



APPROPRIATION
ORDINANCE NO. 02-2022
(Annual Budget January 01, 2023
to December 31, 2023)

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Republic of the Philippines
Province of Davao del Norte
MUNICIPALITY OF KAPALONG
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SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 17TH REGULAR SESSION OF THE 11TH SANGGUNIANG BAYAN OF KAPALONG, DAVAO DEL NORTE, HELD IN THE MUNICIPAL SB SESSION HALL, MANIKI, KAPALONG, DAVAO DEL NORTE ON OCTOBER 24, 2022, MONDAY.

PRESENT:

Hon. Edgardo L. Timbol	(Municipal Vice Mayor) Regular Presiding Officer
Hon. Edgardo R. Timbol, Jr.	SB Member
Hon. Joevin P. Doriman	SB Member
Hon. Atty. Thacher C. Jara	SB Member
Hon. Eduardo A. Domat-ol	SB Member
Hon. Jonathan P. Pineda, Sr.	SB Member
Hon. Edilberto C. Febria	SB Member
Hon. Baltazar R. Solis, Jr.	SB Member
Hon. Romel J. Beldua	SB Member
Hon. Melchor Domingo M. Royo	Ex-Officio/ABC President
Hon. Jonas O Royo	Ex-Officio/SKMF President

ON OFFICIAL BUSINESS:

Hon. Gemma Q. Rarangol	Ex-Officio/IPMR
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APPROPRIATION ORDINANCE NO. 02-2022

Series of 2022

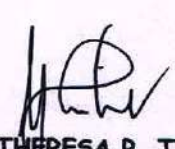
AN ORDINANCE AUTHORIZING THE ANNUAL BUDGET OF THE MUNICIPALITY OF KAPALONG, DAVAO DEL NORTE, FOR FISCAL YEAR 2023 IN THE TOTAL AMOUNT OF FOUR HUNDRED SIXTY MILLION, THREE HUNDRED EIGHTY THOUSAND, THREE HUNDRED THIRTY-FOUR PESOS (PHP460,380,334.00) COVERING THE VARIOUS EXPENDITURES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT FOR FISCAL YEAR 2023, AND APPROPRIATING THE NECESSARY FUNDS FOR THE PURPOSE.

Sponsor: Hon. Eduardo A. Domat-ol

Now therefore, on motion of Hon. Eduardo A. Domat-ol, duly seconded by all other SB Members present, it is hereby enacted in Regular Session assembled that:

Section 1. The Annual Budget of the Municipality of Kapalong for Fiscal Year 2023 in the total amount of Four hundred sixty million, three hundred eighty thousand, three hundred thirty-four pesos (PhP460,380,334.00) covering the various expenditures for the operation of the Municipal Government for the year 2023 is hereby approved.

Approved:


MARIA THERESA R. TIMBOL
Municipal Mayor

Section 2. Sources of Funds. There is an estimated income of Four hundred sixty million, three hundred eighty thousand, three hundred thirty-four pesos (PhP460,380,334.00) in the details of which are shown below:

CERTIFIED STATEMENT OF INCOME
CALENDAR YEAR 2023

Municipality: **Kapalong**

Fund: **General**

Particulars	Account Code	Budget Year Receipts Estimate
I. Receipts		
A. Local Sources		
1. Tax Revenue		
Community Tax	4-01-01-050	1,350,000.00
Real Property Tax	4-01-02-040	4,500,000.00
Business Tax	4-01-03-030	16,530,000.00
Tax on Sand and Gravel Quarry Products	4-01-03-040	1,000,000.00
Amusement Tax	4-01-03-060	30,000.00
Fines and Penalties-Tax on Ind. & Corporations	4-01-05-010	25,000.00
Fines and Penalties-Property Taxes	4-01-05-020	400,000.00
Fines and Penalties-Other Taxes	4-01-05-040	250,000.00
National Tax Allotment	4-01-06-010	415,884,334.00
Total Tax Revenue		439,969,334.00
2. Business and Service Income		
a. Service Income		
Permit Fees	4-02-01-010	4,000,000.00
Registration Fees	4-02-01-020	250,000.00
Registration plates, tags & stickers fees	4-02-01-030	270,000.00
Clearance/Certification Fees	4-02-01-040	1,350,000.00
Supervision & Regulation Enforcement Fees	4-02-01-070	200,000.00
Inspection Fees	4-02-01-100	800,000.00
Verification and Authentication Fees	4-02-01-110	300,000.00
Processing Fees	4-02-01-130	500,000.00
Occupation Fees	4-02-01-140	1,000,000.00
Fees on Weights and Measures	4-02-01-160	100,000.00
Fines and Penalties - Service Income	4-02-01-980	150,000.00
Other Service Income	4-02-01-990	500,000.00
b. Business Income		
Rent Income-KCAST Stall rental	4-02-02-050	480,000.00
Garbage Fees	4-02-02-190	700,000.00
Medical/Dental/Laboratory Fees	4-02-02-200	100,000.00
Interest Income	4-02-02-220	80,000.00
Fines and Penalties - Business Income	4-02-02-980	1,000.00
Total Business and Service Income		10,781,000.00
Receipts from Economic Enterprise		
Rent Income - Gym Rental	4-02-02-050	10,000.00
Rent Income-Heavy Equipment Rental	4-02-02-050	4,100,000.00
Rent Income -Training Center	4-02-02-050	200,000.00
Transportation System Fees	4-02-02-070	1,500,000.00
Receipts from Market Operation	4-02-02-140	3,000,000.00
Receipts from Slaughterhouse Operation	4-02-02-150	400,000.00
Receipts from Cemetery Operation	4-02-02-160	420,000.00
Total Receipts from Economic Enterprise		9,630,000.00
TOTAL AVAILABLE RESOURCES FOR APPROPRIATION CY 2023		460,380,334.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS CY 2023

LGU: Kapalong

Office/Department: Office of the Mayor

MANDATE:

Pursuant to Section 444 (a) of the Local Government Code of 1991, the Municipal Mayor, as the chief executive of the municipal government, shall exercise the following;

1. Exercise general supervision and control over all programs, projects and activities of the municipal government.
2. Enforce all laws and ordinances relative to the governance of the municipality and exercise of its corporate powers provided for under Section 22 of the Local Code, implement all approved policies, programs, projects, services and activities of the municipality
3. Initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development plans, program objectives priorities as provided for under Section 18 of the Local Code.
4. Ensure the delivery of basic services and the provisions of adequate facilities as provided for under Section 17 of the Code
5. Exercise such other powers and performs such other duties and functions as maybe prescribed by law or ordinance.

VISION: To institute a system of sound planning, organization and control over all matters relative to the operations of governance of the Local Government Unit of Kapalong.

MISSION:

1. To improve the administrative system to facilitate the delivery of basic services to the people through institutional reforms which shall embrace a more flexible and responsive organizational structure and installation of effective systems and procedures;
2. To upgrade the competence personnel through good working conditions, cordial and harmonious relations in the organization and the conduct of human resource development programs and interventions;
3. To improve technical assistance for advancement and to encourage the organization and participation of civil society, peoples' organizations and non-government organizations and to strengthen cooperatives among small and medium industries to enhance the livelihood generation capabilities as well as tap other socio-economic undertaking aim at increasing the per capita income of the people;
4. To adopt a policy of consultation, transparency and accountability in public office to consistently monitor and evaluate all projects and activities in the local government unit to meet performance standards and targets.

