTEE MEETING BETWEEN THE LGU-HINDANG, LEYTE MANAGEMENT REPRESENTED BY THE DEPARTMENT HEADS AND HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HILGEA) ON NOVEMBER 17, 2023 AT THE SB SESSION HALL

PRESENT:

Hon. Betty A. Cabal	- Municipal Mayor
Felicitation B. Baliña	- Executive Assistant II
Hon. Serafin A. Cavero	- Member, Consultative Committee
Victoria N. Fulache	- Municipal Treasurer
Dexter R. Sarcon	- MCR
Imelda A. Renegado	-MBO
Lourdes M. Panerio	- Mun. Assessor-Designate
Mario Frederick D. Montero	- Municipal Engr.
Ehipany Joyce A. Pameniano	- GSO
Renna G. Agudera	- MSWDO
Marius Miraflor Jr.	- HiLGEA Vice President
Emelinda B. Alabado	- MAO Designate
Rebecca P. America	- HiLGEA Secretary
Anecito B. Abenoja	- HiLGEA President
Nilda T. Abrantes	- Municipal Accountant-Designate/SAO
Marilyn A. Cabal	- LDRRMO II
Annabel A. Mabale	- SB Sec.
Maribel A. Odias	- BOD member
Dr. Estarmio P. Zafico	- MHO

ABSENT:

Engr. Ricardo M. Renegado	- MPDC
---------------------------	--------

AGENDA:

1. Guidelines in the Grant of Collective Negotiation Agreement Incentive for FY 2023
2. Consolidation of the LBP Form No. 4 per department
3. Determination of the savings from the various departments of the LGU for reversion in relation to the Collective Negotiation Agreement (CNA) Incentive

The meeting was called to order by the President Officer at exactly 2:30 in the afternoon. He then presented DBM Budget Circular No. 2023-1 – dated November 10, 2023 Guidelines in the Grant of Collective Negotiation Agreement Incentive for FY 2023. To prescribe the guidelines on the grant of the Collective Negotiation Agreement Incentive for FY 2023, a Memorandum is issued. The following are covered by this joint memorandum, The Management (Municipal Officials, Department Heads), and Rank-and-File Employees (HILGEA members ) rendering a full-time service in the Local Government Unit of Hindang are qualified to receive the said incentives. but have exclusions that is those hired without employer-employee relationships and paid from Non- Personnel Services

appropriations/budgets; Individuals and groups whose services are engaged through job orders, contracts of service, or others similarly situated.

The grant of the CNA Incentive shall be subject to the following conditions and guidelines:

1. Those employees who are HILGEA members who are still in the service as of September 30, 2023 will receive the full amount
2. Those employees who perform managerial functions (Municipal Officials, Department Heads), who are still in the service as of September 30, 2023 will receive the full amount of CNA incentive
3. Those employees who perform managerial functions (Municipal Officials, Department Heads and HILGEA members who have rendered at least a total or aggregate of four(4) months including absence with pay, will be entitled to the full amount of CNA incentive
4. Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to September 30, 2023 of the current year and are still the service of the agency as of September 30 of the same year shall be entitled solely to a pro-rated CNA incentive , as follows:

<b>Length of Service</b>	<b>Percentage of CNA</b>
3 months to less than 4 months	40%
2 months to less than 3 months	30%
1 month to less than 2 months	20%
Less than 1 month	10%

5. A compulsory retiree, on service extension as of September 30, 2023, may be granted CNA Incentive

Payment of CNA Incentive shall be made not earlier than December 15, 2023. The Management and the Union shall be responsible for the implementation of the provisions of this a Memorandum. And in case, the said grant of the CNA Incentive Bonus be disallowed by the Commission on Audit, the individual recipients shall be obliged to refund such.

Then the body made a Joint resolution incorporating the guidelines/criteria for granting of CNA Incentive by the Local Government Unit of Hindang, as Management represented by the Municipal Mayor Betty A. Cabal and Rank and File Employees, as HILGEA represented by the president, Mr. Anecito B. Abenoja and unanimously approved by the body.

The HILGEA President then presented the accumulated accomplishment report with the total of 84.37% and informed the body that the LBP Form No. 04 per department are already on hand. Thereafter, the floor was given to Imelda A. Renegado, Municipal Budget Officer for the presentation of available savings per department of the Local Government Unit for Fiscal Year 2023. In relation thereto, each department head were consulted based on the copies of the current savings furnished by the budget office for final determination of the respective offices' total allowable savings for reversion approved by the Local Finance Committee (LFC) relative to the grant of Collective Negotiation Agreement (CNA) incentive. Pursuant to DBM Budget Circular No. 2023-1 dated November 10, 2023 Item 4.2.3, the rate of the CNA incentive shall not exceed P30,000.00 per qualified employee

After a lengthy discussion between the consultative committee members and the department heads, it was agreed that the following savings per department shall be reverted commensurate to the grant of Collective Negotiation Agreement (CNA) Incentive, to wit:

1. Office of the Municipal Mayor	₱ 862,259.58
2. Municipal Disaster Risk Reduction and Management Office	₱ 45,759.25
3. Office of the Municipal Vice Mayor	₱ 6,832.00
4. Office of the Sangguniang Bayan	₱ 181,644.25
5. Office of the Secretary to the Sanggunian	₱ 25,000.00
6. Office of the Municipal Treasurer	₱ 121,253.62
7. Office of the Municipal Assessor	₱ 17,636.00
8. Office of the Municipal Accountant	₱ 2,112.85
9. Municipal Budget Office	₱ 31,411.00
10. Municipal Planning and Development Office	₱ 87,991.59
11. Office of the Municipal Civil Registrar	₱ 30,665.00
12. General Service Office	₱ 24,678.90
13. Rural Health Unit & Women's Health Center	₱ 68,384.75
14. Municipal Social Welfare & Development Office	₱ 52,341.68
15. Municipal Agriculture	₱ 31,492.00
16. Office of the Municipal Engineer	₱ 57,557.53
17. Market and Slaughterhouse	₱ 188,980.00
<b>TOTAL</b>	<b>₱ 1,836,000.00</b>

There being a final determination of the available savings for reversion and no further issues for deliberation, the meeting was adjourned by the presiding officer at 4:35 in the afternoon.

CERTIFIED CORRECT:




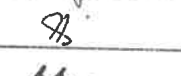


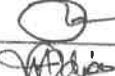
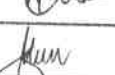
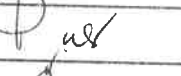


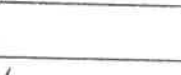

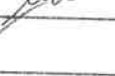


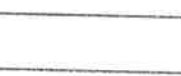


  
**REBECCA P. AMERICA**  
 LDRRM Assistant  
 HiLGEA Secretary

ATTESTED:

  
**NILDA T. ABRANTES**  
 Municipal Accountant-Designate  
 Chairperson, Consultative Committee

# ATTENDANCE SHEET

CONSULTATIVE COMMITTEE MEETING  
MUNICIPAL SB HALL  
November 17, 2023

NO.	NAME	DESIGNATION	GENDER		SIGNATURE
			MALE	FEMALE	
1	AUECITO B. ABENOJA	HILGER PRES.	✓		
2	MARINUS R. MIRAFUON JR.	" V. PRES.	✓		
3	SERAFIN A. CAYERO	SB. member	✓		
4	ESTRUCHILO P. ZAFICO	MAHO	✓		
5	EPHIPATY JOYCE A. PAMOUNANO	GSO		✓	
6	METTY A. CABAL	LCE		✓	
7	FENCITACIN B. BALIN	IBDC- ASST. II		-	
8	MARILYN A. CABAL	WORKER		-	
9	ANNYRAEL A. MABALE	SM Sec.		✓	
10	Manibol A. Odias	POOP member		✓	
11	Renna G. Agudera	MSWDD		✓	
12	Emulinda B. Alabatay	MA-Des.		✓	
13	VICTORIA N. FULANTE	MT		✓	
14	Rebecca P. Amoria	HILGER sec.		✓	
15	IMELDA A. PANGALAN	MPO		✓	
16	DEXTER V. SALCEDO	MCA	✓		
17	MARIO FREDERICK D. MONTEJO	MF	✓		
18	Nilda T. Abrante	MA-dec.		✓	
19	LOURDES M. FANTARO	MA-DES.		✓	
20					
21					
22					
23					
24					
25					



# CERTIFICATE OF ACCREDITATION

## No. 1107

### TO WHOM IT MAY CONCERN:

This is to certify that the Civil Service Commission has duly accredited the

### HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HILGEA)

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as the sole and exclusive negotiating agent of all the rank-and-file employees in the

### MUNICIPAL GOVERNMENT OF HINDANG Poblacion II, Hindang, Leyte

As such, it shall represent and bind them in any negotiation with management on terms and conditions of employment not fixed by law.

This Certificate may be cancelled by this Commission upon its own motion or upon petition by any adverse party for cause as provided by law and after due process.

Given this 11th day of July 2017 in Quezon City.

  
ALICIA dela ROSA - BALA  
Chairperson

  
ROBERT S. MARTINEZ  
Commissioner

  
LEOPOLDO ROBERTO W. VALDEROSA, JR.  
Commissioner

Attested by:

  
ALAN F. ALEGRIA  
Director IV  
Human Resource Relations Office



# CERTIFICATE OF REGISTRATION

## Collective Negotiation Agreement

No. 2791

Pursuant to the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, the Collective Negotiation Agreement entered into by and between the

**HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HILGEA)**

and the

**MUNICIPAL GOVERNMENT OF HINDANG**  
Municipal Hall, Poblacion II, Hindang, Leyte

having complied with the prescribed requirements in the abovementioned Rules, is registered by the Commission and is binding between the parties thereof during the period of its effectivity **June 9, 2023 to June 8, 2026.**

Issued this 20th day of July, 2023 in Quezon City.

  
**ATTY. KARLO A. B. NOGRALES**  
Chairperson



Attested by:

  
**MA. THERESA O. FERNANDEZ**  
Director IV  
Human Resource Relations Office



Republic of the Philippines  
**LOCAL GOVERNMENT UNIT OF HINDANG**

**HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION  
( HILGEA)**

**COLLECTIVE NEGOTIATION AGREEMENT (CNA)**

**KNOW ALL MEN BY THESE PRESENTS:**

The Collective Negotiation Agreement, executed by and between:

The **MUNICIPAL GOVERNMENT OF HINDANG**, a local government unit of the Republic of the Philippines, herein represented by the **HONORABLE MAYOR BETTY A CABAL**, Municipal Hall, Hindang, Leyte, and hereto referred to as the **FIRST PARTY**

The **HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HILGEA)** a legitimate employees association, registered under the Department of Labor and Employment with Registration No. 2052 dated January 25, 2017 and accredited under the Civil Service Commission with Accreditation No. 1107 dated July 11, 2017 and with principal office at Municipal Government of Hindang, Leyte, Municipal Hall, Hindang, Leyte, herein represented by its President, ANECITO B. ABENOJA, and hereto referred as **SECOND PARTY**.

**WITNESSETH: That –**

**WHEREAS**, the Constitution of the Republic of the Philippines, among others, provides:

**“ Sec. 18, Art II- The State affirms labor as primary, social and economic force. It shall protect the rights of workers and promote their welfare.”**

**WHEREAS**, Executive Order No. 180, Series of 1987, upholds the right of government employees to self-organization and negotiation, except those fixed by law, between duly organized employees association, and government authorities.

**WHEREAS**, aware of the need to promote a harmonious relationship between the Municipal Government and the employees and the enhancement of the employees' welfare, performance and productivity, and in order to contribute to the attainment for better public service, the parties mutually agree to enter into a Collective Negotiation Agreement;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the **MUNICIPAL GOVERNMENT OF HINDANG** and the **HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HILGEA)**, do hereby bind themselves and agree as follows:

## ARTICLE 1-DEFINITION OF TERMS

When used herein, the following terms shall have the following meaning unless their contexts indicate otherwise, viz:

"Agreement" - this Collective Negotiation made and entered between the First Party and the Second Party pursuant to Executive Order No. 180, dated June 01, 1987 and its implementing Rules and Regulations, as may be amended or supplemented from time to time.

" Bargaining Unit" – shall cover the rank and file employees of the Municipal Government of Hindang.

" Effective Date" - the date of execution of the Agreement by the authorized signatories of the Municipal Government and the HiLGEA.

"Grievance Procedure"- refers to the procedure for the disposition of any complaint or grievance established under Article V, Section 1 of this Agreement.

" Legislative Members" – elected or appointed as representative of his/her department in the legislative department of HiLGEA.

" Department" – an office of the Municipal Government.

" Parties" – the Municipal Government of Hindang and the HiLGEA as the First Party and the Second Party, respectively.

"Employees Association/Union"- the Hindang Association of Local Government Employees (HiLGEA) .

" Immediate Family Member"- an employee's legal spouse, mother, father, children, sisters and brothers.

## ARTICLE II- SECURITY OF THE EMPLOYEES AND THE ASSOCIATION

Section 1. All benefits and privileges granted in this Agreement shall also be enjoyed by all regular, elective officials of the Executive and Legislative Department, subject to special assessment of rank and file non-members as provided by Public Sector Labor Management Council Resolution No. 1 Series of 1993.

Section 2. (a) The FIRST PARTY agrees to implement in all Department, individual check-off deductions representing union dues, special assessments, union contributions and other union dues.

(b) In order to implement the above provision, the HiLGEA Legislative Members of each Department shall submit to their respective Administrative



Officers/Designate or personnel authorized to prepare the payroll, the list of the members of HiLGEA with their corresponding check-off.

(c) Deduction/s dues on a particular period as well as the lists of non-members due of special assessment.

(d) The Paymasters/ Disbursing Officers, wherein the said check off/assessment is reflected, shall make a notice to the HiLGEA Treasurer showing the amount collected for his/her collection.

(e) Deductions for agency fee of non-members of HiLGEA, the amount of which should be in accordance to the legal and lawful percentile as maybe stipulated by the governing rules and regulations for said dues, should be automatically deducted from their respective CNA Incentive.

(f) Employees who are non-HiLGEA members, performing the functions of the department head or assistant department head, are still subject to agency fee pursuant to CSC-PSLMC Regulations on Agency fee where the position per appointment will prevail.

Section 3. Clearance for retirement in the Municipal Government shall pass the HiLGEA President and /or Treasurer, endorsed by the Office representative. Existing clearance forms should be amended to this effect.

### **RIGHTS AND OBLIGATIONS OF THE PARTIES**

The **FIRST PARTY**, shall:

#### **A. HUMAN RESOURCE MANAGEMENT**

1. Strictly adhere to the government policy of participative management so far as practicable.
2. Continue to conduct or manage manpower development programs, including but not limited to, local and/or foreign skills trainings, seminars, workshops in order to improve knowledge and skills of the employees and create deeper government workers. Funding thereto shall be provided in the annual budget. The SAO shall conduct orientation program to new employees of the Municipal Government on pertinent laws, rules and regulations of the Civil Service Commission to include its creation, mandate, programs and functions in order for the new employees to be acquainted with the Municipal Government and become responsible employees.

#### **B. RECRUITEMENT, PROMOTION AND PLACEMENT**

1. Per CSC Memorandum Circular No. 03, Series of 2001, provide membership of the Second Party in the Personnel Selection and Promotion Board of the Municipal Government.

2. The following regular employees shall be considered for promotion based on Program on Rewards, Awards and Incentives for Service Excellence (PRAISE) merit and qualification standards and on the availability of funds and subject to Personnel Service limitation in LGU budget pursuant to Sec. 325(a) of RA No. 7160 .

a) Those who have rendered continuous service for a period of at least ten (10) years without the benefit of promotion from date of appointment.

b) Those who will reach the optional retirement age of 60 years old provided that the promotion shall be granted within Four (4) years prior to date of retirement and subject to availability of fund.

**C. UNION MATTERS**

1. Authorize the Officers and Members of the Second Party attendance to trainings, seminars and other union related activities with the consent of the Department Head concerned, upon notice of proof duly certified by its President, in accordance with CSC No. 10.
2. Allow the use of any available municipal government property for HiLGEA related activity/ies, as approved by the Chief Executive, free of charge.
3. Allow HiLGEA officers to attend regular HiLGEA meetings and special meetings on official time.

**D. HEALTH AND SANITATION**

1. Provide well maintained comfort rooms with necessary facilities.
2. Provide needed facilities for effective and efficient working conditions pursuant to MC No. 30, Series of Series of 1992.
3. Provide lighter workloads/ assignments to pregnant, lactating, aging and/or sickly employees.

**E. SPORTS AND CULTURAL ACTIVITIES**

1. Conduct an Annual Summer Sports and Cultural Feast to be participated in by its employees and Official of the Municipal Government.

**F. SECURITY AND SAFETY**

1. To grant safety devices and proper outfits like mask, gloves, raincoats, boots and other materials for the safety of employees, particularly those who render field work and who are exposed to abnormal working conditions.

## **G. PERSONNEL RIGHTS**

1. Due process shall be observed in the investigation, hearing and adjudication of administrative case against employees.
2. Reassignment of an employee should be to an office where he/she can be useful and productive, in relation to his/her position and skills and that he/she should perform specific functions to be embodied in his/her reassignment order.

## **H. OTHER WELFARE BENEFITS**

- a. Allow flexible working hours for Municipal Government employees pursuant to the Civil Service Commission's Memorandum Circular allowing Flexi-Time for government employees as set forth with rules and procedures for implementation.
- b. All bonuses, benefits granted by the national government should not affect all welfare benefits derived from this agreement.
- c. Granting of Collective Negotiation Agreement (CNA ) incentives to members of HILGEA and those performing managerial functions ( Municipal Officials, Department Heads & Assistant Department Heads for Fiscal year 2023-2025 subject to the issuance of DBM guidelines.

The **SECOND PARTY** shall:

1. Adhere to legal means of redressing grievances and avoid work stoppage that will prejudice service delivery.
2. Improve the productivity of the Municipal Government by establishing in every department, an office management program and standard of work ethics.
3. Output/performance as well as behavioral norms acceptable to the Municipal Government.
4. Strictly observe the Code of Conduct and Ethical Standards of Government Employees
5. Support the Municipal Government's program that will improve the quality of life and accelerate the delivery of service to the underprivileged and the disadvantage in the municipality.
6. Observe political neutrality and non-partisanship in the delivery of services.

7. Cooperate in affecting economy and in its effort to eliminate waste and inefficiency, promote safety and goodwill between the Municipal Government and the employees.
8. Exercise vigilance and report all forms of graft and corruption in the government.
9. Act with vigilance and renewed vigor in the achievement of an effective, honest and courteous public service.
10. Participate actively in the further development of the Municipal Government employees through responsible unionism.
11. Police its own rank and adhere to the provisions herein agreed upon as a commitment for partnership in good governance efficient public service.
12. Assist in any possible manner for increase revenue generation and be vigilant on taxation matters such as listing/reporting of business establishment with no permits from each member's respective barangays.

Both **PARTIES**, shall:

1. Observe cost cutting measures to achieve agency target at the most economical and practicable method, such as but not limited to the following:
  - a. Recognizing the need to cut on cost of personal services, the parties shall endeavor to maximize accomplishment of personnel and make them responsive to the needs of the people they serve rather than add positions to the present plantilla.
  - b. The parties shall exercise austerity in the use of office supplies, materials and resources of the Municipal Government. The Local Chief Executive shall issue memorandum on the austerity measures to be adopted as official policy of the Municipal Government.
  - c. The parties shall only undertake official travels that are necessary and with minimal cost to the Municipal Government.
  - d. It shall be the policy of the Municipal Government to discourage overtime work except when it is necessary and justifiable. The justification to any overtime work shall be made by the Head of the Department concerned with approval of the Municipal Mayor.
  - e. Air-conditioning units of the Municipal Government shall be switched on and off by 8:30am and 4:00 p.m. respectively except in the offices or departments where overtime work is being rendered.

**ARTICLE 111. GRIEVANCE PROCEDURE SHALL FOLLOW THE STANDARD OF EXECUTIVE ORDER 292- THE CIVIL SERVICE COMMISSION**

Grievance shall be presented verbally or in writing in the first instance by the members of the Second Party to his or her immediate supervisor. Within three (3) working days from the date of presentation, the supervisor shall inform verbally the aggrieved member the action taken on the grievance. On the other hand, if the party being complained of is the immediate supervisor, grievance shall be lodged to the next higher supervisor or to their Department Head. If the aggrieved party still wants to elevate the decision, or if the same has not been resolved, the same shall be heard by the Grievance Committee within ten (10) working days from this receipt of the grievance. The Grievance Committee shall render decision within five (5) working days after investigation. If the decision of the Grievance Committee is not acceptable to the aggrieved, the same may be elevated to the Municipal Mayor and can be appealed to the Civil Commission upon submission of the Certification on the Final Action on the Grievance (CFAG) by the Grievance Committee.

