

Sector: DEVELOPMENT ADMINISTRATION

Sub-Sector: PUBLIC FINANCE

Agency: PROVINCIAL BUDGET & MANAGEMENT OFFICE (PBMO)

HIGHLIGHTS OF ACCOMPLISHMENTS FOR CY 2005

| PROGRAM/ PROJECT/ ACTIVITIES | HIGHLIGHT OF ACCOMPLISHMENT |
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| Budgeting and Financial Management | <ul style="list-style-type: none">• Finalized documents for CY 2005 Annual Budget, submitted approved copies to DBM and followed up approval• Prepared and submitted to the Governor the CY 2005 Gender and Development Plan of the Province• Reviewed the Financial and Work Plan and Request for Allotment of 35 Department/Satellite Offices/Hospitals• Issuance of Advice of Allotments to 35 Departments/Satellite Offices/Hospitals• Prepared 3 supplemental Budgets and submitted approved copies to DBM and followed-up approval• Prepared 71 Augmentation of Funds & effected additions/reductions of appropriations of respective department/office/hospital budgets• Reviewed the Annual and Supplemental Procurement Plan of all departments/offices/hospitals• Processed and Certified as to Existence of Appropriations 22,153 ALOBS for various claims/PO/ Job Orders• Assisted the Governor on:<ul style="list-style-type: none">* Issuance of Budget Call for CY 2006 Budget* Consolidation of all Budget Proposals of all Department /Satellite Offices / Hospitals* Adjustment of data appropriation (reduction/additions) per approval by the Governor during budget hearings and or deliberations* Submitted final copy of the Proposed CY 2006 Executive Budget to the Governor/ SP• Prepared and submitted to the Governor / Sangguniang Panlalawigan the following reports:<ul style="list-style-type: none">* Monthly Report of Appropriation Balances & Expenditures of the Province and the 47 component municipalities to the DBM• Attended SP sessions, budget hearings, committee meetings involving appropriation matters• Attended BAC meetings and awarding of bids• Submitted to the Governor, Sangguniang Panlalawigan, other members of LFC the outcome of the CY 2005 Budgetary Operation, wherein the provincial government has far exceeded its expected surplus for CY 2005 |

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| | <ul style="list-style-type: none"> • Attended MEB meetings/conferences |
| Budget Review | <ul style="list-style-type: none"> • Assisted the Sangguniang Panlalawigan on the review of 116 budgets of the 47 municipalities and the city of Tagbilaran, and submitted appropriate recommendations for its legislative action • Answered inquiries made by MBO & other local officials relative to budgetary matters, issues and concerns on budget circulars / orders from the DBM • Issued certification on 45/55% PS appropriations as requested by component LGUs and the DBM to support request for the creation of new positions and or reclassification of position title • Sent BLECS messages to MBOs on lacking documents supporting LGUs budget |
| Human Resource Development | <ul style="list-style-type: none"> • Sent all PBO personnel to the Seminar Workshop on R.A. 9184 and its Implementing Rules and Regulations Part A held at the Bohol Tropics Resort this City • 4 personnel undergone Training/ Seminar on Enhancing Local Finance: Resource Generation, Mobilization, sponsored by the Provincial Government of Bohol and PAHRDF <ul style="list-style-type: none"> * Component 1- Live-Out Seminar @ Bohol Tropics * Component 2- Local Benchmarking at the Province of Laguna and Bulacan * Component 3- Benchmarking @ Brisbane Australia (for Department Heads) * Component 4- Coaching Period for the Drafting of the MTDP • In House Hands on Training on Word and Excel Applications for Staff in charge of the Control of Appropriations • Sent 1 personnel to EMS Training: <ul style="list-style-type: none"> * Re-orientation ISO 2004 version * Review on Bohol Environment Risk Assistance (B E R A) |

Program
Management

- Conducted the Mid Year Assessment and Strategic Planning Workshop at Paradise Hill, Matin-ao Sierra Bullones, Bohol
- Continued implementation of the Card Indexing of all Purchase Request/ Job Orders for spare parts, lubricant, oils of all vehicles
- Assisted the Office of the Governor on the supervision of the casual employees assigned on the processing of the Insurance of Barangay Tanods, Day Care and Health Workers covered under the "Governor's Insurance Fund "
- Conduct of Regular Monthly Meeting of the Municipal Budget Officer
- Regular liquidation on Petty Cash Advance
- Submission of the Work Targets & PEP of all PBO Personnel
- Submitted Report of Absenteeism and tardiness
- Scheduled scheme on the enjoyment of special leave privileges and monetization of leave credits of PBO personnel
- Continued monitoring of blood pressures of all employees
- Installed initial Automated Inquiry System for Appropriation Balances and Expenditures
- Conducted regular check up on all IT facilities and provided replacement of worn out parts / accessories
- Implemented Job rotation
- Implementation of EMS
 - * Maintenance of office cleanliness
 - * Proper segregation of waste
 - * On and Off of lights, air conditioning and IT facilities during scheduled time
- Saved the amount of P59,781.00, equivalent to 15% of our CY 2005 Annual MOEE Appropriation thru faithful compliance/implementation of the guidelines/policies on the Provincial Government Austerity Measures.