ORGANIZATIONAL OUTCOME

AIP Refere nce Code	Program/Project/ Activity Description	Major Final Output	Performance/ Output Indicator	Target for the Budget Year	Proposed Budget for the Budget Year 2023			
					PS	MOOE	CO	Total
	Conducts EXECOM meetings, planning, assessment and evaluation sessions with the different offices, department and section heads, and mandated special bodies and councils as deemed necessary.	Executive Services	# of Meetings, planning & evaluation sessions on EXECOM & special bodies & boards convene & held as basis for policy and program/ project formulation & implementation	30 meetings		100,000		

AIP Reference Code	Program/Project/ Activity Description	Major Final Output	Performance/ Output Indicator	Target for the Budget Year	Proposed Budget for the Budget Year			
					PS	MOOE	CO	Total
	Issues administrative memo, executive and office orders as necessary for the proper enforcement and execution of laws ordinances and internal policies		# of administrative, memo, executive and special orders issued for the enforcement & implementation of LGU policies and sound personneling	80 various orders				
	Appoint all career and non-career officials and employees in the executive offices whose salaries and wages are wholly or mainly paid out of municipal funds		# of appointments & job contracts issued in accordance with laws and duly validated by the concerned reviewing office	350 employees				
	Conducts and authorizes HRD programs, activities and interventions as well as health and wellness programs aim at producing productive workforce		# of in-house trainings, health and wellness activities conducted and seminars/training outside of LGU attended by workforce related to ones' functions	20 HRD program trainings intervention				
	Authorizes and approves leave of absences and official travels of officials and employees		# of leave of absence and permission/pass slips approved and authorized	1,500 leave permissions/ pass slip				
	Solemnize marriages in accordance with the existing law		# of solemnized marriages duly recommended by the registrars' office	35 marriages				
	Prepares and submits executive annual budget/supplemental budgets of the municipality including augmentations to the Sangguniang Bayan for approval		# of annual and supplemental budget prepared and submitted to SB on time for legislation	25 budget proposals				
	Issues licenses and permits and conducts ocular inspections and suspends or revokes the same for any violations of the conditions upon which said licenses or permits had been issued, pursuant to law or ordinance		# of issued licenses, permits and clearances, conducted ocular inspection to validate the business and occupation	1,500 permits/ licenses				
	Authorizes and approves lawful financial claims and disbursements on PS, MOOE and Capital Outlay in accordance with the existing accounting rules and laws		# of lawful financial claims and procurement approved after satisfying all the mandated supporting documents in consistent with the accounting, COA and DBM laws	4,000 financial documents/ claims				

AIP Reference Code	Program/Project/ Activity Description	Major Final Output	Performance/ Output Indicator	Target for the Budget Year	Proposed Budget for the Budget Year			
					PS	MOOE	CO	Total
	Directs formulation of municipal development plan, MDRRM plan, GAD plan, AIP and other mandated plans with the technical assistance of their respective councils		# of Mun. Dev't. Plan, MDRRM plan, GAD plan, AIP and other mandated plans formulated, reviewed, approved, in placed and implemented	6 plans				
	Facilitates financial and medical assistance		# of financial assistance on burial, medicine, calamities and hospitalization are facilitated and given on time to the lawful beneficiaries and indigents	2,000 claimants		1,500,000		
	Transparent procurement services /transactions processed in accordance with the existing rules and laws		# of lawful financial claims and procurement approved and paid after satisfying the required processes and documentation	5,000 procurement processed				
	Establishment of storage and stockrooms for the procured supplies, materials, equipments and facilities in accordance with the existing laws		# of stock room for supplies and materials, engineering materials and agricultural materials and products established with maintained and updated Transactions	3 stock rooms maintained & operated				
	Transmits and receives radio messages and facilitated them properly		# of transmitted outgoing messages and received all in coming radio messages delivered to concerned personnel and offices	2,200 messages				
	Implements strategies, development plans and regular programs including monitoring services to establish and maintain public safety and peace and order within the locality for the general public		# of various activities, monitoring strategies, programs and projects conducted for the safety and peace and order of the general public in the entire municipality	14 regular salient PO/ PPAs		21,946,000		
	Maintains and supervises the effectivity on the operations of the regular functions and programs of the front line services and sections under the Mayor's Office		# of front line services, programs and sections under the Mayor's Office properly supervised and maintained and mandatory functions and services performed to serve the public	6 sections programs maintained				
	Implementation of sports and cultural development program		# of sports activities & sports clinic conducted municipal wide for all sectors	12 sports activities and clinic		2,183,000		

Implementations and promotion of tourism programs and festivals	# of tourism activities and festivals conducted to promote the tourist destinations and sites of the municipality	4 activities festivals caving assessments	598,500		
Implementation of programs to promote and preserve the cultural heritage of Kapalong	# of socio cultural programs & activities promoted and conducted	16 activities	2,887,500		
Maintenance and upgrading of integrated management information system of the LGU operation	# of systems served for the LGU offices	100% various systems served	233,000		
Maintenance of the established tribal affairs office to cater services for the Indigenous Peoples (IPs)	# of different services and assistance extended to the IPs community	2,000 IPs	520,000		
Implementation of programs and services related to trade and industry, cooperative, micro-financing, housing and community affairs	# of activities conducted	612 beneficiaries and 12 activities	1,938,000		
Conducts moral recovery programs to different sectors (agencies, schools, organizations, barangays, uniformed men and others)	# of MRP and spiritual activities conducted regularly to the target sectors for the upliftment of spiritual life and moral uprightness enhancement of the constituents	144 MRP sessions	500,000		

Section 3. Use of Funds. The following are hereby appropriated for the operation of the Municipality of Kapalong, Davao del Norte, from January 1 to December 31, 2023.

OFFICE OF THE MAYOR (CY 2023)