Grievance as mentioned in the preceding paragraph shall be embraced the meaning of No. 6 of CSC MC No. 2, Series of 2001. Exempt from the grievance procedure are those enumerated under No. 7 of the same MC.

**ARTICLE IV. DURATION OF THE AGREEMENT**

This Agreement shall commence upon the execution of this Agreement signed by the authorized representatives of the parties and shall take effect and in force for a period of three (3) years after its execution.

**ARTICLE V. INCENTIVE**

The **FIRST PARTY** agrees to afford every qualified Municipal Officials and Employees of the municipal government who have been performing their duties and responsibilities and are still connected with the Municipal Government as of the granting of the Incentive as provided under paragraph H sub-paragraph C on Other Welfare Benefits in such amount that is in accordance with existing laws, rules and regulations. Incentive Bonus granted to non-members shall be subject to deduction of the said agency fee pursuant to Public Sector Labor-Management Council (PSLMC) Resolution No. 15, Series of 2013.

**ARTICLE VI. MISCELLANEOUS**

Section 1. A Joint Committee composed of one (1) representative from the management, one (1) from the Sangguniang Bayan, two (2) from Rank and File (HILGEA), and the SAO shall be created for the purpose of monitoring the implementation of this Agreement.

Section 2. Disputes or agreements between the parties arising from provisions of this Agreement shall be submitted for arbitration before the Civil Service Commission.

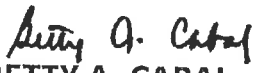
Signed this 14<sup>th</sup> day of February, 2023, Hindang, Leyte.

**MUNICIPAL GOVERNMENT OF HINDANG**

**HINDANG ASSOCIATION OF  
LOCAL GOVERNMENT EMPLOYEES**


By:

By:

  
**BETTY A. CABAL**  
Municipal Mayor

  
**ANECITO B. ABENOJA**  
HiLGEA- President

WITNESSES:


  
**JUN A. CABAL**  
Executive Assistant IV  
LGU-HiLGEA Consultative Comm.

  
**MARIUS G. MIRAFIOR, JR**  
HiLGEA- Vice President  
LGU-HiLGEA Consultative Comm.

  
**EIPHANY JOYCE A. PAMENIANO**  
General Services Officer  
LGU-HiLGEA Consultative Comm.

  
**REBECCA P. AMERICA**  
HiLGEA-Secretary  
LGU-HiLGEA Consultative Comm.

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**SERAFIN A. CAVERO**  
SB-Member  
LGU-HiLGEA Consultative Comm.

  
**NILDA T. ABRANTES**  
Supervising Administrative Office

**ACKNOWLEDGEMENT**

Republic of the Philippines)  
Province of Leyte ) S.S  
Municipality of HINDANG )

**BEFORE ME**, a Notary Public for and in the Municipality of Hindang and for the Province of Leyte, personally appeared **BETTY A. CABAL** with employee's ID No. 03-015-0297 issued on August 16, 2017 at Hindang, Leyte and **ANECITO B. ABENOJA**, with CTC no. 05738782 issued on January 9, 2023 at Hindang, Leyte Philippines, known to me and to me known to be the same persons caused the preparation of the foregoing **COLLECTIVE NEGOTIATION AGREEMENT**, and who acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of eight (8) pages including this page on which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the parties and their instrumental witnesses, and sealed with my notarial seal.

FEBRUARY **IN WITNESS WHEREOF**, I have hereunto set my hand this 14<sup>th</sup> day of 2023 in Hindang, Leyte, Philippines.

ATTY. ROSAMBA I. FELICIANO  
Administering Officer

Book No. 93  
Doc No. 193  
Page No. 89  
Series of 2023

**ACCOMPLISHMENT REPORT**  
**LBP FORM NO. 4 (CY 2023)**  
**As of September 30, 2023**

	<b>OFFICE</b>	<b>AVERAGE PERCENTAGE</b>
1	MO	80.86%
2	MDRRMO	92.59%
3	VM	75.00%
4	SB	84.38%
5	SEC.	83.93%
6	MTO	91.86%
7	ASSESSOR	84.80%
8	ACCTG.	85.00%
9	MBO	88.13%
10	MPDO	86.83%
11	MCR	82.00%
12	RHU	90.77%
13	MSWD	91.41%
14	DA	70.91%
15	ME	100.00%
16	MARKET	89.50%
17	MUN. TOURISM	70.00%
18	GSO	70.63%
<b>TOTAL PERCENTAGE</b>		1518.59%
<b>AVERAGE PERCENTAGE</b>		84.37%



**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Office of the Municipal Mayor**  
**Mandate** : Exercise general supervision and control over all programs, projects, services and activities of the municipal government.  
**Vision** : To have an efficient, effective and economical governance in futherance of the general welfare of the municipality and its inhabitants.  
**Mission** : (1) To effectively deliver the basics services to the constituents in consonance with the mandated functions of the office under Republic Act 7160 other wise known as "The Local Government Code of 1991.  
 (2) To devise Local Development Plan through the Local Development Council (LDC) for the alleviation of the living standards of the constituents and the upliftment of the local economy.  
**Organizational Outcome** : A responsive, effective and dynamic Local Government Unit with better delivery of basic services and a much progressive local economy.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-001-001 1000-000-3-01-001-001-001-000	<b>Executive Services</b> <i>General Management and Supervision Development direction and Policy</i>					
	Regulation and approval of Business Permit	Business Permit duly issued	Business establishments duly issued with permits	500	531	100%
	Supervision and Control of Programs, Projects and Activities (PPA's)	PPA's supervised	Programs, Projects and Activities supervised and implemented	30	68	100%
	Implementation of livelihood programs and projects for the food security program of the LGU	LGU livelihood programs and projects for food security implemented	Livelihood programs and projects implemented	5	3	60%
	Construction, rehabilitation and maintenance of all infrastructure projects for municipal development and public services	Infrastructure projects constructed, rehabilitated and maintained	Infrastructure programs and projects implemented	30	68	100%
	Provision of basic medical and dental services to the general public	Basic medical and dental services provided to constituents	Basic medical and dental care needs attended	12,580	11,339	90%
	Provision of basic social services to the general public	Basic social services provided to the general public	Basic social services/projects implemented	1,500	194	12.90%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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1000-000-3-01-001-001-000	Provision of waste and environmental management programs	Waste and environmental management programs implemented	Solid waste and environmental management programs implemented	8	6	75%
	Provision of Educational Assistance to poor but deserving students	Number of poor but deserving students who have availed of the LGU Scholarship Program	Indigent youth able to enroll and graduate in college	2	-	-
	<b>Sports Development</b>	Promotion of municipal wide sports activities	Municipal wide sports activities conducted to target beneficiaries	1 Sports Fest within the year	2	100%
	<b>Confidential Fund (Special Purpose Appropriation)</b>	Provision of agency's support for the conduct of confidential operations and activities	Agency's support for the conduct of confidential operations and activities provided	Decrease of illegal activities	-	-
	<b>Discretionary Expenses (Special Purpose Appropriation)</b>	Public assistance at the discretion of the LCE	Public assistance provided	100% of public assistance provided	-	-
	<b>Public Employment Services Office</b> Delivery of employment services and implementation of other DOLE Programs	Employment services and DOLE programs	Employment services delivered and other DOLE programs implemented	6 employment services delivered and DOLE programs implemented	8	100%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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1000-000-3-01-001-002	<b><i>Peace and Order and Public Safety</i></b>					
	Illegal Drugs Prevention and Rehabilitation Program	Illegal drug users apprehended & eradicated and drug dependents rehabilitated	Drugs and criminality eradicated within the municipality	Decrease of drug addicts and 5% criminalities decreased	-	-
	Conduct of Quarterly Municipal Peace and Order Council Meeting	Municipal Peace and Order Council	MPOC meeting conducted	4 MPOC Meetings	3	75%
	Livelihood Program	To enhance the knowledge & skills of the Persons who used Drugs (PWUDs) to provide themselves with their basic needs	To give support to PWUDs to enroll in livelihood programs of NGAS as part of the CBRP Program	At least 1 PWUD or more	2	100%
	Crime Prevention	To reduce cases on index and non-index crimes and closely monitor and control insurgency groups	To conduct advocacies and crime prevention related programs to all sectors of the community as well as conduct PNP & AFP operations related to crime prevention and control	At least once a month IEC and for operations as the need arises and payment for gasoline consumption	4	100%
Traffic Management Program	To reduce cases of traffic accidents with the municipality	To maintain incharge of traffic management and to conduct IEC on motorists and drivers related to traffic management & reducing traffic accidents	Traffic enforcers at least one IEC	2	100%	

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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	MPOC Secretariat Services	To maintain and operationalize MPOC secretariat and maintain MPOC functionality	To provide manpower services and supplies, materials and equipments including internet connectivity to upgrade the MPOC secretariat services of this municipality	At least one Job Order charged to MPOC to focus on MPOC database and documentations with supplies	-	-
	Fire Safety Services	To minimize cases of fire incidents in this locality	To conduct advocacy and inspection of all establishments of this municipality including the community	At least one IEC every month & all establishments inspected for fire safety	-	-
1000-000-3-01-001-002-006	<b>Peoples Law Enforcement Board (PLEB)</b> Conduct Meetings and Community Services	To establish a functional PLEB which will serve as venue for erring PNP personnel and officials	To conduct regular meetings and advocacy to the community regarding PLEB	1 meeting every month and at least 1 advocacy & honoraria of PLEB members and supplies for PLEB	-	-
1000-000-3-01-001-004-000-000	<b>Aid to Barangays (Special Purpose Appropriation)</b> To assist the 20 component barangays in their respective undertaking	Assisting in the preparation of documents needed in their undertakings and to intercede in the approval of the same	Provided without unnecessary delay	80	40	50%
	To provide financial assistance to the 20 component barangays	Financial assistance shall be appropriately appropriated for Aids to Barangays as embodied in the approved Annual Budget of the Local Government Unit	Financial assistance realized	20	10	50%
<b>TOTAL PERCENTAGE</b>						<b>1212.90%</b>
<b>AVERAGE PERCENTAGE</b>						<b>80.86%</b>

Prepared:

  
**BETTY A. CABAL**  
 Local Chief Executive

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Disaster Risk Reduction and Management Office**  
**Mandate** : Republic Act 10121 of 2010  
**Vision** : Safer, adaptive and disaster resilient communities towards sustainable development  
**Mission** : Avoid hazards and mitigate their potential impacts by reducing vulnerabilities and exposure and enhancing capacities of communities  
**Organizational Outcome** : Enhance capacities of communities to reduce risk and cope with the impacts of all hazards

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	<b><i>Disaster Risk Reduction Management and Support Services</i></b>					
1000-000-3-01-001-006-000-000	Disaster Risk Reduction and Management	Trainings conducted	100% Trainings conducted	3	2	66.67%
	Information Campaign on Disaster Risk Reduction and Management	Seminars and Symposiums conducted	100% Seminars and Symposiums conducted	2	3	100%
	Implementation of Risk Reduction Programs, Projects and Activities (PPA's)	PPA's implemented	100% PPA's implemented	5	22	100%
	Comprehensive monitoring on disaster prone areas	Monitoring and Surveys conducted	100% Monitoring and Surveys conducted	3	4	100%
	<b><i>5% MDRRM Fund</i></b>					
1000-000-3-01-001-006-001-000	Relief and Recovery	Assistance provided to victims of calamities	100% Relief and recovery assistance provided to victims of calamities	3	3	100%
1000-000-3-01-001-006-002-000	Disaster Prevention and Mitigation	Structures and facilities constructed in disaster prone areas	Structures and facilities constructed in disaster prone areas	2	3	100%
1000-000-3-01-001-006-003-000	Disaster Preparedness	Damages of structures, unstability of victims and facilities reduced	Reduced damages of structures, unstability of victims and facilities during the occurrence of disasters	2	4	100%
1000-000-3-01-001-006-004-000	Disaster Response	Technical and financial assistance provided to victims of calamities	100% Technical and financial assistance to victims of calamities provided immediately	3	3	100%
1000-000-3-01-001-006-005-000	Disaster Rehabilitation and Recovery	Damage structures and facilities rehabilitated	100% of various damaged structures and facilities affected by calamities were rehabilitated	3	2	66.67%
<b>TOTAL PERCENTAGE</b>						<b>833.34%</b>
<b>AVERAGE PERCENTAGE</b>						<b>92.59%</b>

Prepared:

↓  
**MARILYN A. CABAL**


Local Disaster Risk Reduction and Management Officer II

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

Department/Office : Office of the Municipal Vice-Mayor  
Mandate : Shall have the primary duties and functions in ventilating, articulating and crystalizing issues affecting the Local Government especially those concerning local legislation.  
Vision : To collaborate with Local Chief Executive and Local Department Heads in attaining efficient and effective local legislation for the welfare of the municipality.  
Mission : To assist the Local Chief Executive in the formulation and implementation of Programs, Projects and Activities (PPA's) geared towards the development of the community and to promote local legislative initiatives and other administration-sponsored priority development programs responsive to the realization of the LCE's policies for the achievement of the LGU's plans.  
Organizational Outcome : An improved local autonomy so as to best serve the interest and promote the general well being of the local constituents/populace.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-002-001 1000-000-3-01-002-001-000-001	<b>Legislative Services</b> <i>Preside Legislative Session</i> Conduct of SB Regular Sessions weekly as mandated for by R.A. 7160 and Special Sessions as often as the need arises  Implement R.A. 7160 in exercising such other powers, duties and functions	Presided Sessions be it Regular or Special	Number of Sessions presided/attended	48 Regular sessions; per notice/ Request for special sessions	36 Regular sessions	75%
		Coordinated the Local Chief Executive in the formulation and implementation of the LGU's Programs, Projects and Activities (PPA's)	Conference with the Local Chief Executive and Local Department Heads in attaining the LGU's development plans and programs	8 Conferences	6 Conferences	75%
<b>TOTAL PERCENTAGE</b>						<b>150%</b>
<b>AVERAGE PERCENTAGE</b>						<b>75.00%</b>

Prepared:

  
**ELPIDIO B. CABAL, JR.**  
Municipal Vice-Mayor

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023****LGU: Hindang, Leyte**

<b>Department/Office</b>	<b>: Office of the Sangguniang Bayan</b>
<b>Mandate</b>	: To perform mandated duties in the implementation of the existing laws and functions in adherence to the provisions of the R.A. 7160 otherwise known as the Local Government Code of 1991
<b>Vision</b>	: A proactive, dynamic and professionalized legislative body; an advocate of environmental protection and peace-loving community
<b>Mission</b>	: To actively plan for community upliftment and promote effective delivery of basic services; formulate ordinances to adopt measures consistent with time and changing environment; enacts measures thru participation, consultative and transparent system of legislative actions to the best interest of the local populace; to uphold the dignity of the legislative institution
<b>Organizational Outcome</b>	: An improved quality of Local Governance by maximizing its performance thru efficient and effective local legislation

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-003-001 1000-000-3-01-003-001-000-001	<b>Legislative Services</b> <i>Enact Legislative policies and ordinances</i>	Enact legislative measures and policies	Enact Ordinances	8 Regulatory Ordinances	5 Regulatory Ordinances	62.50%
	Efficient and effective legislation	Coordinated with the Local Chief Executive and Local Department Heads in the implementation of Programs, Projects and Activities (PPA's)	Passage of resolutions	95 Resolutions	100 Resolutions	100%
	Assist the Local Chief Executive in the monitoring process of Government Programs and Projects	Attendance to trainings and seminars	Formulate legislative measures as output during trainings and seminars	5 Trainings/seminars as mandated for by law or per request by concerned entity	3 trainings attended	100%
	Trainings and Seminars, Capability Building/Enhancement to members of the Legislative Body	Approval of Barangay Budgets, Municipal Budgets, AIP's and Plan	Passage of Budget authorization and concurrence of Barangay Ordinances	20 Barangays for the Municipal level per recommendation from the Local Finance Committee and concerned Department Heads	15 Barangays	75%
	Review and approve Barangay and Municipal Budgets, AIP's, Plans and Barangay Ordinances as provided for by law					
<b>TOTAL PERCENTAGE</b>						<b>337.50%</b>
<b>AVERAGE PERCENTAGE</b>						<b>84.38%</b>

Prepared:

  
**ELPIDIO B. CABAL, JR.**  
Municipal Vice-Mayor

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : Office of the Secretary to the Sanggunian  
**Mandate** : The office that has the responsibility of keeping and maintaining all the legislative measures and other pertinent documents of public character  
**Vision** : To coordinate and support the legislative activities for the offices of the Vice Mayor and Sangguniang Bayan, by ensuring the policy priorities are reflected throughout the legislative process  
**Mission** : Manage the legislative records and provides information, legislative and other support services to a diverse service-oriented unit, the office which provides legislative support to the office of the Vice Mayor and the Sangguniang Bayan and to exercise and/or perform such other duties and functions as maybe prescribed by law or ordinance  
**Organizational Outcome** : Improved quality of records management, preserving official municipal record in accordance with the provision of existing laws

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-004-001 1000-000-3-01-004-001-000-001	<b>Legislative Services</b> Records keeping of all ordinances, minutes and Records Management	Prepares, keeps and provides the Sangguniang Bayan information including minutes, resolutions, ordinances and agreements	Legislative and pertinent records of Sanggunian prepared and kept	8 Regulatory Ordinances 95 Resolutions 48 Regular Sessions/Minutes	5 Regulatory Ordinances 100 Resolutions 39 Regular Sessions/Minutes	62.50% 100% 81.25%
	Reportorial Management	Records, maintains and preserves the documents of the Local Government Unit	Safekeeping of all legislative documents	All year round		
		Prepares and submits all legislative measures to appropriate offices/agencies	Resolutions and ordinances submitted to proper authorities	8 Regulatory Ordinances	5 Regulatory Ordinances	62.50%
				100 Resolutions 48 Regular Sessions/Minutes	100 Resolutions 39 Regular Sessions/Minutes	100.00% 81.25%
	Effective and Efficient Legislative Management	Provides technical support to the Sanggunian in the performance with their legislative functions	Researches conducted in aid of legislation	5 Researches	5 Researches	100%
<b>TOTAL PERCENTAGE</b>						<b>587.50%</b>
<b>AVERAGE PERCENTAGE</b>						<b>83.93%</b>

Prepared:

  
**ANNABEL A. MABALE**  
 Secretary to the Sanggunian



**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Treasurer's Office**  
**Mandate** : Treasury Services  
**Vision** : Manage the financial resources effectively and efficiently and to promote prudent in financial undertaking  
**Mission** : To conduct massive and intensive Tax Collection Campaign to boost revenue to fund development project with utmost sincerity, dedication, honesty and integrity  
**Organizational Outcome** : Teamwork, dedication and perseverance surpasses treasury challenges

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-005-001 1000-000-3-01-005-001-000-001	<b>Treasury Services</b> <b>Revenue Collection</b> I. Revenue Generation	1. Collection on Real Property 2. Collection of Business Tax, Fees, Charges and Economic Enterprises 3. Collection of Philhealth Premiums 4. Update Real Property Tax Account Register	40% of 1% of taxable asset value end of Dec. 2020 P219,632,970.00 10% increase in collection of BT, fees and charges & economic enterprises end of Dec. 2020 100% of Clients served and issued PAR in 5 minutes 100% Real Property Tax account register updated end of Dec. 2022	878,531.88 8,447,548.00	822,825.70 9,052,004.62	94% 100%
		5. Preparation of Notice of Delinquency 6. Tax Information Drive	100% Notice of delinquency prepared and served end of Dec. 2022 100% of Barangays Conducted Tax Information dissemination end of Dec. 2022	20 Barangays 20 Barangays	190 clients served & issued PAR 80% Real property Tax account register updated end of Sep 2023 (17/20) 90% notice of delinquency prepared and served end of Sept. 2023 (18/20) 2 brgys conducted tax information dissemination as Sept. 30, 2023	24% 85% 90% 50%
	II. Financial Accountability and Discipline A. Collection Management	Preparation of Report of Collection and Deposit Preparation of Liquidation Report Deposit Collection to Depository Banks	100% of OR's issued w/ corresponding cash remitted intact to Liquidating Officer every Thursday & last working day of the month 100% of RCD prepared by RCC checked in 1 hour 100% Collections received from Liquidating Officer deposited intact to depository bank every Friday & last working day of each month	RCD remitted intact every Thursday & last working day of month Every Thursday & last working day of the month Every Friday & last working day of a month	RCD remitted intact every Thursday & last working day of month Every Thursday & last working day of the month Every Friday & last working day of a month (on time 66, mondays 8)	100% 100% 89%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Treasurer's Office**  
**Mandate** : Treasury Services  
**Vision** : Manage the financial resources effectively and efficiently and to promote prudent in financial undertaking  
**Mission** : To conduct massive and intensive Tax Collection Campaign to boost revenue to fund development project with utmost sincerity, dedication, honesty and integrity  
**Organizational Outcome** : Teamwork, dedication and perseverance surpasses treasury challenges