Executive Governance Services, Office of the Municipal Mayor.....				96,787,449.00
	<u>Current Operating Expenditures</u>			
	Personnel	Maintenance and	Capital	
	<u>Services</u>	<u>Other Operating</u>	<u>Outlay</u>	<u>Total</u>
		<u>Expenses</u>		
A. Program				
Executive Governance Services	19,067,049.00	77,720,400.00	-	96,787,449.00
Total New Appropriations	19,067,049.00	77,720,400.00	-	96,787,449.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	Sector	Allotment Class	Account Code	Amount
	1011			
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	9,303,514.00
Salaries and Wages - Contractual			5-01-01-020	1,859,880.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	1,272,000.00
Representation Allowance			5-01-02-020	97,200.00
Transportation Allowance			5-01-02-030	97,200.00
Clothing /Uniform Allowance			5-01-02-040	318,000.00
Year End Bonus			5-01-02-140	930,520.00
Cash Gift			5-01-02-150	265,000.00
Other Bonuses and Allowances-Mid Year Bonus			5-01-02-990	930,176.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	1,339,607.00
Pag-I.B.I.G Contributions			5-01-03-020	63,600.00
PHILHEALTH Contributions			5-01-03-030	243,693.00
Employees Compensation Insurance Premiums			5-01-03-040	63,600.00
Other Personnel Benefits				
Terminal Leave Benefits			5-01-04-030	500,000.00
Other Personnel Benefits - Monetization			5-01-04-990	1,344,059.00
Other Personnel Benefits - Loyalty Awards			5-01-04-990	15,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	265,000.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	159,000.00
Total PS				19,067,049.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	150,000.00
Traveling Expenses - Foreign			5-02-01-020	100,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	250,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	500,000.00
Drugs and Medicines Expenses			5-02-03-070	4,500,000.00
Fuel, Oil and Lubricants Expenses			5-02-03-090	6,900,000.00
Other Supplies and Materials Expenses			5-02-03-990	3,000,000.00
Utility Expenses				
Water Expenses			5-02-04-010	328,400.00
Electricity Expenses			5-02-04-020	6,000,000.00

Approved:

MARIA TERESA R. TIMBOL
Municipal Mayor

Program	Sector 1011	Allotment Class	Account Code	Amount
Communication Expenses				
Postage and Courier Services			5-02-05-010	2,000.00
Telephone Expenses			5-02-05-020	260,000.00
Internet Subscription Expenses			5-02-05-030	400,000.00
Survey Expenses			5-02-07-010	400,000.00
Confidential Expenses			5-02-10-010	9,750,000.00
Profesional Services				
Legal Services			5-02-11-010	50,000.00
Auditing Services			5-02-11-020	250,000.00
Other Professional Services			5-02-11-990	350,000.00
Repairs and Maintenance				
Repairs and maintenance - Building and Other Structures			5-02-13-040	3,000,000.00
Repairs and maintenance - Machinery and Equipment			5-02-13-050	1,000,000.00
Repairs and maintenance - Transportation Equipment			5-02-13-060	1,500,000.00
Taxes, Insurance Premiums and Other Fees				
Fidelity Bond Premiums			5-02-16-020	400,000.00
Insurance Expenses - Handheld Radio			5-02-16-030	50,000.00
Insurance Expenses - Vehicles			5-02-16-030	2,200,000.00
Advertising Expenses			5-02-99-010	30,000.00
Representation Expenses			5-02-99-030	20,000.00
Transportation and Delivery Expenses			5-02-99-040	20,000.00
Rent Expenses			5-02-99-050	600,000.00
Membership Dues and Contributions to Organizations			5-02-99-060	10,000.00
Subscription Expenses			5-02-99-070	150,000.00
Subsidies and Donations				
Donations			5-02-99-080	
-Aid to COMELEC				500,000.00
-Paupers Burial				1,500,000.00
-Aid to Davao Regional Medical Center				1,000,000.00
-Aid to Araw ng mga Barangay				280,000.00
-Aid to Liga ng mga Barangay				1,300,000.00
-Aid to Public Attorney's Office				210,000.00
-Aid to KULEA				200,000.00
Other Maintenance and Operating Expenses			5-02-99-990	800,000.00
OMOE-Local counterpart contribution for KALAHIL CIDD/NCDDP Program			5-02-99-990	1,400,000.00
OMOE-Registration of Vehicles			5-02-99-990	360,000.00
Administrative Support to the following:				
Executive Committee (EXECOM) Activities			5-02-99-990	100,000.00
Local Health Board			5-02-99-990	50,000.00
Civic Action Program			5-02-99-990	2,000,000.00
Municipal Development Council			5-02-99-990	100,000.00
Executive Support Services			5-02-99-990	15,000,000.00
Pantawid Pamilya (2Ps) Program			5-02-99-990	100,000.00
Gurolympics Teachers' Day Activities			5-02-99-990	600,000.00
People's Law Enforcement Board Services			5-02-99-990	150,000.00
Business One-Stop-Shop Implementation			5-02-99-990	100,000.00
Municipal Security Group Services			5-02-99-990	300,000.00
Local Youth Development Program			5-02-99-990	300,000.00
Local Counterpart for KALAHIL CIDD FA			5-02-99-990	5,000,000.00
Micro Finance Livelihood Assistance			5-02-99-990	500,000.00
Peace Day Activities			5-02-99-990	600,000.00
Crisis Intervention Program			5-02-99-990	1,000,000.00
Sustainable Livelihood Program			5-02-99-990	2,000,000.00
Financial Expenses				
Other Financial Charges			5-03-01-990	100,000.00
Total Maintenance & Other Operating Expenses				77,720,400.00
2.0 Capital Outlay				
Total Capital Outlay				-
TOTAL APPROPRIATIONS, OFFICE OF THE MAYOR-CY 2023				96,787,449.00

CO

Approved:

MARIA TERESA R. TIMBOL
Municipal Mayor

**MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND
TARGETS CY 2023
LGU: Kapalong**

Office/Department: Office of the Municipal Vice Mayor

Mandate:

- 1) Be the presiding officer of the Sangguniang Bayan and sign all warrants drawn on the municipality treasury for all expenditures appropriated for the operation of the Sangguniang Bayan;
- 2) Assume the Office of the Municipal Mayor for the unexpired term of the latter in the event of permanent vacancy as provided for in Section 44, Book 1 of thru Local Government Code of 1991;
- 3) Exercise the powers and perform the duties and functions of the Municipal Mayor in cases of temporary vacancy as provided for in Section 46, Book 1 of the Local Government Code of 1991, and;
- 4) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Vision:

The office of the Municipal Vice-Mayor envisions to legislate a law with sustained and inclusive economic growth that is driven by transparent and accountable local governance, effective civil servants and empowered citizenry.

Mission:

The office of the Municipal Vice Mayor shall be a model in local legislation effectively responding to the welfare of its people through innovative ordinances and resolutions and integrated strategy anchored on:

- Creation of business friendly and competitive climate;
- Support for poverty alleviation and capability building and establishment of priority infrastructures;
- Protection of environment and promotion of a healthy lifestyle
- Maintenance of a peaceful, orderly and disaster resilient communities.