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	B. Disbursement Management	Processing of Vouchers	Record all vouchers received from accounting office in 5 minutes	5 minutes per voucher	5 minutes per voucher	100%
		Check Issuance	100% Issue and sign check to approved vouchers in 5 minutes	5 minutes per check	5 minutes per check	100%
		Cash Disbursement	100% Salary/Wages, etc. paid to recipient in 2 minutes	Payment done in 2 minutes	Payment done in 2 minutes	100%
		Preparation of Report of Disbursement	100% ROD/RCI prepared and submitted to accounting office with DV's/Payrolls on the 5th day of the following month & 5 days after every cash advances	100% prepared & submitted on the 5th day of the following month	100% prepared & submitted on the 5th day of the following month	100%
		Remittance of Provincial Share of Collections	100% Provincial shares of collection remitted on the 15th day of the following month	Remitted on the 15th day of the following month	Eight of Nine months remitted on & before 11th day of the month	89%
	C. Records Management	Recording of RCD in the Cash Book	100% of RCD received from liquidating upon receipt	Weekly	Weekly	100%
		Philhealth ACP Report	100% submitted Philhealth Collection Consolidated 1-15th hard & soft copy every 16th of the said month, Consolidated 16-31st hard & soft copy every 1st day of the following month	Report submission 1-15 every 16th day of the said month, 16-31 every 1st day of the following month	Report submission 1-15th day every 16th day of the month, 16-31st day every 1st day of the following month	100%
		Recording and updating of Cash Books	100% Cash Books all funds maintained and updated weekly	Weekly	Weekly	100%
		Preparation of PHILHEALTH Inventory Report	100% submitted PAR Inventory Report 1-15th hard and soft copy every 16th day of the month, PAR Inventory Report 16-31st hard and soft copy every 1st day of the following month.	Report submission every 1-15th day every 16th of the month, after the 16th & 31st day every 1st day of the following month	Report submission every 1-15th day every 16th of the month, after the 16th & 31st day every 1st day of the following month	100%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Treasurer's Office**  
**Mandate** : Treasury Services  
**Vision** : Manage the financial resources effectively and efficiently and to promote prudent in financial undertaking  
**Mission** : To conduct massive and intensive Tax Collection Campaign to boost revenue to fund development project with utmost sincerity, dedication, honesty and integrity  
**Organizational Outcome** : Teamwork, dedication and perseverance surpasses treasury challenges

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	III. Internal Administration	Preparation of Budget Proposal	100% Budget Proposal submitted to MBO within 10 days	1 Budget Proposal	100% of Budget proposal submitted to MBO in 5 days	100%
		Preparation of Budget Execution Documents	100% Budget Execution Documents submitted to MBO 10 days for annual budget and 3 days for supplemental budget	1 Annual Budget and 3 Supplemental Budget	100% Budget Execution documents submitted to MBO on the 6th day for annual and on the 1st day of supplemental	100%
		Preparation of Certifications and Clearances	100% Certifications and clearances prepared and issued within 20 minutes	Per request of the taxpayer within 15 minutes	per request of taxpayer acted in 15 mins	100%
		Conduct of Staff Meeting	100% Meeting conducted every quarter	Meeting conducted twice every quarter	meeting conducted twice every quarter	100%
<b>TOTAL PERCENTAGE</b>						<b>2021.00%</b>
<b>AVERAGE PERCENTAGE</b>						<b>91.86%</b>

Prepared:


  
**VICTORIA N. FULACHE**  
 Municipal Treasurer

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Assessor's Office**  
**Mandate** : The Municipal Assessor's Office is mandated to initiate, review and recommend changes in policies and objectives, plans and programs, techniques and procedures and practices in the valuation and assessment of real properties for taxation purposes  
**Vision** : (1) Assess and appraise all real properties within the municipality  
 (2) To update and maintain real property records  
 (3) To improve tax collection efficiency of the Local Government Unit  
**Mission** : To update the assessment records properly and to increase the area of revenue generation which we believe will be the vital factor in achieving progress and development in the Local Government Unit  
**Organizational Outcome** : An accurate and systematic real property assessment for an efficient revenue collection

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-006-001 1000-000-3-01-006-001-000-001	<b>Assessment Services</b> Assessment of Real Property					
	Transfer of real property ownership	No. of real property ownership transferred	Real properties ownership duly transferred	55 RPU's	53	96%
	Appraisal of building machineries and other improvement	No. of building machineries and other improvement appraised	Buildings, machineries and other improvement properly assessed	40 Bldgs.	32	80%
	Annotate liens, bonds and real property mortgaged	No. of document annotated	Documents duly annotated	25 Annotations	12	48%
	Issuance of Certificate of Assessment	No. of assessment certification issued	Assesment certifications duly issued to requesting client	600 Certifications	645	100%
	Issuance of CTC of Tax Declaration	No. of CTC issued	Certified true copies issued accordingly	800 Certified True Copy	1045	100%
<b>TOTAL PERCENTAGE</b>						<b>424%</b>
<b>AVERAGE PERCENTAGE</b>						<b>84.80%</b>

Prepared:

  
**LOURDES M. PANERIO**  
 Municipal Assessor-Designate

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office****: Municipal Accounting Office****Mandate**

The Local Government Accounting Office is mandated to adhere COA rules and regulations as well as those with other agencies' laws applicable

**Vision**

To meet the financial and accounting needs of a diverse and dynamic Local Government Unit with quality performance

**Mission**

- (1) Establish and communicate policies and procedures necessary to ensure compliance
- (2) Facilitate processing of disbursement vouchers for payment and receive summary of collections and deposits, paid disbursement vouchers and payrolls for proper recording
- (3) Maintain the Local Government Unit and Barangays with accurate accounting and financial reports
- (4) Maintain and process payrolls and remittances
- (5) Provide oversight and management to ensure the integrity and transparency of all financial matters to promote good local governance

**Organizational Outcome**

- : Increase on efficacy on the financial reporting;
- Improved quality of understanding for uniformity of guidelines and procedures adopted

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-007-001 1000-000-3-01-007-001-000-001	<b>Accounting Services</b> <i>Bookkeeping and Accounting Services</i>	Review and preparation of documents (JEV, DVs, Payrolls, Remittances)	Accurately reviewed; Payrolls and remittances were prepared and submitted to different agencies	All year round of 2023	75%	75%
	Effective and Efficient Fiscal Management	Maintain Municipal and Barangays Records	Effective and efficient records management system	All year round of 2023	75%	75%
	Records Management	Prepare and submit reports for the municipal and barangays (monthly, quarterly and year-end Financial Statements)	Financial Statements were accurately prepared and submitted to various agencies as required	TB-Monthly, FS-Quarterly, Annual-Every 14 Feb.	100%	100%
	Reportorial Management	* Financial Statements		Ensuing year	75%	75%
		* FUR		Upon project completion	85%	85%
		* Bank Reconciliation		5 days upon receipt statements	100%	100%
		* Budget Execution		upon receipt of communication	75%	75%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Accounting Office**  
**Mandate** : The Local Government Accounting Office is mandated to adhere COA rules and regulations as well as those with other agencies' laws applicable  
**Vision** : To meet the financial and accounting needs of a diverse and dynamic Local Government Unit with quality performance  
**Mission** : (1) Establish and communicate policies and procedures necessary to ensure compliance  
(2) Facilitate processing of disbursement vouchers for payment and receive summary of collections and deposits, paid disbursement vouchers and payrolls for proper recording  
(3) Maintain the Local Government Unit and Barangays with accurate accounting and financial reports  
(4) Maintain and process payrolls and remittances  
(5) Provide oversight and management to ensure the integrity and transparency of all financial matters to promote good local governance  
**Organizational Outcome** : Increase on efficacy on the financial reporting;  
Improved quality of understanding for uniformity of guidelines and procedures adopted

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	Monitoring	Attend meeting with the barangay treasurers for updates, submission of monthly transaction and other office concerns	Meeting attended, monthly transactions and PBC received	Meetings attended, monthly transactions received, reviewed and posted-brgy. system	75%	75%
		Control and Issuance of fuel	Fuel slips issued	Upon request	90%	90%
		Conduct inspection of deliveries on goods and services in conformity with the specifications indicated	Inspection and Acceptance Report signed "Inspected"	All year round of 2023	75%	75%
	Customer Service	Issuance of Accountant's Bank Advice for Check Disbursements	Accountant's Bank Advice issued	Check issued with Accountant's Advice	100%	100%
		Issuance of Certificate of Appearance	Certificate of Appearance issued	As per transaction and appearance	90%	90%
		Retrieval of Disbursement Vouchers on file as requested	Disbursement Vouchers retrieved	Upon request	90%	90%
<b>TOTAL PERCENTAGE</b>						<b>1105%</b>
<b>AVERAGE PERCENTAGE</b>						<b>85.00%</b>

Prepared:

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Budget Office**  
**Mandate** : To promote an efficient and effective management and utilization of government resources based on the priority needs of the constituents  
**Vision** : An office that persists to carry on a sustainable and effective budgetary support services to the LGU's programs in the delivery of basic services and facilities  
**Mission** : Keep abreast with new developments on local fiscal administration and subsequently disseminate to concerned officials and to coordinate with the different offices on funding prioritization and utilization matters  
**Organizational Outcome** : Improved and sustained local fiscal management in accordance with updated budgeting rules and regulations

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-008-001 1000-000-3-01-008-001-000-	<b>Budgeting Services</b> Annual Budget Preparation	CY 2024 Municipal Annual Investment Program	CY 2024 Municipal Annual Investment Program submitted to the Sangguniang Bayan for adoption	2024 AIP and 20% PDP submitted to SB for adoption within 7 working days after the approval of the Municipal Development Council	2024 AIP and 20% PDP submitted to SB for adoption within 1 working day after the approval of the Municipal Development Council	100%
	CY 2024 Municipal Annual Budget Preparation	CY 2024 Municipal Annual Budget	CY 2024 Municipal Annual Budget submitted to the Sangguniang Bayan for authorization	CY 2024 Municipal Annual Budget submitted to the Sangguniang Bayan for authorization on or before October 16, 2023	CY 2024 Municipal Annual Budget 100% completed as of September 11, 2023	100%
	2023 Municipal Supplemental Budgets Preparation	CY 2023 Municipal Supplemental Budgets	CY 2023 Supplemental Budgets submitted to the Sangguniang Bayan for authorization	CY 2023 Supplemental Budgets submitted to the Sangguniang Bayan for authorization within 5 working days from the conduct of budget hearing	CY 2023 Supplemental Budgets submitted to the Sangguniang Bayan for authorization within 4 working days from the conduct of budget hearing	100%
	Budget Execution Documents Preparation	Budget Execution Documents	Budget Execution Documents submitted to the Office of the Mayor for approval	Budget Execution Documents submitted to the Office of the Mayor for approval within 15 working days from the date of SBs approval for the Annual Budget and 5 working days for Supplemental Budgets	Budget Execution Documents submitted to the Office of the Mayor for approval within 6 working days from the date of SBs approval for the Annual Budget and 1 working day for Supplemental Budgets	75%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Budget Office**  
**Mandate** : To promote an efficient and effective management and utilization of government resources based on the priority needs of the constituents  
**Vision** : An office that persists to carry on a sustainable and effective budgetary support services to the LGU's programs in the delivery of basic services and facilities  
**Mission** : Keep abreast with new developments on local fiscal administration and subsequently disseminate to concerned officials and to coordinate with the different offices on funding prioritization and utilization matters  
**Organizational Outcome** : Improved and sustained local fiscal management in accordance with updated budgeting rules and regulations

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	Registry of Appropriations, Allotments and Obligations Preparation	Registry of Appropriations, Allotments and Obligations	Obligation Requests approved and recorded in the respective RAOs and printed	Obligation Requests approved and recorded in the respective RAOs within 15 minutes upon receipt and RAOs printed within 15 working days after the end of each month	Obligation Requests approved and recorded in the respective RAOs within _ minutes upon receipt and RAOs printed within 9 working days after the end of each month	75%
	Budget Accountability Reports Preparation	Budget Accountability Reports	Budget Accountability Reports submitted and posted in the bulletin board and at the full disclosure policy portal	Budget Accountability Reports submitted and posted in the bulletin board and at the full disclosure policy portal on or before the 20 <sup>th</sup> day of the month following the quarter	Budget Accountability Reports submitted and posted in the bulletin board and at the full disclosure policy portal on or before the 12 <sup>th</sup> day of the month following the quarter	75%
	Year-End Closing of Municipal Books of Accounts	Status of Appropriations, Allotments and Obligations (SAAOB) and Statement of Comparison of Budget and Actual Amounts	Status of Appropriations, Allotments and Obligations (SAAOB) and Statement of Comparison of Budget and Actual Amounts submitted to ATL of COA	Status of Appropriations, Allotments and Obligations (SAAOB) and Statement of Comparison of Budget and Actual Amounts submitted to ATL of COA on or before February 14, 2023	Status of Appropriations, Allotments and Obligations (SAAOB) and Statement of Comparison of Budget and Actual Amounts submitted to ATL of COA on or before February 10, 2023	100%
	Provision of technical assistance in the preparation of Annual and Supplemental Budgets of the Barangays	Annual and Supplemental Budgets of the Barangays	Annual and Supplemental Budgets of the Barangays with complete documentary requirements reviewed and recommended for approval	Annual and Supplemental Budgets of the Barangays with complete documentary requirements reviewed and recommended for approval within 5 working days upon receipt	15 Annual and 10 Supplemental Budgets of the Barangays with complete documentary requirements reviewed and recommended for approval within 5 working days upon receipt	80%
<b>TOTAL PERCENTAGE</b>						<b>705.00%</b>
<b>AVERAGE PERCENTAGE</b>						<b>88.13%</b>

Prepared by:

  
**IMELDA A. RENEGADO**  
 Municipal Budget Office



**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
LGU: Hindang, Leyte

**Department/Office** : **Municipal Planning and Development Office**  
**Mandate** : To promote an effective and realistic development plan to achieve the goals of the municipality  
**Vision** : A dependable support service office of the LGU concerning data and information requirements towards attaining development objectives  
**Mission** : To formulate economic, ecological, administrative and other development plan for the benefit of the local populace  
**Organizational Outcome** : An improved municipality based on the approved various socio-economic development plans

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-009-001 1000-000-3-01-009-001-000-001	<b>Planning and Development Plan Formulation, Monitoring &amp; Updating of Development Plan</b>					
	CY 2024 Annual Investment Program Preparation	CY 2024 Annual Investment Program (AIP) and 20% Priority Development Projects	CY 2024 Annual Investment Program (AIP) and 20% Priority Development Projects submitted to the Sangguniang Bayan for adoption	2024 AIP and 20% PDP submitted to SB for adoption within 7 working days after the approval of the Municipal Development Council	20% EDF AIP for Budget Year 2024 and submitted to SB for adoption on May 29, 2023	100%
	CY 2023 Supplemental Annual Investment Program Preparation	CY 2023 Supplemental Annual Investment Program (AIP)	CY 2023 Supplemental Annual Investment Program (AIP) submitted to the Sangguniang Bayan for adoption	CY 2023 Supplemental AIP submitted to SB for adoption within 7 working days from the date of approval by the MDC	CY 2023 Supplemental AIP submitted to SB for adoption within 1 working days from the date of approval by the MDC	none
	CY 2023 Development programs, projects and activities Monitoring and Evaluation	CY 2023 Development programs, projects and activities monitoring and evaluation report	CY 2023 Development programs, projects and activities monitoring and evaluation report based on the Priority Development Projects (PDP) schedule of releases submitted to COA	CY 2023 Development programs, projects and activities monitoring and evaluation report based on the Priority Development Projects (PDP) schedule of releases submitted to COA on the 20 <sup>th</sup> day of the month following the quarter	Project Monitoring Report submitted to COA as of 3rd Quarter	66%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Planning and Development Office**  
**Mandate** : To promote an effective and realistic development plan to achieve the goals of the municipality  
**Vision** : A dependable support service office of the LGU concerning data and information requirements towards attaining development objectives  
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**Organizational Outcome** : An improved municipality based on the approved various socio-economic development plans

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	Review and provision of technical assistance in Barangay Development Programs Preparation	Barangay Annual Investment Program (AIP) and 20% Priority Development Projects	Barangay Annual Investment Program (AIP) and 20% Priority Dev't. Projects reviewed	Barangay Annual Investment Program (AIP) and 20% Priority Dev't. Projects reviewed within 3 working days upon receipt	Barangay Annual Investment Program (AIP) and 20% Priority Dev't. Projects reviewed within 3 working days upon receipt	90%
	Issuance of Locational Clearance / Zoning Certificates	Locational Clearance / Zoning Certificates	Locational Clearance / Zoning Certificates issued	100% of applications for locational clearances / zoning certificates granted within 50 minutes upon receipt	100% of applications for locational clearances / zoning certificates granted within 45 minutes upon receipt	75%
	Data Capture Form Preparation for Seal of Good Local Governance Assessment	Data Capture Form for Seal of Good Local Governance	Data Capture Form for Seal of Good Local Governance submitted to DILG	Data Capture Form for Seal of Good Local Governance submitted to DILG on or before May 14, 2021	SGLG Data Capture Form for Seal of Good Local Governance submitted to DILG on or before April 15, 2023 prior to the Assessment	100%
1000-000-3-01-009-001-000-002	Revision/Updating of Comprehensive Land Use Plan (CLUP)	Approved CLUP of the municipality for CY 2017-2027	CLUP and Zoning Ordinance of the municipality approved	CLUP 2017-2027 approved by end of December, 2021	90% of DHSUD 2nd findings for compliance completed	90%
<b>TOTAL PERCENTAGE</b>						<b>521.00%</b>
<b>AVERAGE PERCENTAGE</b>						<b>86.83%</b>

Prepared:

  
**ENGR. RICARDO M. RENEGADO, JR.**  
Municipal Planning & Dev't. Coordinator

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
LGU: Hindang, Leyte

**Department/Office** : Office of the Municipal Civil Registrar  
**Mandate** : To take responsibility for the civil registration program in the Local Government Unit-Hindang, Leyte pursuant to the Civil Registration Laws, Civil Code, R.A. 9048, R.A. 9255, R.A. 10172 and other pertinent laws, rules and regulations issued by competent authorities.  
**Vision** : To build, promote and sustain a strong and committed knowledge-based civil registration system by implementing the civil registry laws, regulations of the Philippines with efficiency, transparency and economy.  
**Mission** : (1) To intensify information dissemination through modernization  
 (2) To develop a system with better, practical and strategic policies supporting the full implementation of the civil registration law  
 (3) To promote the primacy of public interest over personal interest and value all the times ethics, excellence and empowerment in order to achieve a clean and transparent civil registration  
**Organizational Outcome** : A dynamic civil registry office facilitating easier and simpler processes with significant impact that go beyond mandated functions

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-000-3-01-012-001 1000-000-3-01-012-001-000-001	<b>Civil Registry Services</b> <i>Civil Registration of Marriages, Births and Deaths</i> Accept and register civil registry documents presented for registration Issue transcriptions/certifications of registered civil registry documents Implement R.A. 9048 and other pertinent laws Transmits to PSA copies of the registered documents Receive applications for change of surname under R.A. 9255 Implement R.A. 10172 and other pertinent laws	Civil Registry documents registered Certifications from LCRO files duly issued to requesting clients Petitions under R.A. 9048 acted upon and approved Monthly reports duly submitted to PSA Surnames of illegitimate children successfully changed to the surname of the father Petitions under R.A. 10172 acted upon and approved	No. of documents duly registered No. of extract copies from office file duly issued No. of petitions for correction of clerical errors acted and approved Frequency in the submission of reports to the PSA No. of illegitimate children who availed of R.A. 9255 No. of petitions under R.A. 10172 filed and approved	515 320 20 12 50 8	415 295 14 9 50 6	80% 92% 70% 75% 100% 75%
<b>TOTAL PERCENTAGE</b>						<b>492%</b>
<b>AVERAGE PERCENTAGE</b>						<b>82.00%</b>

Prepared:

  
**DEXTER R. SARCON**  
 Municipal Civil Registrar

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023****LGU: Hindang, Leyte**

<b>Department/Office</b>	<b>: Rural Health Unit and Women's Health Center</b>
<b>Mandate</b>	: Contribute to the overall objectives of improving health and general welfare of its populace.
<b>Vision</b>	: The Rural Health Unit and Women's Health center strive to render efficient and comprehensive quality health services by competent health care providers and staff that value equality, human dignity and self-worth among our constituents.
<b>Mission</b>	: We commit to protect and ensure that health and well-being of our constituents by providing services that is promotive and preventive, curative and rehabilitative in nature by a compassionate and gender sensitive health team.
<b>Organizational Outcome</b>	: Efficient and effective delivery of basic health services to the people.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
3000-200 3000-200-3-01-011-001	<b>Health, Nutrition and Population Services</b> <i>Health Care and Sanitation Programs</i> <i>I. Medical Services</i>	A. Medical Consultation	All patients examined, diagnosed and given treatment within 20 minutes	3,000	7391	100%
			All patients provided with basic laboratory services within 1 hour	1,000	1609	100%
		B. Medical Certificate	All request for medical certificates acted and issued within 30 minutes	120	359	100%
		C. Medico-Legal Certificate	100% Medico-Legal cases examined/treated and issued Medico-Legal Certificate within 30 minutes	25	30	100%
		D. Tuberculosis Control	90% treatment success rate of TB cases	30	61	100%
	<i>II. Maternal and Child Health</i>	A. Prenatal Supervision	Actual identified pregnant mothers who have 4 prenatal visits	185	208	100%
		B. Facility-Based Delivery	95% of recorded pregnant women delivered at the health facility	185	217	100%
		C. Skilled Birth Attendance	95% of deliveries attended by skilled birth attendants end of December 2023	185	222	100%
		D. Post Partum Supervision	100% of postpartum mothers follow-up within 1 week	185	219	100%
		E. Breastfeeding Program	100% of delivered babies initiated to breastfeeding	185	221	100%
		F. Expanded Program on immunization	100% of actual children aged 11 months and 29 days immunized end of December 2023	185	225	100%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : Rural Health Unit and Women's Health Center  
**Mandate** : Contribute to the overall objectives of improving health and general welfare of its populace.  
**Vision** : The Rural Health Unit and Women's Health center strive to render efficient and comprehensive quality health services by competent health care providers and staff that value equality, human dignity and self-worth among our constituents.  
**Mission** : We commit to protect and ensure that health and well-being of our constituents by providing services that is promotive and preventive, curative and rehabilitative in nature by a compassionate and gender sensitive health team.  
**Organizational Outcome** : Efficient and effective delivery of basic health services to the people.


AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
		G. Family Planning Program	Conduct of 20 counselling sessions on family planning end of December 2023	50	30	60%
		H. Nutrition Program	Nutrition Month Celebration conducted and participated by all barangays	1	1	100%
			100% of all stunted and wasted children 0-59 months provided supplemental feeding for 6 months	100	100	100%
	III. Administrative and Support Services	A. License Document Management	Receipt of License for PHILHEALTH accreditation by end of January 2023	1	1	100%
		B. Supplies Inventory Management	Inventory for medical, laboratory, dental and office supplies done end of semester	2	1	50%
		C. Reports (Monthly, Quarterly, Annual)	Monthly and Quarterly Reports accurately prepared and submitted on time	46	46	100%
		D. Budget Execution Documents	Budget Execution Documents submitted to MBO within 10 days for Annual Budget and within 3 days for Supplemental Budget from receipt of LCE's Memorandum	1	1	100%
3000-200-3-01-011-002-000-009	Covid-19 Prevention, Control and Management	Management of emerging and re-emerging diseases	All emerging and re-emerging diseases managed and treated	All COVID-19 cases and re-emerging diseases	All	100%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Rural Health Unit and Women's Health Center**  
**Mandate** : Contribute to the overall objectives of improving health and general welfare of its populace.  
**Vision** : The Rural Health Unit and Women's Health center strive to render efficient and comprehensive quality health services by competent health care providers and staff that value equality, human dignity and self-worth among our constituents.  
**Mission** : We commit to protect and ensure that health and well-being of our constituents by providing services that is promotive and preventive, curative and rehabilitative in nature by a compassionate and gender sensitive health team.  
**Organizational Outcome** : Efficient and effective delivery of basic health services to the people.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
	<b>20% Economic Development Fund</b>					
3000-200-3-01-011-002-000-004	Purchase of Medical Equipment	Accurate anthropometric tools provided	Anthropometric tools purchased	16 sets	-	note: To purchase on November 2023
		Water analysis machine provided	Water analysis machine purchased	1 unit	-	
3000-200-3-01-011-003-000-008	Dietary Supplementation for Pre - School Children	Decrease prevalence of stunted and wasted Pre-school children	All stunted and wasted Pre-school children provided with appropriate food supplements	100 Pre-school children	100	100%
	<b>Gender and Development</b>					
	<b>Nutrition Program</b>					
3000-200-3-01-011-003-000-001	Nutrition Program	Nutrition Program	Nutrition Culmination Program conducted	1	1	100%
	<b>Reproductive Health Program</b>					
3000-500-3-02-005-003-001-001	Reproductive Health Forum	Management of Reproductive Health	Reproductive health forum conducted	4	1	25%
3000-500-3-02-005-003-001-004	HIV/AIDS/STI Symposium and Counselling	Management of HIV/AIDS/STI	HIV/AIDS/STI Symposium conducted	4	1	25%
3000-500-3-02-005-003-001-002	HIV Screening Tests and Syphilis Tests	Management of HIV/AIDS/STI	Early detection and management of HIV cases	All cases	All cases	100%
3000-500-3-02-005-003-001-003	Management of Sexually Transmitted Infections	Management of Reproductive Health	Management and treatment of STI cases conducted	All cases	All cases	100%
3000-500-3-02-005-003-001-005	Conduct and Reading of PAP's Smear	Management of Reproductive Health	PAP's Smear to high risk women conducted	1	1	100%
<b>TOTAL PERCENTAGE</b>						<b>2360%</b>
<b>AVERAGE PERCENTAGE</b>						<b>90.77%</b>

Prepared:

  
**ESTARMIO P. ZAFICO, M.D.**  
 Municipal Health Officer

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Social Welfare and Development Office**  
**Mandate** : The Municipal Social Welfare and Development Office is the primary social welfare arm of the Local Government Unit which is responsible in improving the quality of life of the poorest sector of society as well as care, protect and rehabilitate the vulnerable groups thus enable them become self reliant and contribute to national development.  
**Vision** : Empowered with good quality of life individuals, families and communities living in a gender fair society  
**Mission** : To enable disadvantaged individuals, families and communities achieve good quality of life and live in a gender fair society thru the provision of a comprehensive social programs, projects and activities  
**Organizational Outcome** : Effective and Efficient Local Social Welfare Agency

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 700.00%
3000-500-3-02-005 3000-500-3-02-005-001	<b>Social Welfare &amp; Development Services</b> Social Welfare and Development Program	Social Welfare and Development Services delivered to all local populace	Vulnerable clients and groups provided with social protection programs	382	340	89.00%
3000-500-3-02-005-001-000-003	KALAH-CIDSS Program Counterpart	Salary of Office Staff provided	MCT effectively implementing the KALAH-CIDSS Program	8	10	100.00%
3000-500-3-02-005-001-000-004	KILOS UNLAD (KU) Strategy 4Ps Law	KILOS UNLAD Implementation	KILOS UNLAD (KU) Strategy Implemented per RA 11310 or the 4 Ps Law	1	1	100.00%
3000-100-3-03-005-001-000-001	<b>Gender and Development</b> <b>Child Welfare/Child Development Program</b> Training of Child Development Workers	ECCD Implementation Upgrading	CDWs upgraded their KAS on ECCD implementation		DEC. 2023	
3000-500-3-02-005-004-001-005	Provision of Supplies- Alternative Learning to Pre-School Children	Provision of Supplies	Toner and other supplies had been purchased			100.00%
3000-500-3-02-005-004-001-012	National Children's Month Celebration	Celebration of National Children's Month	100% of Pre-Kinder children selected in school children participated in the celebration		NOV. 30, 2023	
3000-100-3-03-005-002-000-001	<b>Youth Welfare Program</b> Self and Social Enhancement for Youth	Self and Social Enhancement for Youth	OSYs availed the ALS activities	40	27	67.50%
3000-100-3-03-005-002-000-002	Practical Skills Training	Practical Skills Training conducted	100% of unskilled clients have undergone training	25	25	100.00%
3000-500-3-02-005-004-001-002	Financial Assistance Payout	Conduct of Payout for Financial Assistance	100% of workers during payout provided fund and other needs	100	100	100.00%
3000-200-3-01-011-004-000-001	<b>Population Development Program</b> Pre-Marriage Counselling	Conduct of Pre-Marriage Counselling	Conduct of Pre-Marriage Counselling every Tuesday	50	34	68.00%
3000-200-3-01-011-004-000-002	Family Planning Day	Conduct Family Day activity	100% would be provided with family counselling and commodities	80	65	81.00%
3000-200-3-01-011-004-000-003	Buntis Congress	Conduct Buntis Congress activity	100% of pregnant women provided with essential information about safe motherhood and responsible parenthood	70	60	86.00%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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**Organizational Outcome** : Effective and Efficient Local Social Welfare Agency

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30 2023 6	Percentage of Actual Accomplishment
						700.00%
	<i>Labor and Employment</i>					
3000-300-3-03-001-001-000-001	Special Program for Employment of Students (SPES)	Implement the SPES Program	100% of students employed and enrolled again	40	38	95.00%
3000-300-3-03-001-001-000-002	Livelihood Program	Implement Livelihood Program	100% of low income families avail the program	25	26	100.00%
	<i>Women Welfare and Support Program</i>					
3000-500-3-02-005-002-001-004	Capacity Development of VAWC Desk Officers	Capacity Development of VAWC Desk Officers	VAWC Desk Officers oriented of different laws; vawc programs planning and review			100.00%
3000-500-3-02-005-002-001-002	Women's Month Celebration	Women's Month Celebration	100% of women's organizations attended the celebration	23		100.00%
3000-500-3-02-005-002-001-005	Advocacy to End Violence Against Women	Advocacy to End Violence Against Women	100% conduct of advocacy campaigns	1		
	<i>Gender and Development Program</i>					
3000-500-3-02-005-004-001-001	Physical Fitness Program	Physical Fitness Program	Weekly zumba activities conducted			30.00%
3000-500-3-02-005-004-001-003	Operationalization of the GAD Focal Point System (GFPS)	Purchase of office supplies	100% purchase of office supplies	1		100.00%
		Hiring of one job order employee	One JO Employee hired to gather and consolidate all SDD's of different offices and perform other GAD related tasks	1		100.00%
3000-500-3-02-005-004-001-007	Employees' Health and Wellness Program	Employees Health and Wellness Program	Opportunities to socialize and achive good health provided	90		100.00%
3000-500-3-02-005-004-001-008	Employee's Meeting, Monitoring, Evaluation and Recognition	Harmonious relationship among employees	Conduct quarterly meeting of all employees			75.00%
3000-500-3-02-005-004-001-009	Staff Development	Staff Development and Team Building	Employees socialized and achieved harmonious relationship	85		100.00%
3000-500-3-02-005-004-001-011	Aid to Individuals in Crisis Situation (AICS)	Aid to Individuals in Crisis Situation (AICS)	100% of individuals relieved of crisis upon receipt of assistance	60	155	100.00%
3000-500-3-02-005-004-001-010	Development of GAD IEC Materials	Production, procurement, distribution/posting of IEC materials	100% IEC materials produced and distributed	12	DEC. 2023	
	<i>Capability Building</i>					
3000-500-3-02-005-004-001-004	Livelihood Assistance Grant (LAG)	LAG Entrepreneurship training	100% of LAG beneficiaries acquired entrepreneurship skills		137	100.00%



**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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**Organizational Outcome** : Effective and Efficient Local Social Welfare Agency

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment
	<b>Senior Citizens Welfare</b>					700.00%
1000-000-3-01-001-005-000-001	Operationalization of the Office of Senior Citizens Affairs					
	Traveling Expenses	Traveling Expenses	Full operationalization of OSCA Office	10	2	20.00%
	Purchase of Office Supplies	Purchase of Office Supplies	Full operationalization of OSCA Office	1	1	100.00%
	Purchase of Electric Fan	Purchase of Office Supplies	Office Supplies available for OSCA use	1	6	100.00%
	Other Maintenance and Operating Expenses	Honorarium of OSCA Chairman	100% OSCA Chairman provided with honorarium	1	1	100.00%
	Internet Subscription Expenses	Internet Subscription Expenses	Full operationalization of OSCA Office	1	1	100.00%
1000-000-3-01-001-005-000-002	Senior Citizens Clinic	Conduct of Senior Citizens Clinic	100% of Senior Citizens provided free medicines	100		
1000-000-3-01-001-005-000-007	Purchase of Assistive Devices	Provision of Assistive Devices	Mobility of Senior Citizens provided	10	17	100.00%
1000-000-3-01-001-005-000-006	Establishment of Databank for Senior Citizens	Establishment of Databank for Senior Citizens	Full operationalization of OSCA Office	1	1	100.00%
1000-000-3-01-001-005-000-005	Donations (Mortuary)	Donations (Mortuary)	Burial assistance provided	48	40	83.30%
1000-000-3-01-001-005-000-003	Capacity Development/Release of Social Pension & UCT	Capacity Development/Release of Social Pension/UCT	Senior Citizens able to gain new knowledge and avail of benefits thru Social Pension Program and Unconditional Cash Transfer	30	30	100.00%
1000-000-3-01-001-005-000-004	Elderly Filipino Week Celebration	Elderly Filipino Week Celebration	Senior Citizens provided opportunity for self and social enhancement	1000	NOV. 24, 2023	

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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**Organizational Outcome** : Effective and Efficient Local Social Welfare Agency

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment
	<b>Persons with Disability Welfare</b>					700.00%
3000-100-3-03-005-003-000-001	Operationalization of the Persons with Disabilities Affairs Office (PDAO) Purchase of Office Supplies	Purchase of Office Supplies	PDAO Office fully operationalized	1	1	100.00%
	Honorarium of PDAO Focal Person	Operationalization of PDAO office	PDAO Office fully operationalized	1	1	100.00%
3000-100-3-03-005-003-000-002	Purchase of Printer	Purchase of Office Equipment	Equipment available for PDAO use	1	1	100.00%
3000-100-3-03-005-003-000-003	Livelihood Assistance	Livelihood Assistance	Livelihood assistance provided	10		
3000-100-3-03-005-003-000-004	Self and Social Enhancement Development for PWDs	Conducted activities like meetings, assemblies, socialization, competition, etc.	100% PWD's participated in self & social enhancement activities	70	250	100.00%
3000-100-3-03-005-003-000-005	Purchase of Medicines/Vitamins	Purchase of Medicines	100% of PWD's availed free medicines	1	1	100.00%
3000-100-3-03-005-003-000-006	Disability Prevention Service	Disability Prevention Service conducted	Participants become aware on what are the causes of disability and how to prevent it	50	47	94.00%
3000-100-3-03-005-003-000-007	Purchase of Assistive Devices	Purchase of Assistive Devices	Mobility of Persons with Disability provided	6		
3000-100-3-03-005-003-000-008	Establishment of Databank for PWDs	Establishment of Databank for PWDs	Data of PWDs availability for planning and PPAs identification	1	1	100.00%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
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AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment
	<b>Child Welfare/Child Development</b>					700.00%
3000-100-3-03-005-001-000-002	Provision of School Supplies to Indigent School Children	Provision of School Supplies to Indigent School Children	Indigent children provided with modules and school supplies	800	1885	100.00%
3000-100-3-03-005-001-000-003	ECCD Program Implementation	ECCD Program Implementation-Other Professional Services	Child Development Teacher implemented ECCD at National Child Development Center	1	1	100.00%
3000-100-3-03-005-001-000-004	Provision of Resource Materials for Child Development Centers	Resource materials for Pre-Kender Children	Resource materials provided to Pre-Kender Children	400	339	84.75%
3000-100-3-03-005-001-000-005	Supplementary Feeding	Supplementary Feeding	Improvement of nutritional status achieved	55	161	100.00%
3000-100-3-03-005-001-000-006	Advocacy on Children's Laws	Advocacy on Children's Laws	Target participants become aware on children's laws	500	156	31.20%
3000-100-3-03-005-001-000-007	Assistance to CICL	Assistance to CICL	CICL provided with their needs	5	NO CASE	
3000-100-3-03-005-001-000-008	National Children's Month Celebration/Palarong Pambata	National Children's Month Celebration/Palarong Pambata	Full participation among school children	200	DEC. 2023	
3000-100-3-03-005-001-000-009	Establishment of Databank for Children	Establishment of Databank for Children	Relevant data secured and complied	1	1	100.00%
3000-100-3-03-005-001-000-010	Assessment of BCPCs	Assessment of BCPCs	Functionality of BCPC rated	40	43	100.00%
3000-100-3-03-005-001-000-011	Capability Building of BCPCs	Capability Building of BCPCs	BCPC's skills updated	40		
3000-100-3-03-005-001-000-012	Children's Congress	Children's Congress	Children become aware of their rights	60		
3000-100-3-03-005-001-000-013	Monitoring and Evaluation of MCPC	Monitoring and Evaluation of MCPC	Quarterly meetings, program review and evaluation regularly conducted	26	44	100.00%
3000-100-3-03-005-001-000-014	Installation of Barangay Research Center	Purchase of Television	Equipment for education provided			
3000-100-3-03-005-001-000-016	Sports Feast	Inter school sports competition	Children participated the sports feast			
<b>TOTAL PERCENTAGE</b>						<b>4204.75%</b>
<b>AVERAGE PERCENTAGE</b>						<b>91.41%</b>

Prepared:

  
**RENNA G. AGUDERA**  
 Municipal Social Welfare and Development Officer - Designate

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Agriculture Office**  
**Mandate** : Promotion of agricultural development by providing the policy framework, public investments, and support services needed for domestic and export oriented business enterprises  
**Vision** : A modernized smallholder agriculture and fisheries; a diversified rural economy that is dynamic, technologically advanced and internationally competitive. Its transformation is guided by the sound practices of resource sustainability, the principles of social justice and a strong private sector participation.  
**Mission** : To help and empower the farming and fishing communities and the private sector to produce enough, accessible and affordable food for every Filipino and a decent income for all.  
**Organizational Outcome** : Productivity in agriculture and fisheries sector increased; forward linkage to the industry and services sectors increased; sector resilience to climate change risks increased.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 700%
8000 8000-000-3-02-003-001	<b>Economic Services</b> Agriculture and Food Security Services	Increased by 75% of Agri-production in Agri Barangays	Trainings and agricultural services provided to various barangays	20 Brgys.		
8000-000-3-02-003-001-000-006	<b>20% Economic Development Fund</b> Corn Production	Provision of hybrid corn seeds	No. of packs hybrid corn seeds distributed, no. of farmers served	20 packs/20 farmers	20 packs/20 farmers	100%
8000-000-3-02-003-002-000-004	Fishery Support (Livelihood Projects)	Provide Materials for fish cage/shelter	No. of fisherfolks association benefited	2 Fas served	on procurement process	30%
8000-000-3-02-003-003-000-001	Mangrove and Tree Planting	Provide planting materials for tree planting	Conducted tree planting	2 Brgy. Served	to be conducted on October 2023	30%
8000-000-3-02-003-001-000-001	<b>Gender and Development</b> Poultry and Livestock Production Program	Conduct training with input support	No. of farmers associations served	1 FA provided livelihood project	2 FA provided with input support	100%
8000-000-3-02-003-001-000-003	Plant Nursery Production Project	Conduct training on nursery management with input support	No. farmers trained and nursery established	25 farmers trained/1 plant nursery established	25 farmers trained/1 plant nursery established	100%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