Organizational Outcome:

AIP Reference Code (1)	Program/ Project/ Activity Description (2)	Major Final Output (3)	Performan ce/ Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	Presides the session		# of sessions presided	48 sessions	92,000	10,000		102,000
	Holds consultation/meeting w/ Brgy. & Municipal Officials on development		# of consultation s/ meetings conducted	45 meetings & consultations conducted	92,000	10,000		102,000
	Attend the regular monthly meeting and convention of the Vice Mayors League of the Philippines		# of meetings & conventions attended	12 meetings & 1 convention attended	92,000	10,000		102,000
	Performs other duties & functions of the Municipal Mayor as may deemed necessary		As need arises	As need arises	50,000	10,000		60,000

Approved: 

MARIA THERESA R. TIMBOL
Municipal Mayor

OFFICE OF THE VICE MAYOR (CY 2023)

For Legislative Services, Office of the Vice Mayor

5,183,507.00

	Current Operating Expenditures			Total
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
A. Program				
a. Legislative Services	3,183,507.00	2,000,000.00	-	5,183,507.00
Total New Appropriations	3,183,507.00	2,000,000.00	-	5,183,507.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	Sector	Allotment Class	Account Code	Amount
1016				
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	1,936,842.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	120,000.00
Representation Allowance			5-01-02-020	91,800.00
Transportation Allowance			5-01-02-030	91,800.00
Clothing /Uniform Allowance			5-01-02-040	30,000.00
Year End Bonus			5-01-02-140	161,487.00
Cash Gift			5-01-02-150	25,000.00
Other Bonuses and Allowances-Mid Year Bonus			5-01-02-990	161,320.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	232,421.00
Pag-I.B.I.G Contributions			5-01-03-020	6,000.00
PHILHEALTH Contributions			5-01-03-030	42,604.00
Employees Compensation Insurance Premiums			5-01-03-040	6,000.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	233,233.00
Other Personnel Benefits - Loyalty Awards			5-01-04-990	5,000.00
Other Personnel Benefits-Productivity Enhancement Incentives			5-01-04-990	25,000.00
Other Personnel Benefits-Anniversary Bonus			5-01-04-990	15,000.00
Total PS				3,183,507.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	200,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	185,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	25,000.00
Fuel, Oil and Lubricants Expenses			5-02-03-090	750,000.00
Other Supplies and Materials Expenses			5-02-03-990	180,000.00
Utility Expenses				
Water Expenses			5-02-04-010	10,000.00
Electricity Expenses			5-02-04-020	300,000.00
Communication Expenses				
Internet Subscription Expenses			5-02-05-030	48,000.00
Cable, Satellite, Telegraph and Radio Expenses			5-02-05-040	10,000.00
Repairs and Maintenance				
Repairs and maintenance - Machinery and Equipment			5-02-13-050	15,000.00
Repairs and maintenance - Transportation Equipment			5-02-13-060	50,000.00
Repairs and maintenance - Other Property, Plant and Equipment			5-02-13-990	60,000.00
Taxes, Insurance Premiums and Other Fees				
Fidelity Bond Premiums			5-02-16-020	50,000.00
Insurance Expenses-Vehicles			5-02-16-030	27,000.00
Rent Expenses			5-02-99-050	20,000.00
Membership Dues and Contributions to Organizations			5-02-99-060	20,000.00
Other Maintenance and Operating Expenses			5-02-99-990	50,000.00
Total Maintenance & Other Operating Expenses				2,000,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-
TOTAL APPROPRIATIONS, OFFICE OF THE VICE MAYOR-CY 2023				5,183,507.00

Approved:

MARIA TERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS
AND TARGETS CY 2023

LGU: Kapalong

Office/Department: Office of the Sangguniang Bayan

Mandate:

Pursuant to Section 447 (a) of the Local Government Code of 1991, the Sangguniang Bayan, as the legislative body of the Municipality of Kapalong, is mandated to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of the Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code, and shall:

- 1) Approve ordinances and pass resolutions necessary for an efficient and effective municipal government;
- 2) Generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the municipality as provided for under Section 18 of the Code with particular attention to agro-industrial development and countryside growth and progress;
- 3) Subject to the provisions of Book II of the Code, grant franchise, enact ordinances authorizing the issuance of permits or licenses, or enact ordinances levying taxes, fees and charges upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality;
- 4) Regular activities relative to the use of land, buildings and structures within the municipality in order to promote the general welfare;
- 5) Approve ordinances which shall ensure the efficient delivery of the basic services and facilities as provided for under Section 17 of RA 7160; and
- 6) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Vision:

The Sangguniang Bayan envisions for an improved Municipality made realized through the strictly implemented responsive policies and measures duly legislated by the August Body, and to become an efficient institution that adhere paperless legislation through utilizing the technology and reducing dependency on paper.

Mission:

To pass measures in the forms of resolutions and ordinances that address poverty reduction, gender equality, environmental protection, peace/unity, accountability/transparency, and citizen participation, all geared toward the achievement of its vision.

Organizational Outcome

AIP Refer ence Code (1)	Program/ Project/ Activity Description (2)	Major Final Output (3)	Performanc e/ Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	Legislation	Municipal Resolutions	# of Mun. Resolutions duly adopted	150 Mun. Resolutions adopted within a year	21,126,691	4,000,000		25,426,691
		Municipal Ordinances	# of Mun. Ordinances duly enacted	34 Mun. Ordinances enacted within a year				

OFFICE OF THE SANGGUNIANG BAYAN (CY 2023)

For Legislation Services, Office of the Sangguniang Bayan.....

25,788,545.00

	<u>Current Operating Expenditures</u>			<u>Total</u>
	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlay</u>	
A. Program				
a. Legislation Services	<u>21,788,545.00</u>	<u>4,000,000.00</u>	<u>-</u>	<u>25,788,545.00</u>
Total New Appropriations	<u>21,788,545.00</u>	<u>4,000,000.00</u>	<u>-</u>	<u>25,788,545.00</u>

New Appropriation by Sector, Allotment Class and Object of Expenditures

<u>Program</u>	<u>Sector</u>	<u>Allotment Class</u>	<u>Account Code</u>	<u>Amount</u>
	1021			
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	11,777,496.00
Salaries and Wages - Contractual			5-01-01-020	1,351,800.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	648,000.00
Representation Allowance			5-01-02-020	891,000.00
Transportation Allowance			5-01-02-030	891,000.00
Clothing /Uniform Allowance			5-01-02-040	162,000.00
Year End Bonus			5-01-02-140	1,092,977.00
Cash Gift			5-01-02-150	135,000.00
Other Bonuses and Allowances-Mid Year Bonus			5-01-02-990	1,092,817.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	1,575,516.00
Pag-I.B.I.G Contributions			5-01-03-020	32,400.00
PHILHEALTH Contributions			5-01-03-030	295,406.00
Employees Compensation Insurance Premiums			5-01-03-040	32,400.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	1,579,733.00
Other Personnel Benefits - Loyalty Awards			5-01-04-990	15,000.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	81,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	135,000.00
Total PS				<u>21,788,545.00</u>
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	605,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	715,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	107,000.00
Fuel, Oil and Lubricants Expenses			5-02-03-090	1,200,000.00
Other Supplies and Materials Expenses			5-02-03-990	270,000.00
Utility Expenses				
Water Expenses			5-02-04-010	5,000.00
Electricity Expenses			5-02-04-020	250,000.00
Communication Expenses				
Postage and Courier Services			5-02-05-010	5,000.00
Telephone Expenses			5-02-05-020	208,000.00
Internet Subscription Expenses			5-02-05-030	30,000.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