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8000-000-3-02-003-001-000-002	Rice Production Program	Purchase certified seeds and promote Good Agricultural Practices (GAP)	No. of farmers benefited	500 farmers served	on procurement process	40%
8000-000-3-02-003-001-000-005	Vegetable Production	Provision of vegetable seeds and other inputs	No. of farmers provided with hybrid corn seeds	10 Brgys.	15 barangays	100%
8000-000-3-02-003-001-000-008	Animal Health Care and Management	Provision of Drugs and Biologics for Animal Health	No. of farmers and animals served	500 farmers/1000 heads animals	500 farmers/1000 animals	100%
8000-000-3-02-003-002-000-003	Provision of Fishing Gears to Fisherfolks	Provision of Hook and Line & Fishing Nets to Fisherfolks	Fisherfolks Associations are provided with fishing gears	5 Fisherfolks As served	not yet distributed	50%
8000-000-3-02-003-002-000-001	Rehabilitation & Maintenance of Fish Sanctuaries	Purchase and provision of materials for fish sanctuaries	3 coastal barangays provided with materials for fish sanctuaries	3 fish sanctuaries	procurement is still on process	30%
8000-000-3-02-003-003-000-003	Organic and Bio-control Production & Utilization	Training on Organic Fertilizer and Pesticide Production with input support	No. of farmers trained and number of inputs provided	25 farmers trained/no. of inputs distributed	25 farmers trained/19 inputs distributed	100%
<b>TOTAL PERCENTAGE</b>						<b>780%</b>
<b>AVERAGE PERCENTAGE</b>						<b>70.91%</b>

Prepared:

*ms*  
**EMELINDA B. ALABADO**  
 Municipal Agriculturist - Designate

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023****LGU: Hindang, Leyte****Department/Office** : **Office of the Municipal Engineer****Mandate** : To administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges and other engineering and public works project of the Local Government Unit.**Vision** : To promote an efficient and progressive implementation of Local Government Infrastructure Projects for the benefits of the entire Municipality**Mission** : To initiate, review and recommend changes in policies and objectives, plans and programs techniques, practices in infrastructure development and public works in general of the Local Government Unit.**Organizational Outcome** : A more intensified delivery of Engineering Services to both Barangay Local Government and the Local Government Hindang, Leyte based on the National Building Code and other pertinent laws.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
8000-000-3-01-010-001 8000-000-3-01-010-001-001	<b>Engineering Services</b> <i>Pre-Engineering and Detailed Services</i> Formulate guidelines on engineering works for Local Government Unit	Policy guidelines formulated	Policy guidelines formulated	5	5	100%
	Approve building plans in accordance with Building Code	Building plans approved in accordance with Building Code	Building plans reviewed and approved	15	33	100%
	Supervise Infrastructure Projects	Infrastructure projects supervised	LGU and Barangay Projects supervised	10	21	100%
	Assist Barangays in Project Plans and Program of Works preparation	Program of Works and Project Plans for barangays prepared and assisted	Various barangays implemented their projects	20	47	100%
	Submit copies of approved Building Permits to NSO	Approved Building Permits submitted to NSO	Number of Building Permits submitted to NSO	15	33	100%

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023****LGU: Hindang, Leyte**

**Department/Office** : Office of the Municipal Engineer  
**Mandate** : To administer, coordinate, supervise and control the construction, maintenance, improvement and repair of roads, bridges and other engineering and public works project of the Local Government Unit.  
**Vision** : To promote an efficient and progressive implementation of Local Government Infrastructure Projects for the benefits of the entire Municipality  
**Mission** : To initiate, review and recommend changes in policies and objectives, plans and programs techniques, practices in infrastructure development and public works in general of the Local Government Unit.  
**Organizational Outcome** : A more intensified delivery of Engineering Services to both Barangay Local Government and the Local Government Hindang, Leyte based on the National Building Code and other pertinent laws.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
3000-100-3-03-005-004-000-002	<b>20% Economic Development Fund</b> Upgrading of Rizal Park and Cultural Center	Upgrading Perimeter fence, installation of Solar lightings and electrical wirings, Landscaping at Rizal Park and Cultural Center duly undertaking	Perimeter fence constructed, solar lights installed, electrical wirings system upgraded and landscaping 100% completed	1	1	100%
8000-000-3-01-010-001-002-029	Construction of National Road Solar Lighting (PHASE I)	Solarpowered Street lights constructed	Number of identified Mun. Street lights installed	1	1	100%
8000-000-3-01-010-001-002-004	Concreting of Farm to Market Road (Anahaw - Himacugo Road)	Farm to Market Roads identified and concreted	Number of Farm to Market Roads concreted	1	1	100%
8000-000-3-01-010-001-002-005	Concreting of Anolon to Dumpsite Brgy. Road	Identified section of Brgy. Anolon road concreted	Performed 100% of the identified road section concreted	1	1	100%
<b>TOTAL PERCENTAGE</b>						<b>900%</b>
<b>AVERAGE PERCENTAGE</b>						<b>100.00%</b>

Prepared:


**MARIO FREDERICK D. MONTERO**  
Municipal Engineer

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Market and Slaughterhouse**  
**Mandate** : To provide an economically viable, sanitary and NMIC-compliant market and slaughterhouse to the constituents of the Municipality of Hindang  
**Vision** : An effective and systematic market and slaughterhouse supervision, accounting and management control  
**Mission** : To exercise inspection and monitoring of market and slaughterhouse operations  
**Organizational Outcome** : An effective, sustainable and cost-efficient market and slaughterhouse mandated to raise local revenues in accordance with the local tax code and other pertinent laws

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
8000-000-3-03-000-001	<i>Economic Enterprises and Public Utilities Operation Services</i>					
8000-000-3-03-000-001-001-000	<i>Hindang Public Market and Slaughterhouse</i>					
	Implementation of Market and Slaughterhouse Policies	Implemented Market and Slaughterhouse policies	Policies implemented	100% Implementation of the Local Tax Code 2014	80% Implementation of the Local Tax Code 2014	80%
	Monitoring and Supervising of Market and Slaughterhouse Operations	Supervised Market establishments	Market establishments issued with business permits	117	116	99%
<b>TOTAL PERCENTAGE</b>						<b>179%</b>
<b>AVERAGE PERCENTAGE</b>						<b>89.50%</b>

Prepared:

  
**VICTORIA N. FULACHE**  
 Municipal Treasurer



**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **Municipal Tourism Council Office**  
**Mandate** : To promote and develop a tourism industry that is ecologically sustainable, responsible, participative, culturally sensitive, economically viable & ethically and socially equitable for local community  
**Vision** : Leading sustainable ecotourism development for inclusive economic growth in the municipality of Hindang  
**Mission** : Hindang will position its nature-based attraction sites as distinctly different by promoting responsible, sustainable and internationally acceptable nature-based tourism management to ensure quality service, comfort and safety as suitable to market needs  
**Organizational Outcome** : A tourism council that is pro-active, environmentally sensitive and people oriented, adherent to the vision and mission of the office

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
8000-000-3-03-000-002 8000-000-3-03-000-002-000-001	<b>Tourism Services</b> Tourism Development Operation	Increased local income and local tourist site preserved and maintained	Formulate plans to increase income and appropriate presentation of tourists spots or destination	100% realization of plans, programs and projects	100%	100%
8000-000-3-03-000-002-000-011	<b>20% Economic Development Fund</b> Fabrication and Installation of Floating Board Walk and Floating Cottages	Increased local revenue derived from rental of the floating cottages and increase on tourist influx to the municipality	Formulated program of works for the fabrication and installation of floating cottages and boardwalk	100% completion of the proposed project	40%	40%
<b>TOTAL PERCENTAGE</b>						<b>140%</b>
<b>AVERAGE PERCENTAGE</b>						<b>70.00%</b>

Prepared:

  
**DEXTER R. SARCON**  
Municipal Tourism Officer-Designate

**Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets FY 2023**  
**LGU: Hindang, Leyte**

**Department/Office** : **General Services Office**

**Mandate** : Take custody of and be accountable for all properties and supplies owned by the LGU and provision of support to waste management as well as disaster management programs.

**Vision** : A Local Government Unit with a systematically managed and maintained assets.

**Mission** : The Office is committed to provide supply and procurement services to all LGU departments, maintain and secure all assets of the LGU systematically as well as to support other services like waste collection and disposal and to serve as frontliner together with the MDRRMO in times of disaster and calamities.

**Organizational Outcome** : A well-organized management and inventory of all LGU-owned properties.

AIP Reference Code 1	Program/Project/Activity Description 2	Major Final Output 3	Performance/Output Indicator 4	Target for the Budget Year 5	Actual Accomplishment as of September 30, 2023 6	Percentage of Actual Accomplishment 7
1000-003-3-03-013-001 1000-003-3-03-013-001-000-001	<b>General Services</b> Property Management, Administrative and Support Program	Property Management Services	Year-end inventory report of all Property, Plant and Equipment accounted for by the LGU submitted to the Commission on Audit on time  Registration of service vehicles with LTO processed prior to the expiration date  Payment of insurance premiums of all government-owned buildings processed before the expiration date  payment of insurance premiums of all municipal vehicles	Year-end inventory report of all Property, Plant and Equipment accounted for by the LGU submitted to the Commission on Audit on or before February 14, 2024  Service vehicles registered with LTO prior to the expiration date  All government-owned buildings insured before the expiration date  All municipal vehicles insured	75%  100%  -  90%	75%  100%  -  90%
		Administrative and Support Services	Logistic services provided on various local and national events  Support provided on the waste collection and disposal services  Support to MDRRMO in times of disaster and calamities	Logistic services delivered in full and on time on various local and national events  Support provided to the Waste Management Focal Person on waste collection and disposal services  Support provided to MDRRMO in times of disaster and calamities	75%  75%  75%	75%  75%  75%
1000-003-3-03-013-001-000-002	<b>Waste Management</b> Garbage Collection and Solid Waste Management	Sustainable Waste Management and Ecological preservation	100% solid waste collected and segregated	100%	75%	75%
<b>TOTAL PERCENTAGE</b>						<b>565%</b>
<b>AVERAGE PERCENTAGE</b>						<b>70.63%</b>

Prepared:

  
**EPHIPANY JOYCE A. PAMENIANO**  
 General Services Officer



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
MUNICIPALITY OF HINDANG



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**EMPLOYEES ORGANIZATION- MANAGEMENT CONSULTATIVE COMMITTEE**

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November 17, 2023

HON. BETTY A. CABAL  
Municipal Mayor  
LGU-Hindang  
Hindang, Leyte

Maam:

Based on the review of the Financial Records and other related documents of LGU-Hindang in compliance with DBM Budget Circular No. 2023-1 dated November 10, 2023, the committee has come up with the following to wit:

1. The Local Government Unit of Hindang Leyte as Management and HILGEA as "Negotiating Agent" created as Employee's Organization- Management Consultative Committee as per Joint Resolution No. 2023-01 dated November 13, 2023 to determine if the agency is qualified for the grant of CNA Incentive (copy is hereto attached and marked as Attachment "J");
2. The Hindang Local Government Employees Association (HILGEA) an organization of the Rank-and File employees is the sole "Negotiating Agent" for the Local Government Unit of Hindang accredited by the Civil Service Commission as per Certificate of Accreditation No. 1107 dated July, 11, 2017 and Certificate of Registration No. 2791 dated July 20, 2023 of the Civil Service Commission and DOLE (copies hereto attached an marked as Attachment "D" & "E");
3. The Local Government of Hindang and the Hindang Local Government Employees Association (HILGEA) has an existing Collective Negotiation Agreement (CNA) which was executed the both parties last February 14, 2023, notarized February 14, 2023 and registered by CSC per Certificate of Registration No. 2791 dated July 20, 2023 (copy are hereto attached and marked as Attachment "F")
4. The Local Government Unit of Hindang, Leyte has accomplished and completed **84.37%** of all the targets under its programs/projects and activities as duly approved in the budget for the fiscal year 2023 as per LBF certified the department heads (marked as Attachment "G")
5. The Local Government Unit of Hindang has saving from allowable MOOE allotments in FY 2023 available for CNA in the amount of **One Million Eight Hundred Thirty Six Thousand Pesos (Php 1,836,000.00)**. Statement of funds Available for CNA Incentive-MOOE Saving hereto attached (marked as Attachment "H"). This savings is the result of the cost-cutting measures issued by the Municipal Mayor under Executive Order No.2-B series of 2023 dated February 15, 2023 (marked as Attachment "I") ; and through the efforts of the management and the employees with regards to the contribution of the accomplishment of the performance target,

6. Pursuant to DBM Budget Circular No. 2023-1 dated November 10, 2023 Item 4.2.3, the rate of the CNA incentive shall not exceed P30,000.00 per qualified employee. As stated above, the Local Government Unit of Hindang has an available amount to grant CNA incentive to all qualified employee and shall be computed as follows:

CNA Incentive:


1. Regular Employee P30,000.00  
(Municipal Officials, Heads and Assistant  
Heads of Offices and Rank and File Employees

2. Those employees who have rendered a total or an aggregate of less than four (4) months of service from January 1 to September 30 of the current year and are still in the service as of September 30 of the same year shall be entitled solely to a pro-rated CNA incentive as per Joint Memorandum and the Negotiating Agent (HILGEA) (see attached guidelines marked as Attachment "K")

7. The internal guidelines in the grant of the CNA incentive has been complied with as per Joint Resolution No. 2023-02 dated November 17, 2023 incorporating the guidelines/criteria for the grant of CNA Incentive (Attachment "L").


With the above premises the committee hereby recommend to the Honorable Mayor Betty A. Cabal that the agency is qualified for the grant of CNA Incentive for FY 2023.

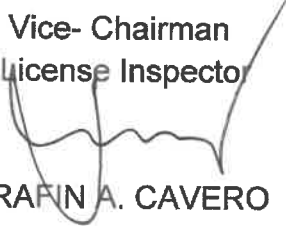
Very truly yours,

  
NILDA T. ABRANTES  
Chairman  
Municipal Accountant-Designate

  
FELICITACION B. BALIÑA  
Member  
Executive Assistant II

  
EPHIPANY JOYCE A. PAMENIANO  
GSO

  
MARIBEL A. ODIAS  
Vice- Chairman  
License Inspector

  
SERAFIN A. CAVERO  
Member  
Sangguniang Bayan Member

  
ANECITO B. ABENOJA  
HiLGEA President

  
REBECCA P. AMERICA  
HiLGEA Secretary

Noted by:

  
ENGR. MARIO FREDERICK D. MONTERO  
Municipal Engineer

  
ENGR. RICARDO M. RENEGADO, JR.  
Municipal Planning & Development Coordinator

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
Office of the Municipal Mayor	<b>Maintenance &amp; Other Operating Expenses:</b>					
	Traveling Expenses	480,000.00	245,972.92	234,027.08	145,200.00	88,827.08
	Supplies and Materials Expenses					
	Office Supplies Expenses	150,000.00	84,268.50	65,731.50	37,250.00	28,481.50
	Fuel, Oil and Lubricants Expenses	1,410,000.00	859,999.38	550,000.62	469,986.00	80,014.62
	Other Supplies and Materials Expenses	83,000.00	36,340.00	46,660.00	15,000.00	31,660.00
	Utilities					
	Water Expenses	280,000.00	68,547.36	211,452.64	118,101.09	93,351.55
	Electricity Expenses	2,306,744.32	1,697,828.05	608,916.27	453,957.36	154,958.91
	Communication Expenses					
	Postage and Courier Service	18,000.00	-	18,000.00	3,000.00	15,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery and Equipment					
	02 - Office Equipment	40,000.00	2,986.16	37,013.84	15,000.00	22,013.84
	03 - ICT Equipment	30,000.00	1,648.00	28,352.00	15,000.00	13,352.00
	08 - Construction and Heavy Equipment	750,000.00	438,739.92	311,260.08	150,000.00	161,260.08
	Repairs & Maint. - Transportation Equipment					
	01 - Motor Vehicles	285,000.00	103,435.00	181,565.00	131,565.00	50,000.00
	04 - Watercraft	100,000.00	-	100,000.00	50,000.00	50,000.00
	Advertising Expenses	100,000.00	-	100,000.00	45,000.00	55,000.00
	Printing and Publication Expenses	75,000.00	6,660.00	68,340.00	50,000.00	18,340.00
	Sub-Total		<b>6,107,744.32</b>	<b>3,646,426.29</b>	<b>2,561,319.03</b>	<b>1,699,059.45</b>
Municipal Disaster Risk Reduction and	Traveling Expenses	37,000.00	24,338.40	12,661.60	5,000.00	7,661.60
	Supplies and Materials Expenses					
	Office Supplies Expenses	25,000.00	24,228.00	772.00	-	772.00
	Fuel, Oil and Lubricants Expenses	12,000.00	11,999.35	0.65	(0.00)	0.65
	Other Supplies and Materials Expenses	35,000.00	23,675.00	11,325.00	-	11,325.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery and Equipment					
	02 - Office Equipment	25,000.00	4,000.00	21,000.00	-	21,000.00
	09 - Disaster Response and Rescue Equipment	20,000.00	15,000.00	5,000.00	-	5,000.00
	Sub-Total		<b>164,000.00</b>	<b>103,240.76</b>	<b>60,769.25</b>	<b>5,000.00</b>
Office of the Municipal Vice-Mayor	Traveling Expenses	198,000.00	181,168.00	16,832.00	10,000.00	6,832.00
	Sub-Total	<b>198,000.00</b>	<b>181,168.00</b>	<b>16,832.00</b>	<b>10,000.00</b>	<b>6,832.00</b>
Office of the Sangguniang Bayan	Traveling Expenses	630,000.00	432,055.75	197,944.25	120,000.00	77,944.25
	Supplies and Materials Expenses					
	Other Supplies and Materials Expenses	64,000.00	15,000.00	49,000.00	-	49,000.00
	Communication Expenses					
	Postage and Courier Service	500.00	-	500.00	-	500.00
	Telephone expense	144,000.00	106,800.00	37,200.00	12,000.00	25,200.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	10,000.00	-	10,000.00	-	10,000.00
	03 - ICT Equipment	15,000.00	-	15,000.00	-	15,000.00
Advertising Expenses	4,000.00	-	4,000.00	-	4,000.00	
Sub-Total		<b>867,500.00</b>	<b>653,855.75</b>	<b>313,644.25</b>	<b>132,000.00</b>	<b>181,644.25</b>
<b>SUB-TOTAL</b>		<b>7,327,244.32</b>	<b>4,384,689.79</b>	<b>2,942,564.53</b>	<b>1,846,059.45</b>	<b>1,096,495.08</b>

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate


  
**BETTY A. CABAL**  
Municipal Mayor

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**

As of November 24, 2023

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
Office of the Secretary to the Sanggunian	<i>Maintenance &amp; Other Operating Expenses:</i>					
	Supplies and Materials Expenses					
	Other Supplies and Materials Expense	18,000.00	15,000.00	3,000.00	-	3,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	2,000.00	-	2,000.00	-	2,000.00
	03 - ICT Equipment	2,000.00	-	2,000.00	-	2,000.00
Advertising Expenses	18,000.00	-	18,000.00	-	18,000.00	
Sub-Total		40,000.00	16,000.00	26,000.00	-	26,000.00
Office of the Municipal Treasurer	Traveling Expenses	60,000.00	34,041.70	25,958.30	15,958.30	10,000.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	55,600.00	39,720.00	15,880.00	15,345.00	535.00
	Accountable Forms Expenses	130,000.00	116,500.00	13,500.00	5,000.00	8,500.00
	Other Supplies and Materials Expense	99,780.55	13,495.00	86,285.55	-	86,285.55
	Communication Expenses					
	Postage and Courier Service	2,000.00	1,000.00	1,000.00	-	1,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	13,500.00	10,350.00	3,150.00	-	3,150.00
	03 - ICT Equipment	13,500.00	11,750.00	1,750.00	-	1,750.00
	Printing and Publication Expenses	10,000.00	-	10,000.00	-	10,000.00
Transportation and Delivery Expenses	10,000.00	9,966.93	33.07	(0.00)	33.07	
Sub-Total		394,380.55	236,823.63	157,556.92	36,303.30	121,253.62
Office of the Municipal Assessor	Supplies and Materials Expenses					
	Office Supplies Expenses	30,800.00	24,475.00	6,325.00	-	6,325.00
	Other Supplies and Materials Expense	2,000.00	-	2,000.00	-	2,000.00
	Communication Expenses					
	Telephone expense	14,400.00	12,089.00	2,311.00	1,200.00	1,111.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
02 - Office Equipment	4,500.00	1,300.00	3,200.00	-	3,200.00	
03 - ICT Equipment	5,000.00	-	5,000.00	-	5,000.00	
Sub-Total		56,700.00	37,864.00	18,836.00	1,200.00	17,636.00
Office of the Municipal Accountant	Supplies and Materials Expenses					
	Office Supplies Expenses	40,000.00	39,978.00	22.00	-	22.00
	Fuel, Oil and Lubricants Expenses	200.00	-	200.00	-	200.00
	Other Supplies and Materials Expense	55,000.00	54,623.00	377.00	-	377.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	10,000.00	9,740.15	259.85	-	259.85
03 - ICT Equipment	36,254.00	35,000.00	1,254.00	-	1,254.00	
Sub-Total		141,454.00	139,341.15	2,112.85	-	2,112.85
<b>SUB-TOTAL</b>		<b>632,534.55</b>	<b>429,028.78</b>	<b>203,606.77</b>	<b>37,503.30</b>	<b>166,002.47</b>

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
VICTORIA N. FULACHE  
Municipal Treasurer

  
IMELDA A. RENEGADO  
Municipal Budget Officer

  
NILDA T. ABRANTES  
Municipal Accountant-Designate


  
BETTY A. CABAL  
Municipal Mayor


**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023


Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
Municipal Budget Office	<b>Maintenance &amp; Other Operating Expenses:</b>					
	Traveling Expenses	80,000.00	56,162.20	23,837.80	13,837.80	10,000.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	40,000.00	33,632.00	6,368.00	-	6,368.00
	Other Supplies and Materials Expense	7,000.00	4,745.00	2,255.00	-	2,255.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	7,000.00	1,700.00	5,300.00	-	5,300.00
	03 - ICT Equipment	3,138.00	650.00	2,488.00	-	2,488.00
	Printing and Publication Expenses	5,000.00	-	5,000.00	-	5,000.00
Sub-Total	<b>142,138.00</b>	<b>96,889.20</b>	<b>45,248.80</b>	<b>13,837.80</b>	<b>31,411.00</b>	
Municipal Planning and Development Office	Traveling Expenses	65,000.00	24,738.41	40,261.59	10,000.00	30,261.59
	Supplies and Materials Expenses					
	Office Supplies Expenses	40,000.00	24,420.00	15,580.00	-	15,580.00
	Other Supplies and Materials Expenses	40,000.00	15,000.00	25,000.00	-	25,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	16,400.00	850.00	15,550.00	5,000.00	10,550.00
	03 - ICT Equipment	11,600.00	-	11,600.00	5,000.00	6,600.00
	Sub-Total	<b>173,000.00</b>	<b>65,008.41</b>	<b>107,991.59</b>	<b>20,000.00</b>	<b>87,991.59</b>
	Office of the Municipal Civil Registrar	Traveling Expenses	20,100.00	11,750.00	8,350.00	5,000.00
Supplies and Materials Expenses						
Office Supplies Expenses		24,970.00	14,455.00	10,515.00	-	10,515.00
Repairs and Maintenance						
Repairs & Maint. - Machinery & Equipment						
02 - Office Equipment		6,800.00	-	6,800.00	-	6,800.00
03 - ICT Equipment		10,000.00	-	10,000.00	-	10,000.00
Sub-Total	<b>61,870.00</b>	<b>26,205.00</b>	<b>36,665.00</b>	<b>6,000.00</b>	<b>30,665.00</b>	
General Service Office	Traveling Expenses	25,000.00	18,826.20	6,173.80	-	6,173.80
	Supplies and Materials Expenses					
	Office Supplies Expenses	25,000.00	24,979.90	20.10	(0.00)	20.10
	Other Supplies and Materials Expense	107,600.00	96,595.00	11,005.00	-	11,005.00
	Communication Expenses					
	Internet subscription Expense	8,500.00	-	8,500.00	1,700.00	6,800.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	180.00	-	180.00	-	180.00
	03 - ICT Equipment	500.00	-	500.00	-	500.00
Sub-Total	<b>166,780.00</b>	<b>140,401.10</b>	<b>26,378.90</b>	<b>1,700.00</b>	<b>24,678.90</b>	
<b>SUB-TOTAL</b>		<b>543,788.00</b>	<b>328,603.71</b>	<b>216,284.29</b>	<b>40,637.80</b>	<b>174,746.49</b>

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
VICTORIA N. FULACHE  
Municipal Treasurer

  
IMELDA A. RENEGADO  
Municipal Budget Officer

  
NILDA T. ABRANTES  
Municipal Accountant-Designate

  
BETTY A. CABAL  
Municipal Mayor

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
Rural Health Unit & Women's Health Center	<b>Maintenance &amp; Other Operating Expenses:</b>					
	Traveling Expenses	105,500.00	55,199.00	50,301.00	8,250.00	42,051.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	70,996.00	70,746.00	250.00	-	250.00
	Drugs and Medicines Expenses	500,000.00	495,313.00	4,687.00	-	4,687.00
	Fuel, Oil and Lubricants Expenses	150,000.00	149,953.25	46.75	-	46.75
	Other Supplies and Materials Expenses	45,000.00	17,000.00	28,000.00	25,000.00	3,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	11,500.00	8,950.00	2,550.00	-	2,550.00
	03 - ICT Equipment	15,000.00	-	15,000.00	-	15,000.00
	11 - Medical Equipment	800.00	-	800.00	-	800.00
	<b>Sub-Total</b>	<b>898,796.00</b>	<b>797,161.25</b>	<b>101,634.75</b>	<b>33,250.00</b>	<b>68,384.75</b>
Municipal Social Welfare and Development Office	Traveling Expenses	85,000.00	50,978.32	34,021.68	13,280.00	20,741.68
	Supplies and Materials Expenses					
	Other Supplies and Materials Expense	40,000.00	15,900.00	24,100.00	-	24,100.00
	Communication Expenses					
	Telephone expense	14,400.00	10,800.00	3,600.00	1,200.00	2,400.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	18,000.00	15,900.00	2,100.00	-	2,100.00
03 - ICT Equipment	3,000.00	-	3,000.00	-	3,000.00	
<b>Sub-Total</b>	<b>160,400.00</b>	<b>93,578.32</b>	<b>66,821.68</b>	<b>14,480.00</b>	<b>52,341.68</b>	
Municipal Agriculture	Traveling Expenses	52,600.00	33,847.00	18,753.00	3,753.00	15,000.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	13,000.00	12,513.00	487.00	-	487.00
	Animal/Zoological Supplies Expenses	75,000.00	74,820.00	180.00	-	180.00
	Fuel, Oil and Lubricants Expenses	10,000.00	-	10,000.00	-	10,000.00
	Other Supplies and Materials Expense	25,000.00	19,175.00	5,825.00	-	5,825.00
	<b>Sub-Total</b>	<b>175,600.00</b>	<b>140,355.00</b>	<b>35,245.00</b>	<b>3,753.00</b>	<b>31,492.00</b>
<b>SUB-TOTAL</b>	<b>1,234,796.00</b>	<b>1,031,094.57</b>	<b>203,701.43</b>	<b>51,483.00</b>	<b>152,218.43</b>	

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

  
**BETTY A. CABAL**  
Municipal Mayor



**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
	<i>Maintenance &amp; Other Operating Expenses:</i>					
Office of the Municipal Engineer	Traveling Expenses	31,000.00	16,939.20	14,060.80	5,000.00	9,060.80
	Supplies and Materials Expenses					
	Office Supplies Expenses	40,000.00	28,335.00	11,665.00	-	11,665.00
	Repairs and Maintenance					
	Repairs & Maint. - Buildings & Other Structures					
	99 - Other Structures	35,000.00	-	35,000.00	14,180.00	20,820.00
	Repairs & Maint. - Machinery & Equipment					
	01 - Machinery	10,000.00	-	10,000.00	-	10,000.00
	02 - Office Equipment	24,600.00	20,088.27	4,511.73	-	4,511.73
	03 - ICT Equipment	1,500.00	-	1,500.00	-	1,500.00
Sub-Total		142,100.00	65,362.47	76,737.53	19,180.00	67,557.53
Market and Slaughterhouse	Supplies and Materials Expenses					
	Other Supplies and Materials Expense	34,314.72	5,175.00	29,139.72	-	29,139.72
	Repairs and Maintenance					
	Repairs & Maint. - Building & Other Structures					
	04 - Markets	177,589.28	77,749.00	99,840.28	20,000.00	79,840.28
05 - Slaughterhouses	180,000.00	-	180,000.00	100,000.00	80,000.00	
Sub-Total		391,904.00	82,924.00	308,980.00	120,000.00	188,980.00
	<b>SUB-TOTAL</b>	<b>534,004.00</b>	<b>148,286.47</b>	<b>385,717.53</b>	<b>139,180.00</b>	<b>246,537.53</b>
<b>TOTAL FUNDS AVAILABLE FOR REVERSION</b>		<b>10,272,366.87</b>	<b>6,349,603.32</b>	<b>3,922,763.55</b>	<b>2,086,763.55</b>	<b>1,836,000.00</b>

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
VICTORIA N. FULACHE  
Municipal Treasurer

  
IMELDA A. RENEGADO  
Municipal Budget Officer

  
NILDA T. ABRANTES  
Municipal Accountant-Designate

  
BETTY A. CABAL  
Municipal Mayor



*Republic of the Philippines*  
Province of Leyte  
Municipality of Hindang  
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**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 2-B  
Series of 2023**

**REINSTITUTIONALIZATION OF THE COST-CUTTING MEASURES TO BE UNDERTAKEN BY ALL OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF HINDANG, LEYTE**

**WHEREAS**, the LGU is clinging to the ideals of austerity measures as a norm and way of life among our officials and employees and other workers;

**WHEREAS**, to be more effective it is important for this matter to be institutionalized to the level of our local governance.

**NOW, THEREFORE, I, BETTY A. CABAL**, Mayor of Hindang, Leyte, by virtue of the powers vested in me by law do hereby order the following:

**SECTION 1. COST-CUTTING MEASURES** - All Elective/Appointive Officials, Department Heads, Rank-And-File Employees, Casuals, Jos and other Workers of the LGU, Hindang, Leyte are hereby directed to strictly exercise, observe and adhere the cost-cutting measures on the expenses of the following, as herein-below itemized:

1. Holding /conducting/attending seminars, conferences, meetings, summits and trainings;
2. Maintenance and repairs of computers, gadgets, equipment, tools, vehicles, facilities, instruments, etc.;
3. Transportations, communications, deliveries and travels;
4. Supplies, materials and utilities;
5. Electricity –
  - a. Air-Conditioner shall be used on the following schedule:  
9:00 AM – 11:00 AM  
2:00 PM – 4:00 PM
  - b. Lighting facilities, air conditioning units and electronic gadgetries shall be switched off when not in use.
6. Unessential for activities and programs, or the like.

**SECTION 2. COMPLIANCE** – Compliance hereof is strictly enjoined.

**SECTION 3. REPEALING CLAUSE** – Prior issuances inconsistent hereof shall be deemed superseded by this Executive Order.

**SECTION 4. EFFECTIVITY** – This Order shall take effect immediately.

Issued this 15<sup>th</sup> day of February, 2023, at Hindang, Leyte.

  
**BETTY A. CABAL**  
Municipal Mayor



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG



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**LOCAL GOVERNMENT UNIT OF HINDANG**  
**and**  
**HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HiLGEA)**  
**Hindang, Leyte**

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Joint Resolution No. 2023 – 01

**A JOINT RESOLUTION CREATING AN EMPLOYEE'S ORGANIZATION-MANAGEMENT CONSULTATIVE COMMITTEE AND ITS COMPOSITION FOR MONITORING THE IMPLEMENTATION OF CNA & GRANT OF CNA INCENTIVE FOR FY 2023**

**WHEREAS**, the Local Government Unit of Hindang, as Management represented by the Municipal Mayor Betty A. Cabal and Rank and File Employees, as HiLGEA represented by the president, Mr. Anecito B. Abenoja;

**WHEREAS**, the creation of an Employees' Organization-Management Consultative Committee and its composition is one to the guidelines in order to determine if the agency is qualified for the grant of CNA Incentive as stated in Item 5:1, as per DBM Budget Circular No. 2023-1 dated November 10, 2023;

**WHEREAS**, the functions of the Committee is to review the agency's financial records and submit recommendations thereof based on the said circular;

**NOW THEREFORE**, on mass motion, BE IT Resolved as it is hereby Resolved to create an Employees' Organization-Management Consultative Committee and its composition represented by **Felicitacion B. Baliña** from the Management, **Serafin A. Cavero** from the Sangguniang Bayan, and **Ehipany Joyce A. Pameniano- the GSO**, **Anecito B. Abenoja**, **Maribel A. Odias** and **Rebecca P. America**, from the Rank and File Employees (HiLGEA)- **Nilda T. Abrantes - the SAO**.

**RESOLVED FURTHER**, to let copies be furnished to the office of the Municipal Mayor, Office of the Sangguniang Bayan, Office of the Municipal Accountant, Office of the Municipal Budget Officer, Office of the Municipal Treasurer, Finance Committee, and the concerned employees for their information and guidance.

**RESOLVED** this 13th day of November, 2023 at the SB Session Hall, Municipal Building, Hindang, Leyte

I hereby certify to the correctness of the foregoing resolution.

Certified correct:

  
REBECCA P. AMERICA  
HiLGEA Secretary

Approved:

  
HON. BETTY A. CABAL  
Municipal Mayor/Management

  
ANECITO B. ABENOJA  
HiLGEA-President/Rank-and-File Employees



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
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**LOCAL GOVERNMENT UNIT OF HINDANG *and***  
**HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION**  
**(HILGEA)**

**JOINT MEMORANDUM**

**No. 2023 – 01**

**November 17, 2023**

**TO : The Management (Municipal Officials, Department Heads),  
Rank-and-File Employees (HILGEA) and all Other concerned**

**SUBJECT : Guidelines on the Grant of Collective Negotiation Agreement  
(CNA) Incentive to the Management (Municipal Officials,  
Department Heads), Rank-and-File Employees (HILGEA) and  
all Other concerned**

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**1.0 Background**

1.1 DBM Budget Circular No. 2023-1 - Guidelines in the Grant of Collective Negotiation Agreement Incentive for FY 2023

**2.0 Purpose**

This Memorandum is issued to prescribe the guidelines on the grant of the Collective Negotiation Agreement Incentive for FY 2023.

**3.0 Coverage**

The following are covered by this Joint Memorandum.

3.1 The Management (Municipal Officials, Department Heads), and Rank-and-File Employees (HILGEA members ) rendering a full-time service in the Local Government Unit of Hindang.

**4.0 Exclusions**

The following are excluded from coverage of this Memorandum:

4.1 Those hired without employer-employee relationships and paid from Non-Personnel Services appropriations/budgets as follows:

4.1.1 Individuals and groups whose services are engaged through job orders, contracts of service, or others similarly situated.

**5.0 Grant of CNA Incentive to Employees in LGU**

5.1 The grant of the CNA Incentive shall be subject to the following conditions and guidelines:

5.1.1 Those employees who are HILGEA members who are still in the service as of September 30, 2023 will receive the full amount.

5.1.2 Those employees who perform managerial functions (Municipal Officials, Department Heads), who are still in the service as of September 30, 2023 will receive the full amount of CNA incentive.

5.1.3 Those employees who perform managerial functions (Municipal Officials, Department Heads and HILGEA members who have rendered at least a total or aggregate of four(4) months including absence with pay, will be entitled to the full amount of CNA incentive

5.1.4 Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to September 30, 2023 of the current year and are still the service of the agency as of September 30 of the same year shall be entitled solely to a pro-rated CNA incentive , as follows:

Length of Service	Percentage of CNA
3 months to less than 4 months	40%
2 months to less than 3 months	30%
1 month to less than 2 months	20%
Less than 1 month	10%

5.1.5 A compulsory retiree, on service extension as of September 30, 2023, may be granted CNA Incentive

#### 6.0 When to Pay CNA Incentive

Payment of CNA Incentive shall be made not earlier than December 15, 2023.

#### 7.0 Responsibility of the management and the Union

The Management and the Union shall be responsible for the implementation of the provisions of this a Memorandum. And in case, the said grant of the CNA Incentive Bonus be disallowed by the Commission on Audit, the individual recipients shall be obliged to refund such.


#### 8.0 Resolution of Cases

Cases not covered by this Joint memorandum shall be referred both to the management and Union for Resolution.

#### 9. Effectivity

This Memorandum shall take effect immediately.

  
BETTY A. CABAL  
Municipal Mayor

  
ANECITO B. ABENOJA  
HILGEA President



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF HINDANG  
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**LOCAL GOVERNMENT UNIT and  
HINDANG LOCAL GOVERNMENT EMPLOYEES ASSOCIATION (HILGEA)  
Hindang, Leyte**

**Joint Resolution No. 2023 - 02**

**A RESOLUTION INCORPORATING THE GUIDELINES/CRITERIA FOR GRANTING OF  
CNA INCENTIVE UNDER JOINT MEMORANDUM NO. 2023-01**

**WHEREAS**, the Local Government Unit of Hindang; as Management represented by the Municipal Mayor Betty A. Cabal and Rank and File Employees, as HILGEA represented by the president, Mr. Anecito B. Abenoja;

**WHEREAS**, both parties signed a Joint Memorandum No. 2023-01 dated November 17, 2023 setting the Guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive to Members of HILGEA and those performing managerial functions (Municipal Officials and Department Heads) for Fiscal Year 2023;

**WHEREAS**, the conditions and guidelines on the grant of CNA Incentive as stated in the Joint memorandum are the following

- 5.1.1 Those employees who are HILGEA members who are still in the service as of September 30, 2023 will receive the full amount.
- 5.1.2 Those employees who perform managerial functions (Municipal Officials, Department Heads), who are still in the service as of September 30, 2023 will receive the full amount of CNA incentive.
- 5.1.3 Those employees who perform managerial functions (Municipal Officials, Department Heads and HILGEA members who have rendered at least a total or aggregate of four(4) months including absence with pay, to be entitled to the full amount of CNA incentive
- 5.1.4 Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to September 30, of the current year and are still in service with the agency as of September 30 of the same year shall be entitled solely to a pro-rated CNA incentive , as follows:

<b>Length of Service</b>	<b>Percentage of CNA</b>
3 months to less than 4 months	40%
2 months to less than 3 months	30%
1 month to less than 2 months	20%
Less than 1 month	10%

- 5.1.5 A compulsory retiree, on service extension as of September 30, 2023, may be granted CNA Incentive

**NOW, THEREFORE, BE IT RESOLVE** as it is hereby **RESOLVED**, to incorporate the guidelines/criteria for granting the CNA Incentive under Joint Memorandum No. 2023-01.

**UNANIMOUSLY APPROVED** this 17<sup>th</sup> day of November 2023.

I hereby certify to the correctness of the foregoing resolution.

Certified correct:

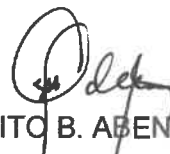


REBECCA P. AMERICA  
HiLGEA Secretary

Approved:



HON. BETTY A. CABAL  
Municipal Mayor/Management



ANECITO B. ABENOJA  
HILGEA-President Rank-and-File Employees





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**BUDGET CIRCULAR**

No. 2023 - 1  
November 10, 2023

**TO :** Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including Constitutional Offices Enjoying Fiscal Autonomy; State Universities and Colleges (SUCs); Government-Owned or -Controlled Corporations (GOCCs); Local Water Districts (LWDs); Local Government Units (LGUs); and All Others Concerned

**SUBJECT :** Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2023

**1.0 Background**

- 1.1 Administrative Order (AO) No. 135, s. 2005<sup>1</sup> authorizes the grant of the CNA incentive to government employees and directs the Department of Budget and Management (DBM) to issue the necessary policy and procedural guidelines for its implementation.
- 1.2 Item (4)(h)(ii)(aa) of the Congress Joint Resolution (JR) No. 4, s. 2009<sup>2</sup> institutionalizes the grant of the CNA Incentive as a form of reward to motivate employee efforts toward higher productivity, to wit:

*"(aa) Collective Negotiation Agreement (CNA) Incentive - This may be granted to both management and rank-and-file employees of agencies with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost, in attaining more efficient and viable operations through cost-cutting measures and systems improvement xxx."*

<sup>1</sup> Authorizing the Grant of Collective Negotiation Agreement (CNA) Incentive to Employees in Governmental Agencies

<sup>2</sup> Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Employees, and the Base Pay Schedule of Amofay and Contractual Personnel in the Government, and for Other Purposes

- 1.3 Section 81 of the General Provisions (GPs) under the FY 2023 General Appropriations Act (GAA) provides the rules in the grant of the CNA Incentive to wit:

*"Sec. 81. Rules in the Grant of Collective Negotiation Agreement Incentive. Departments, bureaus, and offices of the National Government, including Constitutional Offices enjoying fiscal autonomy and SUCs may grant collective negotiation agreement (CNA) Incentive sourced from the allowable MOOE allotments identified by the DBM, subject to the following:*

- (a) There is a valid CNA executed between the agency and the recognized employee organization which includes a provision on cost-cutting measures to be undertaken collectively by the agency and its personnel;*
- (b) The one-time annual payment of CNA Incentive shall be made through a written resolution signed by agency representatives from both labor and management, and approved by the agency head;*
- (c) The CNA Incentive that may be granted shall be limited to the amount determined by the DBM; and*
- (d) The use of MOOE for the payment of CNA Incentive shall be subject to approval by the agency head and made only during the validity of appropriations. Any excess amounts therefrom after payment of the CNA Incentive shall revert to the General Fund.*

*GOCCs and LGUs may likewise grant CNA Incentive to their respective personnel, subject to the policies, rules and regulations issued by the DBM."*

- 1.4 Section 3 of AO No. 25<sup>3</sup> dated December 21, 2011 mandates that the harmonized Results-Based Performance Monitoring System shall be used as a basis for determining entitlement to performance-based allowances, incentives, or compensation of government personnel, including the CNA Incentive.