Program	<u>Sector</u> 1021	<u>Allotment</u> <u>Class</u>	<u>Account</u> <u>Code</u>	<u>Amount</u>
Repairs and Maintenance				
Repairs and maintenance - Machinery and Equipment			5-02-13-050	50,000.00
Repairs and maintenance - Transportation Equipment			5-02-13-060	50,000.00
Taxes, Insurance Premiums and Other Fees				
Fidelity Bond Premiums			5-02-16-020	50,000.00
Insurance Expenses-Vehicles			5-02-16-030	35,000.00
Advertising Expenses			5-02-99-010	10,000.00
Printing and Publication Expenses			5-02-99-020	70,000.00
Membership Dues and Contributions to Organizations			5-02-99-060	90,000.00
Other Maintenance and Operating Expenses			5-02-99-990	250,000.00
Total Maintenance & Other Operating Expenses				4,000,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-
TOTAL APPROPRIATIONS, OFFICE OF THE SANGGUNIANG BAYAN-CY 2023				25,788,545.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS CY 2023

LGU: Kapalong

Office/Department: Office of the Secretary to the Sanggunian

Mandate:

Pursuant to Section 469 (a) and (d) of the Local Government Code of 1991, the Secretary to the Sanggunian shall take charge of the Office of the Secretary to the Sanggunian and shall:

- 1.) Attend meetings of the Sanggunian and keep a journal of its proceedings;
- 2.) Keep the seal of the Local Government Unit and affix the same with his signature to all ordinances, resolutions, and other official acts of the sanggunian and present the same to the presiding officer for his signature;
- 3.) Forward to the governor or mayor, as the case may be, for approval, copies of ordinances enacted by the sanggunian and duly certified by the presiding officer, in the manner provided in Section 54 under Book I of this Code;
- 4.) Forward to the sanggunian panlungsod or bayan concerned, in the case of the sangguniang barangay, and to the sangguniang panlalawigan concerned, in the case of the sangguniang panlungsod of component cities or sangguniang bayan, copies of duly approved ordinances, in the manner provided in Section 56 and 57 under Book I of this code;
- 5.) Furnish, upon request of any interested party, certified copies of records of public character in his custody, upon payment to the treasurer of such fees as may be prescribed by ordinance;
- 6.) Record in a book kept for the purpose, all ordinances and resolutions enacted or adopted by the sanggunian, with the dates of passage and publication thereof;
- 7.) Keep his office and all non-confidential records therein open to the public during the usual business hours;
- 8.) Translate into the dialect used by the majority of the inhabitants all ordinances and resolutions immediately after their approval, and cause the publication of the same together with the original version in the manner provided under this code;
- 9.) Take custody of the local archives and, where applicable, the local library and annually account for the same; and
- 10.) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance relative to his position.

Vision:

The Office of the Secretary to the Sanggunian envisions to becoming an effective and accountable institution in the Local Government Unit of Kapalong, a competent secretariat of the Sangguniang Bayan, and contributory in the development of the Municipality through the legislative measures.

Mission:

To proficiently provide the Sangguniang Bayan secretariat services, backstopping and research, public and media affairs, Legislative Tracking System (LTS), security services, and records and archives

Organizational Outcome:

AIP Reference Code (1)	Program/Project/Activity Description (2)	Major Final Output (3)	Performance / Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	Secretariat services	Journal & minutes of the session	25 journal & minutes of the session transcribed	29 journal & minutes of the session transcribed within a year	3,484,862	225,000		3,709,862
	Research	Public Hearing	3 public hearings transcribed	4 public hearings transcribed within a year				
	Public & Media Affairs	Communication letters	80 communication letter sent	90 communication letter sent within a year				

Legislative Tracking System	Municipal Resolutions	100 municipal resolutions finalized	110 municipal resolutions finalized within a year				
	Municipal Ordinances	30 Municipal Ordinances finalized	34 Municipal Ordinances finalized within a year				
	Agenda	48 Agenda prepared	50 agenda prepared				
	Records, archives and LTS	90% of Legislative documents duly recorded & entered in the LTS	100% of Legislative documents duly recorded & entered in the LTS within a year				

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Approved: *[Signature]*

MARIA THERESA R. TIMBOL
Municipal Mayor

OFFICE OF THE SECRETARY TO THE SANGGUNIAN (CY 2023)

For Secretariat and Support Services, Office of the Secretary to the Sanggunian.....

3,664,841.00

Current Operating Expenditures

	<u>Personnel Services</u>	<u>Maintenance and Other Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>
A. Program				
a. Secretariat & Support Services	3,439,841.00	225,000.00		3,664,841.00
Total New Appropriations	3,439,841.00	225,000.00	-	3,664,841.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	<u>Sector</u>	<u>Allotment Class</u>	<u>Account Code</u>	<u>Amount</u>
1.0 Current Operating Expenditures	1022			
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	2,099,600.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	144,000.00
Representation Allowance			5-01-02-020	81,000.00
Transportation Allowance			5-01-02-030	81,000.00
Clothing /Uniform Allowance			5-01-02-040	36,000.00
Year End Bonus			5-01-02-140	175,394.00
Cash Gift			5-01-02-150	30,000.00
Other Bonuses and Allowances-Mid Year Bonus			5-01-02-990	175,394.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	251,952.00
Pag-I.B.I.G Contributions			5-01-03-020	7,200.00
PHILHEALTH Contributions			5-01-03-030	47,241.00
Employees Compensation Insurance Premiums			5-01-03-040	7,200.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	250,860.00
Other Personnel Benefits - Loyalty Awards			5-01-04-990	5,000.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	18,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	30,000.00
Total PS				3,439,841.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	35,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	35,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	30,000.00
Fuel, Oil and Lubricants Expenses			5-02-03-090	53,000.00
Other Supplies and Materials Expenses			5-02-03-990	30,000.00
Utility Expenses				
Water Expenses			5-02-04-010	1,000.00
Communication Expenses				
Postage and Courier Services			5-02-05-010	2,000.00
Telephone Expenses			5-02-05-020	10,500.00
Internet Subscription Expenses			5-02-05-030	10,000.00
Repairs and Maintenance				
Repairs and maintenance - Machinery and Equipment			5-02-13-050	3,000.00
Repairs and maintenance - Transportation Equipment			5-02-13-060	5,900.00
Taxes, Insurance Premiums and Other Fees				
Insurance Expenses-Vehicles			5-02-16-030	3,100.00
Printing and Publication Expenses			5-02-99-020	1,000.00
Rents Expenses			5-02-99-050	1,500.00
Other Maintenance and Operating Expenses			5-02-99-990	4,000.00
Total Maintenance & Other Operating Expenses				225,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-

TOTAL APPROPRIATIONS, OFFICE OF THE SECRETARY TO THE SANGGUNIAN-CY 2023

3,664,841.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS CY 2023

LGU: Kapalong

Office/Department: Office of the Municipal Administrator

Mandate:

R.A. 7160 otherwise known as the Local Government Code of 1991 stipulates the mandate and functions of the Administrator which includes development plans and strategies and upon approval thereof by the Mayor, as the case maybe, implement the same particularly those which have to do with the management and administration-related programs and projects which the mayor is empowered to implement and which the sanggunian is empowered to provide for. Further, the Administrator conducts a continuing organizational development of the LGU with the end view of instituting effective administration reforms. In addition, the administrator shall assist in the coordination of the work of all municipal officials of the local government unit under supervision, direction, and control of the Mayor, and for the purpose, he may convene the chiefs of the offices and other officials of the local government unit of Kapalong.

Vision:

The office of the Municipal Administrator envisions for a continuing organizational development of local government unit institutionalizing the effective personnel programs, upholding the merit and principles of good governance and instituting effective administrative reforms in the local government unit of Kapalong.

Mission:

The office of the Municipal Administrator serves the Local Government Unit as the arm in the local framework planning and conceptualizing the development duly approved by the Mayor. Program development particularly those which have to do with management and administration related programs and projects which the Mayor is empowered to implement.

Organizational Outcome:

AIP Reference Code (1)	Program/Project/ Activity Description (2)	Major Final Output (3)	Performance / Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	Conduct meetings to all concerned departments and offices to submit quarterly reports	Managerial Meeting	Numbers of meetings conducted	24	301,702.00	50,000.00		351,702.00
	Consult and seek technical assistance to formulate guidelines and policies in the office operation	Organizational Development	Numbers of formulated guidelines and policies	12	301,702.00	50,000.00		351,702.00
	Assist and facilitate the actual implementation of Municipal Ordinance	Evaluation of Ordinance effectiveness	Numbers of ordinance evaluated	12	301,702.00	20,000.00		351,702.00
	Monitoring of the actual implementation of the executive programs including of local and national offices	Programs and services	Numbers of programs implemented	12	301,702.00	50,000.00		351,702.00

Facilitates and coordinates the implementation of programs under Mayor's Office	Programs, Projects and Activity	Numbers of programs implemented	12	301,702.00	50,000.00	351,702.00
Oversee & Monitor the implementation and activities of Municipal Disaster Risk Reduction and Management	Implemented DRRM Programs, Projects and Activities	Numbers of DRRM Programs, Projects and Activities implemented	12	301,702.00	50,000.00	351,702.00
				1,810,212.00	300,000	2,110,212.00

OFFICE OF THE MUNICIPAL ADMINISTRATOR (CY 2023)

For Municipal Administration Services, Office of the Municipal Administrator.....

2,110,211.00

	Current Operating Expenditures			Total
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
A. Program				
a. Municipal Administration Services	1,810,211.00	300,000.00	-	2,110,211.00
Total New Appropriations	1,810,211.00	300,000.00	-	2,110,211.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	Sector	Allotment Class	Account Code	Amount
	1031			
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	954,828.00
Salaries and Wages - Contractual			5-01-01-020	135,180.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	48,000.00
Representation Allowance			5-01-02-020	81,000.00
Transportation Allowance			5-01-02-030	81,000.00
Clothing /Uniform Allowance			5-01-02-040	12,000.00
Year End Bonus			5-01-02-140	90,834.00
Cash Gift			5-01-02-150	10,000.00
Other Bonuses and Allowances-Mid Year Bonus			5-01-02-990	90,834.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	130,801.00
Pag-I.B.I.G Contributions			5-01-03-020	2,400.00
PHILHEALTH Contributions			5-01-03-030	24,525.00
Employees Compensation Insurance Premiums			5-01-03-040	2,400.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	130,409.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	6,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	10,000.00
Total PS				1,810,211.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	25,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	25,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	45,000.00
Fuel, Oil and Lubricants Expenses			5-02-03-090	79,000.00
Other Supplies and Materials Expenses			5-02-03-990	50,000.00
Communication Expenses				
Telephone Expenses			5-02-05-020	30,000.00
Internet Subscription Expenses			5-02-05-030	36,000.00
Repairs and Maintenance				
Repairs and maintenance - Transportation Equipment			5-02-13-060	10,000.00
Total Maintenance & Other Operating Expenses				300,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-
TOTAL APPROPRIATIONS, OFFICE OF THE MUN. ADMINISTRATOR-CY 2023				2,110,211.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS CY 2023

LGU: Kapalong

Office/Department: Municipal Human Resource Management Office

Mandate:

Geared towards instituting meritocracy and excellence in the human resource management of the Local Government Unit, the HRM Office as the focal unit is mandated to implement the basic personnel/ HRD mechanisms as systems consistent with the CSC laws and rules in the areas of:

- 1) Recruitment, Selection, Placement
- 2) Performance Management System
- 3) Rewards and Recognition
- 4) Learning and Development

Vision:

The Human Resource Management Office aspires to build a partnership with the administration at all levels to encourage and rewards exceptional performance and continuous improvement in providing service to the public and supports balanced attention to work and personal life issues.

Mission:

The Human Resource Management Office promotes excellence in employees by delivering innovative Human Resource programs and strategies to support the thrusts of the Local Government Unit.

Organizational Outcome:

AIP Reference Code (1)	Program/ Project/ Activity Description (2)	Major Final Output (3)	Performance/ Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	Preparation and processing of appointments, contracts and job order documents in the career and non-career status	100% appointments & contracts successfully processed & submitted to CSC	# of job contracts and appointments	647 appointments & job contracts		80,000.00		80,000.00
	Conducts in-house workplace learning programs and HRD interventions, health and wellness and other staff development	100% training seminars & HRD intervention are implemented	# of trainings/seminars and HRD intervention	20 HRD interventions /trainings		30,000.00		30,000.00
	Supervises the SPMS implementation and collections of OPCR/IPCRs of offices and employees	100% IPCRs/ OPCR are being supervised implemented & collected	# of OPCR & IPCRs	14 OPCR/150 IPCRs		30,000.00		30,000.00
	Administer leave administration by certifying leave applications and DTRs of employees and signing of	100% leave applications DTRs - pass slip	# of leave applications /pass slip /permission to leave	1,500 leave/permission/pass slips		15,000.00		15,000.00

permission to leave/pass slips	& permission to leave are successfully administered						
Updating of personnel records regularly (201 files, leave cards, DTR files, service records, personnel profile)	100% personnel records are regularly updated	# of employees profile/records (201)	406 JO files/122 leave cards/201 files		25,000.00		25,000.00
Implementation of loyalty, step increment and other personnel benefits during the fiscal year	100% loyalty, step increment & other personnel benefits are successfully implemented	# of benefits (step increment & loyalty)	47 employees recipients		17,000.00		17,000.00
Preparation of memo/administrative /executive orders including outgoing communications of the LCE	100% memo/AO, EO & outgoing communication of the LCE are prepared	# of order issued	All (100%) per LCE instruction				
Effective liaisonship with CSC, CHRMP, DILG and other agencies on matters pertaining to HRM/personneling	100% active liaisonship with CSC, CHRMP, DILG & other agencies	# of meetings/referrals	20 meetings		30,000.00		30,000.00
Attendance to trainings, seminars, inputs and conferences and networking with other agencies/offices	Action plan/terminal report are submitted for the implementation of the new learning from trainings/seminars attended	# of trainings/seminars/input	10 activity attendance		23,000.00		23,000.00

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HUMAN RESOURCE MANAGEMENT OFFICE (HRMO) - CY 2023

For Human Resource Management Services, HRMO.....