## **2.0 Purpose**

This Circular is issued to provide the policy and procedural guidelines on the grant of the CNA Incentive for FY 2023, pursuant to the laws and executive issuances stated in Item 1.0 hereof.

## **3.0 Coverage**

This Circular covers the following civilian personnel occupying regular, contractual, or casual positions rendering services on full-time or part-time basis in national government agencies (NGAs), including Constitutional Offices

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4. Under the term "Agency" in this Circular, the Department of National Government, Ministry of Education and Department System.

enjoying fiscal autonomy, SUCs, GOCCs, LWDs, and LGUs, whether or not covered by Republic Act (RA) No. 6758<sup>4</sup> dated August 21, 1989:

- 3.1 Rank-and-file employees who are members of an employees' organization accredited by the Civil Service Commission (CSC) as the sole and exclusive negotiating agent (hereinafter referred to as "negotiating agent") in accordance with the rules and regulations issued by the Public Sector Labor Management Council (PSLMC);
- 3.2 Rank-and-file employees who are non-members of the negotiating agent who wish to enjoy or accept benefits under the CNA, subject to payment of agency fee to the negotiating agent in accordance with PSLMC Resolution No. 1, s. 1993<sup>5</sup>; and
- 3.3 Those who perform managerial functions.

#### 4.0 Policy Guidelines

##### 4.1 Conditions for the Grant of the CNA Incentive

###### 4.1.1 Existence of a CNA

- (a) There should be a valid and subsisting CNA executed between the representatives of the management and the employees' organization accredited by the CSC as the sole and exclusive negotiating agent for the purpose of collective negotiations with the management of a department, line bureau, attached agency, Constitutional Office, SUC, GOCC, LWD, or LGU.

In accordance with PSLMC Resolution No. 9, s. 2023<sup>6</sup>, the registration by the employees' organization of its CNA with the CSC shall be a **condition precedent** for the grant of the CNA Incentive. For this purpose, a Certificate of Registration shall be secured from the CSC.

- (b) The grant of the CNA Incentive must be stipulated in the CNA or in supplements thereof.

###### 4.1.2 Accomplishment of Targets

- (a) The NGAs, including Constitutional Offices enjoying fiscal autonomy, SUCs, and GOCCs not covered by RA No. 10149<sup>7</sup> dated June 6, 2011 should have accomplished, by September 30, 2023, at least an average of 70% of all the targets for all the organizational

<sup>4</sup> We Are President (a Revised Constitution) and the Public Employment of the Government and for Other Purposes

Agency Fee from Non-Members of the Accredited Registered Exclusive Negotiating Agent

<sup>5</sup> Registration of Collective Negotiating Agreement (CNA) with the Civil Service Commission

<sup>6</sup> An Act to Promote the Interests of the Public Employees' Organizations and to Strengthen the Role of the Public Sector Labor Management Council of Negotiating Agents and to Amend the Constitution and Management to Make Them More Responsive to the Needs of Public, Industrial and for Other Purposes

outcomes/performance indicators under their respective FY 2023 budget approved by Congress, or the approved FY 2023 Corporate Operating Budget (COB), whichever is applicable.

- (b) GOCCs covered by RA No. 10149 should have accomplished, by September 30, 2023, at least an average of 70% of all the targets under their respective Performance Scorecard, as agreed upon between the Governance Commission for GOCCs (GCG) and the GOCC pursuant to GCG Memorandum Circular No. 2017-02<sup>9</sup> dated June 30, 2017.
- (c) LWUs should have a positive net balance in the average net income for the period January 1 to September 30, 2023, to be validated by the Local Water Utilities Administration.
- (d) LGUs should have accomplished, as of September 30, 2023, at least an average of 70% of all the targets under their programs/projects/activities approved in the LGU budget for FY 2023.

#### 4.1.3 *Submission of Accountability Reports*

The NGAs, including Constitutional Offices enjoying fiscal autonomy and SUCs, should have submitted to DBM their respective accountability reports as of September 30, 2023 pursuant to Commission on Audit (COA)-DBM Joint Circular No. 2014-1<sup>9</sup> dated July 2, 2014, as amended by COA-DBM JC No. 2019-1<sup>10</sup> dated January 1, 2019.

## 4.2 **Rate of the CNA Incentive**

- 4.2.1 The rate of the CNA Incentive shall not be pre-determined in the CNA since it is subject to compliance with the conditions in Item 4.1 hereof and the availability of the allowable allotments.
- 4.2.2 The CNA Incentive may be given equally to all qualified employees under Item 3.0 hereof or at varying rates in consideration of the employee's or his/her office's contribution to the accomplishment of performance targets, efficiency, productivity, or profitability, as determined by the agency head upon recommendation of the Employees' Organization-Management Consultative Committee.

<sup>9</sup> Internal Performance Evaluation System for the GOCC Sector

<sup>10</sup> Guidelines, Procedures and Terms of Reference for the Review and Issuance of Accountability Reports

<sup>11</sup> Updated Guidelines Relating to Budget and Financial Accountability Reports (BIAR) Starting FY 2014

4.2.3 In all cases, the CNA Incentive shall **not exceed P30,000** per qualified employee.

#### 4.3 Fund Sources of the CNA Incentive

##### 4.3.1 For NGAs, Including Constitutional Offices and SUCs

The CNA Incentive shall be sourced solely from the available balances of allowable Maintenance and Other Operating Expenses (MOOE) allotments after considering the FY 2023 requirements, provided further that the same have become available as a result of cost-cutting and systems improvement measures undertaken collectively by the agency and its personnel, as identified in their respective CNAs and supplements thereof. Such fund sources shall be limited to the following MOOE items defined under the Government Accounting and Auditing Manual:

- (a) Communication Expenses;
- (b) Repairs and Maintenance Expenses;
- (c) Supplies and Materials Expenses;
- (d) Transportation and Delivery Expenses;
- (e) Traveling Expenses;
- (f) Utility Expenses;
- (g) Printing and Publication Expenses;
- (h) Advertising Expenses; and
- (i) Subscription Expenses.

4.3.2 The following shall, in no case, be used as fund source of the CNA Incentive:

- a. Balances of allotment for programs/activities/projects which were discontinued with finality, or abandoned; and
- b. Released allotments intended for acquisition of goods and services to be distributed/delivered to, or to be used by agency clients.

4.3.3 Items under Personnel Services, all other MOOE, and/or Capital Outlay shall not be used to increase allowable MOOE items as fund source for the FY 2023 CNA Incentive.

##### 4.3.4 For GOCCs

The CNA incentive shall be sourced solely from the total MOOE level under their respective DBM-approved COBs for FY 2023, provided that the following conditions are complied with:

- a. Actual operating income for the period January 1 to September 30, 2023 shall, at least, meet the targeted

operating income in the approved COB for the same period. For GOCCs/GFIs, which by the nature of their functions consistently incur losses, the current year's operating loss should have been minimized or reduced compared to or at most equal to that of the prior year's level.

- b. Actual operating expenses as of September 30, 2023 are less than the DBM-approved level of operating expenses in the COB so as to generate sufficient source of funds for the payment of CNA Incentive; and
- c. For income generating GOCCs/GFIs required to remit earnings, an amount equivalent to at least 50% of the annual earnings of the immediately preceding year should have been remitted to the National Treasury in accordance with Section 3 of RA No. 7658<sup>11</sup> dated November 9, 1993.

#### 4.3.5 For LWDs

The CNA Incentive shall be sourced solely from the allowable MOOE allotments in FY 2023, as enumerated in Item 4.3.1, under their Board of Directors-approved COBs, subject to the provision of Item 4.1.2(c) hereof.

#### 4.3.6 For LGUs

The CNA Incentive shall be sourced solely from the allowable MOOE allotments in FY 2023, as enumerated in Item 4.3.1, under their respective approved LOU budgets.

### 4.4 Payment of the CNA Incentive

- 4.4.1 The FY 2023 CNA Incentive is a **one-time benefit** which shall be granted **not earlier than December 15, 2023 but not later than December 31, 2023.**
- 4.4.2 It cannot be given immediately upon signing and ratification of the CNA as this will transform the CNA Incentive into a CNA Signing Bonus which the Supreme Court, in the case of *Social Security System vs. COA*<sup>12</sup>, has prohibited for not being a truly reasonable compensation.
- 4.4.3 The CNA Incentive for the year shall be granted only during the validity of appropriations from which the available MOOF allotments shall be sourced.

<sup>11</sup> An Act Requiring Government Employees to Contribute to the Social Security System, and for Other Purposes (RA No. 7658) as amended.

<sup>12</sup> 351 SCRA 516

4.4.4 The amount paid as CNA Incentive shall be recorded in the agency books under the account code "Collective Negotiation Agreement Incentive-Civilian," "Other Benefits," and "Collective Negotiation Agreement Incentive" for NGAs, LGUs, GOCCs, and LWDs, respectively

4.4.5 Agencies are advised that additional funds can no longer be provided during the remainder of the current year for those programs, projects, and activities covered by the MOOE allotments, which are to be modified to fund the CNA Incentive.

## 5.0 Procedural Guidelines

5.1 An Employees' Organization-Management Consultative Committee (Committee, for brevity) or a similar body composed of representatives from management and the negotiating agent shall determine if the agency is qualified for the grant of CNA Incentive based on compliance with the requirements under this Circular.

If qualified, the Committee shall review the agency's financial records and submit recommendations on the following, for approval of the agency head:

5.1.1 The total amount of allowable MOOE allotments in Item 4.3 hereof which has become available as a result of cost-cutting and systems improvement measures identified in the CNAs and supplements thereto, and which was the result of the joint efforts of management and employees;

5.1.2 The internal guidelines to be followed in the grant of the CNA Incentive, such as: (i) *the specific criteria for determining who are entitled;* and (ii) *the distribution of the amount available and the rate of the CNA Incentive in accordance with Item 4.2 hereof.*

5.1.3 As provided under Section 81(d) of the GFs under the FY 2023 GAA, the payment of the CNA Incentive shall be subject to the approval by the Agency head and made only during the validity of appropriations.

The entire available balance of the selected allowable MOOE allotments shall be modified to Personnel Services as reflected in the Modification Advice Form (MAF), as prescribed under National Budget Circular No. 590<sup>13</sup> dated January 3, 2023.

Any excess amount from the selected allowable MOOE allotments utilized for the payment of the CNA Incentive shall revert to the General Fund.

<sup>13</sup> Guidelines on the Release of Funds for Fiscal Year 2023

- 5.2 In large departments wherein employees' organizations in the regional offices have been accredited by the CSC as the negotiating agent/s, the Department Secretary or his duly authorized representative should provide internal guidelines to ensure uniformity and equity in the negotiation process, monitor the progress of simultaneous negotiations, and ensure compliance with the provisions of this Circular.
- 5.3 For LGUs, the savings in the identified MOOE expense items shall be determined through the Registry of Appropriations, Allotments and Obligations and Statement of Appropriations, Allotments, Obligations, Disbursements and Balances.

A supplemental budget (SB) to cover the CNA Incentive shall be submitted by the local chief executive for authorization of the *sanggunian* within the validity of appropriations sourced from the allowable MOOE allotments in Item 4.3 hereof which have become available as a result of cost-cutting and systems improvement measures identified in the CNAs and supplements thereto, and which was the result of the joint efforts of the LGU and its employees. Accordingly, the Appropriation Ordinance authorizing the SB shall be subject to review by the reviewing authority concerned.

For recording purposes of the payment of CNA incentives in LGU books, LGUs shall comply with the recording requirements consistent with Section 13 of the Commission on Audit Government Accounting Manual for Local Government Units-Volume 1

#### **6.0 Reportorial Requirement**

Each NGA and SUC shall submit online to the DBM's Budget and Management Bureau or Regional Office concerned not later than January 31, 2024, the annual report on the grant of the CNA Incentive by following the template in Annex "A."

In this regard, the NGAs and SUCs shall encode the required details/information, as well as upload the scanned copy of the report using the following link <https://forms.dbm.gov.ph/index.php/submit-cna-report>.

Agencies are enjoined to fully abide by the aforementioned reportorial requirement. The Budget and Management Bureaus/DBM Regional Offices concerned shall ensure strict compliance of the agencies with the reportorial requirement set forth in this Circular.

#### **7.0 Responsibility of Agency Heads**

Agency heads and accountable officers shall be responsible for the proper implementation of the provisions of this Circular in their respective offices. They shall be held administratively, civilly, and/or criminally liable, as the case may be, for any payment of the CNA Incentive not in accordance with the provisions




of this Circular, without prejudice to refund by the employees concerned of any unauthorized or excess payment thereof.

**8.0 Repealing Clause**

All existing circulars or issuances on the grant of the CNA Incentive, which are inconsistent herewith, are hereby repealed or modified accordingly.

**9.0 Effectivity**

This Circular shall take effect immediately after publication in the Official Gazette or in a newspaper of general circulation.

  
**AMENAH F. PANGANDAMAN**  
Secretary



**Report on the Payment of the Collective Negotiation Agreement (CNA) Incentive for FY**

Department/Agency \_\_\_\_\_

**I. If CNA Incentive was Granted**

<b>Total No. of Employees Entitled to CNA Incentive</b>	
Regular	XXX
Contractual	XXX
Casual	XXX
<b>Total</b>	XXX
<b>Approved Rate of CNA Incentive</b>	XXX

**Fund Sources**

Object of Expenditures	Amount
Communication Expenses	XXX
Repairs and Maintenance Expenses	XXX
Supplies and Materials Expenses	XXX
Transportation and Delivery Expenses	XXX
Traveling Expenses	XXX
Utility Expenses	XXX
Printing and Publication Expenses	XXX
Advertising Expenses	XXX
Subscription Expenses	XXX
<b>Total:</b>	XXX

**II. If the CNA Incentive was Not Granted**

Please state reason/s for non-grant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted by:**

**Certified Correct:**

\_\_\_\_\_  
Head, Finance/Administrative Unit

\_\_\_\_\_  
Agency Head

The balances of continuing appropriations shall be reviewed as part of the annual budget preparation and the Sanggunian concerned may approve, upon recommendation of the local chief executive, the reversion of funds no longer needed in connection with the activities funded by said continuing appropriations subject to the provisions of this Section;

WHEREAS, this Body was in consensus to approve the amount of Php1,836,000.00 as MOOE savings for calendar year 2023 be reverted for the grant of Collective Negotiation Agreement (CNA) incentives, CY 2023 of LGU officials, department heads, rank & file employees of the Municipality of Hindang, Leyte;

WHEREFORE, on motion of Hon. Romulo D. Basañez, duly seconded by the rest of the attending members, be it;

RESOLVED, as it is hereby RESOLVED, to REVERT the amount of **ONE MILLION EIGHT HUNDRED THIRTY SIX THOUSAND PESOS (Php1,836,000.00)** from various offices' **Maintenance and Other Operating Expenses (MOOE)** as identified appropriation on savings purposely for the grant of **Collective Negotiation Agreement (CNA) Incentives** for CY 2023 of LGU officials, Department Heads, Rank & file employees of the Municipality of Hindang, Leyte ;

RESOLVED, FURTHER, that copies of this resolution be furnished all LGU offices concerned for their information; Provincial Budget Office for review and the Honorable Members Sangguniang Panlalawigan of Leyte, for approval.

APPROVED UNANIMOUSLY.

ENACTED this 28th day of November, 2023 by this Sanggunian in its regular session held for the purpose at the SB Session Hall, this Municipality.

  
MIKHAEL ANNE GELO D. ABOYME  
SB Member

(On leave)  
JOSE NAPOLEON D. MONTERO  
SB Member

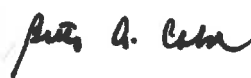
  
LEONIDA A. CAVITE  
SB Member

  
ROMULO D. BASAÑEZ  
SB Member

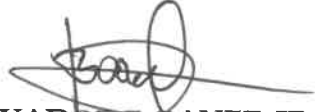
  
BENEDICTO L. YANOLA  
SB Member

  
SERAFIN A. CAVERO  
SB Member









**SALVADOR E. BANEZ, JR.**  
*SB Member*



**SORIANO B. DELALAMON**  
*SB Member*



**SEVERINO C. ABERCA**  
*LIGA Pres-Ex Officio Member*



**ADRIAN PAUL G. ASTORGA**  
*Ex-Officio Member-SK Federation Pres.*

**CERTIFIED CORRECT:**



**ANNABEL A. MABALE**  
*Secretary to the Sanggunian*

**ATTESTED:**



**ELPIDIO B. CABAL, JR.**  
*Municipal Vice Mayor*  
*Presiding Officer*

**APPROVED:**



**BETTY A. CABAL**  
*Municipal Mayor*

**NOV 29 2023**

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**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)	
<b>Office of the Municipal Mayor</b>	<b>Maintenance &amp; Other Operating Expenses:</b>						
	Traveling Expenses	480,000.00	245,972.92	234,027.08	145,200.00	88,827.08	
	Supplies and Materials Expenses						
	Office Supplies Expenses	150,000.00	84,268.50	65,731.50	37,250.00	28,481.50	
	Fuel, Oil and Lubricants Expenses	1,410,000.00	859,999.38	550,000.62	469,986.00	80,014.62	
	Other Supplies and Materials Expenses	83,000.00	36,340.00	46,660.00	15,000.00	31,660.00	
	Utilities						
	Water Expenses	280,000.00	68,547.36	211,452.64	118,101.09	93,351.55	
	Electricity Expenses	2,306,744.32	1,697,828.05	608,916.27	453,957.36	154,958.91	
	Communication Expenses						
	Postage and Courier Service	18,000.00	-	18,000.00	3,000.00	15,000.00	
	Repairs and Maintenance						
	Repairs & Maint. - Machinery and Equipment						
	02 - Office Equipment	40,000.00	2,986.16	37,013.84	15,000.00	22,013.84	
	03 - ICT Equipment	30,000.00	1,648.00	28,352.00	15,000.00	13,352.00	
	08 - Construction and Heavy Equipment	750,000.00	438,739.92	311,260.08	150,000.00	181,260.08	
	Repairs & Maint. - Transportation Equipment						
	01 - Motor Vehicles	285,000.00	103,435.00	181,565.00	131,565.00	50,000.00	
	04 - Watercraft	100,000.00	-	100,000.00	50,000.00	50,000.00	
	Advertising Expenses	100,000.00	-	100,000.00	45,000.00	55,000.00	
	Printing and Publication Expenses	75,000.00	6,660.00	68,340.00	50,000.00	18,340.00	
<b>Sub-Total</b>		<b>6,107,744.32</b>	<b>3,546,425.29</b>	<b>2,561,319.03</b>	<b>1,699,059.45</b>	<b>862,259.58</b>	
<b>Municipal Disaster Risk Reduction and</b>	Traveling Expenses	37,000.00	24,338.40	12,661.60	5,000.00	7,661.60	
	Supplies and Materials Expenses						
	Office Supplies Expenses	25,000.00	24,228.00	772.00	-	772.00	
	Fuel, Oil and Lubricants Expenses	12,000.00	11,999.35	0.65	(0.00)	0.65	
	Other Supplies and Materials Expenses	35,000.00	23,675.00	11,325.00	-	11,325.00	
	Repairs and Maintenance						
	Repairs & Maint. - Machinery and Equipment						
	02 - Office Equipment	25,000.00	4,000.00	21,000.00	-	21,000.00	
	09 - Disaster Response and Rescue Equipment	20,000.00	15,000.00	5,000.00	-	5,000.00	
	<b>Sub-Total</b>		<b>154,000.00</b>	<b>103,240.75</b>	<b>50,759.25</b>	<b>5,000.00</b>	<b>45,759.25</b>
	<b>Office of the Municipal Vice-Mayor</b>	Traveling Expenses	198,000.00	181,168.00	16,832.00	10,000.00	6,832.00
<b>Sub-Total</b>		<b>198,000.00</b>	<b>181,168.00</b>	<b>16,832.00</b>	<b>10,000.00</b>	<b>6,832.00</b>	
<b>Office of the Sangguniang Bayan</b>	Traveling Expenses	630,000.00	432,055.75	197,944.25	120,000.00	77,944.25	
	Supplies and Materials Expenses						
	Other Supplies and Materials Expenses	64,000.00	15,000.00	49,000.00	-	49,000.00	
	Communication Expenses						
	Postage and Courier Service	500.00	-	500.00	-	500.00	
	Telephone expense	144,000.00	106,800.00	37,200.00	12,000.00	25,200.00	
	Repairs and Maintenance						
	Repairs & Maint. - Machinery & Equipment						
	02 - Office Equipment	10,000.00	-	10,000.00	-	10,000.00	
	03 - ICT Equipment	15,000.00	-	15,000.00	-	15,000.00	
Advertising Expenses	4,000.00	-	4,000.00	-	4,000.00		
<b>Sub-Total</b>		<b>867,500.00</b>	<b>553,855.75</b>	<b>313,644.25</b>	<b>132,000.00</b>	<b>181,644.25</b>	
<b>SUB-TOTAL</b>		<b>7,327,244.32</b>	<b>4,384,689.79</b>	<b>2,942,554.53</b>	<b>1,846,059.45</b>	<b>1,096,495.08</b>	