6,427,163.00

	Current Operating Expenditures			Total
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
A. Program				
a. Human Resource Management Services	6,177,163.00	250,000.00	-	6,427,163.00
Total New Appropriations	6,177,163.00	250,000.00	-	6,427,163.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	Sector	Allotment Class	Account Code	Amount
	1032			
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	3,407,817.00
Salaries and Wages - Casual/Contractual			5-01-01-020	355,524.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	336,000.00
Representation Allowance			5-01-02-020	81,000.00
Transportation Allowance			5-01-02-030	81,000.00
Clothing /Uniform Allowance			5-01-02-040	84,000.00
Year End Bonus			5-01-02-140	313,763.00
Cash Gift			5-01-02-150	70,000.00
Other Bonuses and Allowances-Mid year bonus			5-01-02-990	313,596.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	451,601.00
Pag-I.B.I.G Contributions			5-01-03-020	16,800.00
PHILHEALTH Contributions			5-01-03-030	84,675.00
Employees Compensation Insurance Premiums			5-01-03-040	16,800.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	452,587.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	42,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	70,000.00
Total PS				6,177,163.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	30,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	30,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	80,000.00
Communication Expenses				
Telephone Expenses			5-02-05-020	57,000.00
Internet Subscription Expenses			5-02-05-030	36,000.00
Other Maintenance and Operating Expenses			5-02-99-990	17,000.00
Total Maintenance & Other Operating Expenses				250,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-
TOTAL APPROPRIATIONS, HRMO - CY 2023				6,427,163.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

**MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS
CY 2023**

LGU: Kapalong

Office/Department: Office of the Municipal Planning and Development Coordinator

Mandate:

Formulate integrated economic, social, physical and other development plans and policies of the Local Government Unit to promote the common good and general welfare.

Vision:

MPDO envision being a center of rational development information necessary to meet the demand of the present and future generation.

Mission:

We mobilize resources to enhance quality of life for all through updated database, advocacy and technical support.

Organizational Outcome:

For the budget year 2023, the office is tasked to achieve the following outcome:

- Long term land and water resource allocation plan as a tool for sustainable development;
- Evidenced-based barangay development direction;
- Established Community-Based Database as basis for the analysis of planning environment.

AIP Reference Code (1)	Program/ Project/ Activity Description (2)	Major Final Output ↑ (3)	Performanc e/ Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	1. Formulation of Investment Plan				3,413,290	275,331		3,688,621
	1.1 Updating of LDIP							
	1.2 Preparation of AIP							
	2. Proj. Dev't & Evaluation				1,768,831.	183,554		1,952,385
	2.1 Field Inspection							
	2.2 Documentation and Preparation							
	2.3 Analysis & Evaluation							
	2.4 MDC Secretariat							
	2.5 Administrative Fund Assistance to the Municipalities Program							
	3. Land Use & Zoning Regulatory				745,464	183,554		929,018
	3.1 Field Inspection							
	3.2 Evaluation							
	3.3 Issuance of Zoning and Locational Clearance							
	3.4 CLUP Revision							
	4. Research and Statistics				916,805	183,561		1,100,366
	4.1 Updating & Consolidation of data							
	4.2 Facilitate conduct of Project Performance Monitoring & Evaluation System							
	4.3 Conduct Socio Economic Profiling System							
	4.4 Conduct Community-Based Management System							
	TOTAL				<u>6,844,390</u>	<u>826,000</u>		<u>7,670,390</u>

MUNICIPAL PLANNING & DEVELOPMENT OFFICE (CY 2023)

For Planning, Monitoring and Evaluation Services, MPDO.....

7,670,389.00

	Current Operating Expenditures			Total
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
A. Program				
a. Planning, Monitoring & Evaluation Services	6,844,389.00	826,000.00	-	7,670,389.00
Total New Appropriations	6,844,389.00	826,000.00	-	7,670,389.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	Sector 1041	Allotment Class	Account Code	Amount
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	3,806,868.00
Salaries and Wages - Contractual			5-01-01-020	452,628.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	312,000.00
Representation Allowance			5-01-02-020	81,000.00
Transportation Allowance			5-01-02-030	81,000.00
Clothing /Uniform Allowance			5-01-02-040	78,000.00
Year End Bonus			5-01-02-140	355,470.00
Cash Gift			5-01-02-150	65,000.00
Other Bonuses and Allowances-Mid year Bonus			5-01-02-990	354,958.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	513,188.00
Pag-I.B.I.G Contributions			5-01-03-020	15,600.00
PHILHEALTH Contributions			5-01-03-030	95,885.00
Employees Compensation Insurance Premiums			5-01-03-040	15,600.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	513,192.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	39,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	65,000.00
Total PS				6,844,389.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	164,750.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	92,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	105,340.00
Fuel, Oil and Lubricants Expenses			5-02-03-090	107,250.00
Other Supplies and Materials Expenses			5-02-03-990	30,070.00
Utility Expenses				
Water Expenses			5-02-04-010	15,000.00
Electricity Expenses			5-02-04-020	25,000.00
Communication Expenses				
Telephone Expenses			5-02-05-020	24,000.00
Internet Subscription Expenses			5-02-05-030	36,000.00
Repairs and Maintenance				
Repairs and maintenance - Machinery and Equipment			5-02-13-050	31,500.00
Repairs and maintenance - Transportation Equipment			5-02-13-060	80,500.00
Taxes, Insurance Premiums and Other Fees				
Insurance Expenses - Vehicles			5-02-16-030	54,590.00
Other Maintenance and Operating Expenses			5-02-99-990	60,000.00
Total Maintenance & Other Operating Expenses				826,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-

TOTAL APPROPRIATIONS, MPDO-CY 2023

7,670,389.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS CY 2023

LGU: Kapalong

Office/Department: Office of the Municipal Civil Registrar

Mandate:

Let every person or individual be counted as citizen of the country by the mandate of the Municipal Civil Registrar's Office to record and register birth of every citizen for identity, register marriage as the contract of a man and woman to become husband and wife, register the facts of death of a person to record the termination of his civil rights and carry out all other civil registration programs pursuant to civil registry law, the civil code, family code and other pertinent laws, rules and regulations

Vision:

Towards a dynamic Municipality aimed at becoming a more knowledge-based, effective and responsive civil registration system of the LGU in getting every Kapalongian be counted as citizen in the country.

Mission:

To provide quality civil registry documents and registration services to the clients and carry out the provisions of Civil Registry Law for its proper implementation.

To develop updated registry books and automated system of all registry documents for easy retrieval and safekeeping.

Organizational Outcome:

A dynamic, responsive and efficient Municipal Civil Registrar's Office committed to serve the public and effectively liaises with the PSA and other government and non government partners in civil registration.

AIP Reference Code (1)	Program/Project/ Activity Description (2)	Major Final Output (3)	Performance / Output Indicator (4)	Target for the Budget year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	Mobile Registration and Kasalang Barangay Program	Mobile registration and mass wedding conducted at barangay level as part of LGU Caravan Services	No. of barangays and schools conducted of the activities	14 barangays	{Mobil e	Registratio n Program)		

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Approved: 
MARIA THERESA R. TIMBOL
Municipal Mayor

Birth Registration	Certificates of live birth duly registered certificate of live births	No. of Certificate of Live Birth registered	3,200	638,627.40	55,800.00	694,427.40
Marriage Licenses and Certificates	Certificates & Licenses duly registered certificate of marriages	No. of Licenses & Certificates of Marriages registered	450	478,970.55	41,850.00	520,820.55
Death Registration	Certificates of death duly registered death certificates	No. of death certificates registered	600	319,313.70	27,900.00	347,213.70
Legal Instruments Registration and Legitimation	Legal instruments on Legitimation and AUSF Duly registered and Reported to PSA on time	No. of legal Instruments and legitimation processed	1,350	319,313.70	27,900.00	347,213.70
Batch Request Entry Query System (BREQS) Implementation	Authenticated PSA/ SECPA documents Processed & released	No. of PSA/ SECPA documents	4,000	478,970.55	41,850.00	520,820.55
RA 9048 and RA 10172 Implementation	Approved and granted petitions for corrections of erroneous entries in civil registry documents	No. of granted and processed petitions	50	319,313.70	27,900.00	345,638.00
Issuance of certifications and authenticated civil registry Documents	Issued certifications and authenticated civil registry documents	No. of Certifications & authenticated civil registry documents	300	319,313.70	27,900.00	347,213.70
Records Management	Posted civil registered documents to Civil Registry Books	No. of civil registered documents posted to civil registry books	100%	319,313.70	27,900.00	345,213.70
TOTAL				3,193,137.00	279,000.00	3,472,137.00

OFFICE OF THE LOCAL CIVIL REGISTRAR (CY 2023)

For Civil Registration Services, Office of the Local Civil Registrar..... 3,472,137.00

	Current Operating Expenditures			Total
	Personnel Services	Maintenance and Other Operating Expenses	Capital Outlay	
A. Program				
a. Civil Registration Services	3,193,137.00	279,000.00	-	3,472,137.00
Total New Appropriations	3,193,137.00	279,000.00	-	3,472,137.00

New Appropriation by Sector, Allotment Class and Object of Expenditures

Program	Sector	Allotment Class	Account Code	Amount
	1051			
1.0 Current Operating Expenditures				
1.1 Personnel Services (PS)		PS		
Salaries and Wages				
Salaries and Wages - Regular			5-01-01-010	1,791,065.00
Salaries and Wages - Contractual			5-01-01-020	135,180.00
Other Compensation				
Personnel Economic Relief Allowance (PERA)			5-01-02-010	144,000.00
Representation Allowance			5-01-02-020	81,000.00
Transportation Allowance			5-01-02-030	81,000.00
Clothing /Uniform Allowance			5-01-02-040	36,000.00
Year End Bonus			5-01-02-140	160,621.00
Cash Gift			5-01-02-150	30,000.00
Other Bonuses and Allowances-Mid Year Bonus			5-01-02-990	160,502.00
Personnel Benefits Contributions				
Retirement and Life Insurance Contributions			5-01-03-010	231,149.00
Pag-I.B.I.G Contributions			5-01-03-020	7,200.00
PHILHEALTH Contributions			5-01-03-030	43,341.00
Employees Compensation Insurance Premiums			5-01-03-040	7,200.00
Other Personnel Benefits				
Other Personnel Benefits - Monetization			5-01-04-990	231,879.00
Other Personnel Benefits - Loyalty Awards			5-01-04-990	5,000.00
Other Personnel Benefits - Anniversary Bonus			5-01-04-990	18,000.00
Other Personnel Benefits - Productivity Enhancement Incentives			5-01-04-990	30,000.00
Total PS				3,193,137.00
1.2 Maintenance and Other Operating Expenses		MOOE		
Traveling Expenses				
Traveling Expenses - Local			5-02-01-010	70,000.00
Training and Scholarship Expenses				
Training Expenses			5-02-02-010	40,000.00
Supplies and Materials Expenses				
Office Supplies Expenses			5-02-03-010	105,000.00
Other Supplies and Materials Expenses			5-02-03-990	10,000.00
Communication Expenses				
Postage and Courier Services			5-02-05-010	3,000.00
Internet Subscription Expenses			5-02-05-030	30,000.00
Repairs and Maintenance				
Repairs and maintenance - Machinery and Equipment			5-02-13-050	15,000.00
Insurance Expenses-Vehicles			5-02-16-030	3,000.00
Other Maintenance and Operating Expenses			5-02-99-990	3,000.00
Total Maintenance & Other Operating Expenses				279,000.00
2.0 Capital Outlay		CO		
Total Capital Outlay				-
TOTAL APPROPRIATIONS, OFFICE OF THE LCR-CY 2023				3,472,137.00

Approved:

MARIA THERESA R. TIMBOL
Municipal Mayor

MANDATE, VISION/MISSION, MAJOR FINAL OUTPUT, PERFORMANCE INDICATORS AND TARGETS CY 2023
LGU: Kapalong

Office/Department: Office of the Municipal Budget Officer

Mandate:

Pursuant to Section 475 of the Local Government Code of 1991, the Municipal Budget Officer shall perform inter- Office coordination on plans and budget integration, budget and reports preparation.

Vision:

The Municipal Budget Office envisions having a highly transparent and cost effective budget system with competent and efficient public servants.

Mission:

The office shall assist the management to ensure that proper allocation and use of public funds always is in accordance with the approved LGUs development plans.

Organizational Outcome:

AIP Refer ence Code (1)	Program/ Project/ Activity Description (2)	Major Final Output (3)	Performance / Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	<u>Core Functions:</u>	Budget Operation Services			3,800,397	500,000		4,800,397
	1. Annual Budget(General Fund) -Budget Call -Budget of Expenditures and Sources of Financing -Local Expenditure Program		1AB submitted to the Sangguniang Bayan	10 th day of Oct of the current year				
	2. Supplemental Budget (General Fund)		1 SB submitted to SBO	2 days				
	3. Annual Barangay Budget		14 Brgy. Appro. Ord.	5 minutes				
	4. Cash Disbursement Forecast		18 CDF evaluated	Every January				

AIP Refer ence Code (1)	Program/ Project/ Activity Description (2)	Major Final Output (3)	Performance/ Output Indicator (4)	Target for the Budget Year (5)	PROPOSED BUDGET FOR THE BUDGET YEAR (6)			
					PS	MOOE	CO	TOTAL
	5. Allotment Release Order (ARO)		25 ARO acted upon	30 minutes				
	6. Budget Operation System -Appropriation Ordinance (GF & SEF; AB & SB) -Allotment Release Order -LSB resolution encoded		3 Appro. Ord; 25 ARO encoded 2 SB resolution	5 minutes Every 5 th day of the month 3 days				
	7. Certification on Appropriations, Funds & Obligation of Allotment Certified as to Appropriations		4,500	3 minutes				
	8. Monthly Status of Appropriations, Allotments and Obligations and Balances (SAAOB)		18 SAAOB printed and submitted	Every 5 th day of the month				
	9. Reports		4 reports prepared & submitted					
	10. Records Management -Preparation of CAFOA/ Purchase Request/ Vouchers Receives/releases/records communications		15 CAFOA/PRs Vouchers prepared & processed 26 DTR/MPOR reviewed and approved 1IPCR prepared					
	11. Prepares DTR/MPOR and IPCR							