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

  
**BETTY A. CABAL**  
Municipal Mayor

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023

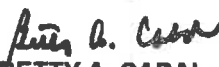
Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
<b>Office of the Secretary to the Sanggunian</b>	<b>Maintenance &amp; Other Operating Expenses:</b>					
	Supplies and Materials Expenses					
	Other Supplies and Materials Expense	18,000.00	15,000.00	3,000.00	-	3,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	2,000.00	-	2,000.00	-	2,000.00
	03 - ICT Equipment	2,000.00	-	2,000.00	-	2,000.00
Advertising Expenses	18,000.00	-	18,000.00	-	18,000.00	
<b>Sub-Total</b>		<b>40,000.00</b>	<b>15,000.00</b>	<b>25,000.00</b>	<b>-</b>	<b>25,000.00</b>
<b>Office of the Municipal Treasurer</b>	Traveling Expenses	60,000.00	34,041.70	25,958.30	15,958.30	10,000.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	55,600.00	39,720.00	15,880.00	15,345.00	535.00
	Accountable Forms Expenses	130,000.00	116,500.00	13,500.00	5,000.00	8,500.00
	Other Supplies and Materials Expense	99,780.55	13,495.00	86,285.55	-	86,285.55
	Communication Expenses					
	Postage and Courier Service	2,000.00	1,000.00	1,000.00	-	1,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	13,500.00	10,350.00	3,150.00	-	3,150.00
	03 - ICT Equipment	13,500.00	11,750.00	1,750.00	-	1,750.00
	Printing and Publication Expenses	10,000.00	-	10,000.00	-	10,000.00
	Transportation and Delivery Expenses	10,000.00	9,966.93	33.07	(0.00)	33.07
<b>Sub-Total</b>		<b>394,380.55</b>	<b>236,823.63</b>	<b>157,556.92</b>	<b>36,303.30</b>	<b>121,253.62</b>
<b>Office of the Municipal Assessor</b>	Supplies and Materials Expenses					
	Office Supplies Expenses	30,800.00	24,475.00	6,325.00	-	6,325.00
	Other Supplies and Materials Expense	2,000.00	-	2,000.00	-	2,000.00
	Communication Expenses					
	Telephone expense	14,400.00	12,089.00	2,311.00	1,200.00	1,111.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	4,500.00	1,300.00	3,200.00	-	3,200.00
03 - ICT Equipment	5,000.00	-	5,000.00	-	5,000.00	
<b>Sub-Total</b>		<b>56,700.00</b>	<b>37,864.00</b>	<b>18,836.00</b>	<b>1,200.00</b>	<b>17,636.00</b>
<b>Office of the Municipal Accountant</b>	Supplies and Materials Expenses					
	Office Supplies Expenses	40,000.00	39,978.00	22.00	-	22.00
	Fuel, Oil and Lubricants Expenses	200.00	-	200.00	-	200.00
	Other Supplies and Materials Expense	55,000.00	54,623.00	377.00	-	377.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	10,000.00	9,740.15	259.85	-	259.85
03 - ICT Equipment	36,254.00	35,000.00	1,254.00	-	1,254.00	
<b>Sub-Total</b>		<b>141,454.00</b>	<b>139,341.15</b>	<b>2,112.85</b>	<b>-</b>	<b>2,112.85</b>
<b>SUB-TOTAL</b>		<b>632,534.55</b>	<b>429,028.78</b>	<b>203,506.77</b>	<b>37,503.30</b>	<b>166,002.47</b>

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

  
**BETTY A. CABAL**  
Municipal Mayor


**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)	
<b>Municipal Budget Office</b>	<b>Maintenance &amp; Other Operating Expenses:</b>						
	Traveling Expenses	80,000.00	56,162.20	23,837.80	13,837.80	10,000.00	
	Supplies and Materials Expenses						
	Office Supplies Expenses	40,000.00	33,632.00	6,368.00	-	6,368.00	
	Other Supplies and Materials Expense	7,000.00	4,745.00	2,255.00	-	2,255.00	
	Repairs and Maintenance						
	Repairs & Maint. - Machinery & Equipment						
	02 - Office Equipment	7,000.00	1,700.00	5,300.00	-	5,300.00	
	03 - ICT Equipment	3,138.00	650.00	2,488.00	-	2,488.00	
	Printing and Publication Expenses	5,000.00	-	5,000.00	-	5,000.00	
<b>Sub-Total</b>		<b>142,138.00</b>	<b>96,889.20</b>	<b>45,248.80</b>	<b>13,837.80</b>	<b>31,411.00</b>	
<b>Municipal Planning and Development Office</b>	Traveling Expenses	65,000.00	24,738.41	40,261.59	10,000.00	30,261.59	
	Supplies and Materials Expenses						
	Office Supplies Expenses	40,000.00	24,420.00	15,580.00	-	15,580.00	
	Other Supplies and Materials Expenses	40,000.00	15,000.00	25,000.00	-	25,000.00	
	Repairs and Maintenance						
	Repairs & Maint. - Machinery & Equipment						
	02 - Office Equipment	16,400.00	850.00	15,550.00	5,000.00	10,550.00	
	03 - ICT Equipment	11,600.00	-	11,600.00	5,000.00	6,600.00	
	<b>Sub-Total</b>		<b>173,000.00</b>	<b>65,008.41</b>	<b>107,991.59</b>	<b>20,000.00</b>	<b>87,991.59</b>
	<b>Office of the Municipal Civil Registrar</b>	Traveling Expenses	20,100.00	11,750.00	8,350.00	5,000.00	3,350.00
Supplies and Materials Expenses							
Office Supplies Expenses		24,970.00	14,455.00	10,515.00	-	10,515.00	
Repairs and Maintenance							
Repairs & Maint. - Machinery & Equipment							
02 - Office Equipment		6,800.00	-	6,800.00	-	6,800.00	
03 - ICT Equipment		10,000.00	-	10,000.00	-	10,000.00	
<b>Sub-Total</b>		<b>61,870.00</b>	<b>26,205.00</b>	<b>35,665.00</b>	<b>5,000.00</b>	<b>30,665.00</b>	
<b>General Service Office</b>	Traveling Expenses	25,000.00	18,826.20	6,173.80	-	6,173.80	
	Supplies and Materials Expenses						
	Office Supplies Expenses	25,000.00	24,979.90	20.10	(0.00)	20.10	
	Other Supplies and Materials Expense	107,600.00	96,595.00	11,005.00	-	11,005.00	
	Communication Expenses						
	Internet subscription Expense	8,500.00	-	8,500.00	1,700.00	6,800.00	
	Repairs and Maintenance						
	Repairs & Maint. - Machinery & Equipment						
	02 - Office Equipment	180.00	-	180.00	-	180.00	
	03 - ICT Equipment	500.00	-	500.00	-	500.00	
<b>Sub-Total</b>		<b>166,780.00</b>	<b>140,401.10</b>	<b>26,378.90</b>	<b>1,700.00</b>	<b>24,678.90</b>	
<b>SUB-TOTAL</b>		<b>543,788.00</b>	<b>328,503.71</b>	<b>215,284.29</b>	<b>40,537.80</b>	<b>174,746.49</b>	

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

  
**BETTY A. CABAL**  
Municipal Mayor

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**

**As of November 24, 2023**

Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
<b>Rural Health Unit &amp; Women's Health Center</b>	<b>Maintenance &amp; Other Operating Expenses:</b>					
	Traveling Expenses	105,500.00	55,199.00	50,301.00	8,250.00	42,051.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	70,996.00	70,746.00	250.00	-	250.00
	Drugs and Medicines Expenses	500,000.00	495,313.00	4,687.00	-	4,687.00
	Fuel, Oil and Lubricants Expenses	150,000.00	149,953.25	46.75	-	46.75
	Other Supplies and Materials Expenses	45,000.00	17,000.00	28,000.00	25,000.00	3,000.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
	02 - Office Equipment	11,500.00	8,950.00	2,550.00	-	2,550.00
	03 - ICT Equipment	15,000.00	-	15,000.00	-	15,000.00
	11 - Medical Equipment	800.00	-	800.00	-	800.00
	<b>Sub-Total</b>	<b>898,796.00</b>	<b>797,161.25</b>	<b>101,634.75</b>	<b>33,250.00</b>	<b>68,384.75</b>
<b>Municipal Social Welfare and Development Office</b>	Traveling Expenses	85,000.00	50,978.32	34,021.68	13,280.00	20,741.68
	Supplies and Materials Expenses					
	Other Supplies and Materials Expense	40,000.00	15,900.00	24,100.00	-	24,100.00
	Communication Expenses					
	Telephone expense	14,400.00	10,800.00	3,600.00	1,200.00	2,400.00
	Repairs and Maintenance					
	Repairs & Maint. - Machinery & Equipment					
02 - Office Equipment	18,000.00	15,900.00	2,100.00	-	2,100.00	
03 - ICT Equipment	3,000.00	-	3,000.00	-	3,000.00	
<b>Sub-Total</b>	<b>160,400.00</b>	<b>93,578.32</b>	<b>66,821.68</b>	<b>14,480.00</b>	<b>52,341.68</b>	
<b>Municipal Agriculture</b>	Traveling Expenses	52,600.00	33,847.00	18,753.00	3,753.00	15,000.00
	Supplies and Materials Expenses					
	Office Supplies Expenses	13,000.00	12,513.00	487.00	-	487.00
	Animal/Zoological Supplies Expenses	75,000.00	74,820.00	180.00	-	180.00
	Fuel, Oil and Lubricants Expenses	10,000.00	-	10,000.00	-	10,000.00
	Other Supplies and Materials Expense	25,000.00	19,175.00	5,825.00	-	5,825.00
	<b>Sub-Total</b>	<b>175,600.00</b>	<b>140,355.00</b>	<b>35,245.00</b>	<b>3,753.00</b>	<b>31,492.00</b>
<b>SUB-TOTAL</b>	<b>1,234,796.00</b>	<b>1,031,094.57</b>	<b>203,701.43</b>	<b>51,483.00</b>	<b>152,218.43</b>	

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

  
**BETTY A. CABAL**  
Municipal Mayor



**STATEMENT OF FUNDS AVAILABLE FOR REVERSION**  
As of November 24, 2023


Office (1)	Object of Expenditures (2)	Amount of Appropriation (3)	Amount of Obligation (4)	Unobligated to Date (5)	Reserve for December (6)	Amount to be Reverted (7)
Office of the Municipal Engineer	<b>Maintenance &amp; Other Operating Expenses:</b>					
	Traveling Expenses	31,000.00	16,939.20	14,060.80	5,000.00	9,060.80
	Supplies and Materials Expenses					
	Office Supplies Expenses	40,000.00	28,335.00	11,665.00	-	11,665.00
	Repairs and Maintenance					
	Repairs & Maint. - Buildings & Other Structures					
	99 - Other Structures	35,000.00	-	35,000.00	14,180.00	20,820.00
	Repairs & Maint. - Machinery & Equipment					
	01 - Machinery	10,000.00	-	10,000.00	-	10,000.00
	02 - Office Equipment	24,600.00	20,088.27	4,511.73	-	4,511.73
03 - ICT Equipment	1,500.00	-	1,500.00	-	1,500.00	
	<b>Sub-Total</b>	<b>142,100.00</b>	<b>65,362.47</b>	<b>76,737.53</b>	<b>19,180.00</b>	<b>57,567.53</b>
Market and Slaughterhouse	Supplies and Materials Expenses					
	Other Supplies and Materials Expense	34,314.72	5,175.00	29,139.72	-	29,139.72
	Repairs and Maintenance					
	Repairs & Maint. - Building & Other Structures					
	04 - Markets	177,589.28	77,749.00	99,840.28	20,000.00	79,840.28
05 - Slaughterhouses	180,000.00	-	180,000.00	100,000.00	80,000.00	
	<b>Sub-Total</b>	<b>391,904.00</b>	<b>82,924.00</b>	<b>308,980.00</b>	<b>120,000.00</b>	<b>188,980.00</b>
	<b>SUB-TOTAL</b>	<b>534,004.00</b>	<b>148,286.47</b>	<b>385,717.53</b>	<b>139,180.00</b>	<b>246,537.53</b>
<b>TOTAL FUNDS AVAILABLE FOR REVERSION</b>		<b>10,272,366.87</b>	<b>6,349,603.32</b>	<b>3,922,763.55</b>	<b>2,086,763.55</b>	<b>1,836,000.00</b>

WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

  
**IMELDA A. RENEGADO**  
Municipal Budget Officer

  
**NILDA T. ABRANTES**  
Municipal Accountant-Designate

  
**BETTY A. CABAL**  
Municipal Mayor

OFFICE: Office of the Municipal Mayor

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	88,827.08
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	28,481.50
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	80,014.62
Other Supplies and Materials Expense	31,660.00
<b>Utilities</b>	
Water Expenses	93,351.55
Electricity Expenses	154,958.91
<b>Communication Expenses</b>	
Postage and Courier Service	15,000.00
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	22,013.84
03 - ICT Equipment	13,352.00
08 - Construction and Heavy Equipment	161,260.08
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	50,000.00
04 - Watercraft	50,000.00
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	55,000.00
<b>Printing and Publication Expenses</b>	18,340.00
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>862,259.58</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**BETTY A. CABAL**  
Municipal Mayor

OFFICE: Municipal Disaster Risk Reduction and Management Office

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	7,661.60
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	772.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	0.65
Other Supplies and Materials Expense	11,325.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	21,000.00
03 - ICT Equipment	
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	5,000.00
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	-
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>45,759.25</b>


This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**MARILYN A. CABAL**  
 LDRRMO II

OFFICE: Office of the Municipal Vice-Mayor

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	6,832.00
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	
03 - ICT Equipment	
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>6,832.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**ELPIDIO B. CABAL, JR.**  
Municipal Vice-Mayor

OFFICE: Office of the Sangguniang Bayan

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	77,944.25
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	-
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	49,000.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	500.00
Telephone Expenses	25,200.00
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	10,000.00
03 - ICT Equipment	15,000.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	4,000.00
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>181,644.25</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**ELPIDIO B. CABAL, JR.**  
Municipal Vice-Mayor

OFFICE: Office of the Secretary to the Sanggunian

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	-
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	3,000.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	2,000.00
03 - ICT Equipment	2,000.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	18,000.00
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>25,000.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**ANNABEL A. MABALE**  
 Secretary to the Sanggunian

OFFICE: Office of the Municipal Treasurer

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	10,000.00
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	535.00
Accountable Forms Expenses	8,500.00
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	86,285.55
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	1,000.00
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	3,150.00
03 - ICT Equipment	1,750.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	10,000.00
<b>Transportation and Delivery Expenses</b>	33.07
<b>TOTAL</b>	<b>121,253.62</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.




**VICTORIA N. FULACHE**  
Municipal Treasurer

OFFICE: Office of the Municipal Assessor

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	6,325.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	2,000.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	1,111.00
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	3,200.00
03 - ICT Equipment	5,000.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>17,636.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**LOURDES M. PANERIO**  
 Municipal Assessor - Designate



OFFICE: Office of the Municipal Accountant

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	22.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	200.00
Other Supplies and Materials Expense	377.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	259.85
03 - ICT Equipment	1,254.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>2,112.85</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**NILDA T. ABRANTES**  
 Municipal Accountant-Designate

OFFICE: Municipal Budget Office

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	10,000.00
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	6,368.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	2,255.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	5,300.00
03 - ICT Equipment	2,488.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	5,000.00
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>31,411.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**IMELDA A. RENEGADO**  
 Municipal Budget Office

OFFICE: Municipal Planning & Development Office

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	30,261.59
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	15,580.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expenses	25,000.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	10,550.00
03 - ICT Equipment	6,600.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>87,991.59</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**RICARDO M. RENEGADO, JR.**  
Municipal Planning & Dev't. Coordinator

OFFICE: Office of the Municipal Civil Registrar

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	3,350.00
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	10,515.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	6,800.00
03 - ICT Equipment	10,000.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>30,665.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**DEXTER R. SARCON**  
Municipal Civil Registrar

OFFICE: General Service Office

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	6,173.80
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	20.10
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	11,005.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	6,800.00
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	180.00
03 - ICT Equipment	500.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>24,678.90</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

9.

**EPHIPANY JOYCE A. PAMENIANO**  
General Service Officer

OFFICE: Rural Health Unit & Women's Health Center

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	42,051.00
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	250.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	4,687.00
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	46.75
Other Supplies and Materials Expense	3,000.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	2,550.00
03 - ICT Equipment	15,000.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	800.00
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>68,384.75</b>


This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**ESTARMIO P. ZAFICO**  
 Municipal Health Officer

OFFICE: Municipal Social Welfare & Development Office

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	20,741.68
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	24,100.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	2,400.00
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	2,100.00
03 - ICT Equipment	3,000.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>52,341.68</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**RENNA G. AGUDERA**  
 MSWDO

OFFICE: Municipal Agriculture

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	15,000.00
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	487.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	180.00
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	10,000.00
Other Supplies and Materials Expense	5,825.00
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	
03 - ICT Equipment	
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>31,492.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**EMELINDA B. ALABADO**  
 Municipal Agriculturist



OFFICE: Office of the Municipal Engineer

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	9,060.80
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	11,665.00
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	
05 - Slaughterhouses	
99 - Other Structures	20,820.00
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	10,000.00
02 - Office Equipment	4,511.73
03 - ICT Equipment	1,500.00
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>57,557.53</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24, 2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

**MARIO FREDERICK D. MONTERO**  
Municipal Engineer

OFFICE: Market and Slaughterhouse

ACCOUNT TITLE	AMOUNT
<b>Traveling Expenses</b>	
<b>Supplies and Materials Expenses</b>	
Office Supplies Expenses	
Accountable Forms Expenses	
Animal/Zoological Supplies Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Other Supplies and Materials Expense	29,139.72
<b>Utilities</b>	
Water Expenses	
Electricity Expenses	
<b>Communication Expenses</b>	
Postage and Courier Service	
Telephone Expenses	
Internet Subscription Expenses	
<b>Repairs and Maintenance</b>	
<i>Repairs and Maintenance - Infrastructure Assets</i>	
08 - Parks, Plazas, Monuments	
<i>Repairs and Maintenance - Buildings and Other Structures</i>	
01 - Buildings	
04 - Markets	79,840.28
05 - Slaughterhouses	80,000.00
99 - Other Structures	
<i>Repairs and Maintenance - Machinery and Equipment</i>	
01 - Machinery	
02 - Office Equipment	
03 - ICT Equipment	
08 - Construction and Heavy Equipment	
09 - Disaster Response and Rescue Equipment	
11 - Medical Equipment	
<i>Repairs and Maintenance - Transportation Equipment</i>	
01 - Motor Vehicles	
04 - Watercraft	
<i>Repairs and Maintenance - Furniture and Fixtures</i>	
<b>Advertising Expenses</b>	
<b>Printing and Publication Expenses</b>	
<b>Transportation and Delivery Expenses</b>	
<b>TOTAL</b>	<b>188,980.00</b>

This is to certify that the above-mentioned unutilized MOOE appropriations as of November 24,2023 are available for reversion to fund the grant of CNA Incentives for Fiscal Year 2023.

  
**VICTORIA N. FULACHE**  
Municipal Treasurer

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