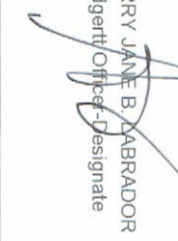


General Administration and Support

5.1 Budget Utilization Rate (BUR)						
5.1.1 By obligation BUR or ratio of total Obligations to total releases	20%	25%	25%	30.00%	100%	
5.1.2 By Disbursement BUR or ratio of total disbursement (cash and non-cash excluding personnel services) to total obligation both ratios for MOOE and Capital Outlay (CO)	20%	25%	25%	30%	100%	
5.2 Public Financial Management reporting requirements of COA and DBM						
5.2.1 Budget and Financial Accountability Reports (BFARs)	100.00%	100.00%	100.00%	100.00%	100.00%	
5.2.2 Report on Ageing Cash Advance	100.00%	100.00%	100.00%	100.00%	100.00%	
5.2.3 COA Financial Reports	100.00%	100.00%	100.00%	100.00%	100.00%	
5.2.4 APCPI	100.00%	100.00%	100.00%	100.00%	100.00%	
5.2.5 Submission of APP	100.00%	100.00%	100.00%	100.00%	100.00%	

Attested by:

 CENON S. SABIJON
 HRMO

Prepared by:

 CHERRY JANE B. DABRADOR
 Budget Officer-Designate

Approved by:

 JOSEPHINE A. SIBONG, Ed. D.
 Campus Administrator

Date:

Date:

Date:

INSTRUCTIONS

1. The Quarterly Physical Report of Operation shall reflect the agency's/OU's actual physical accomplishments for a given quarter, in terms of the performance measures indicated in its Physical and Financial Plan (PFP). This report shall be prepared by fund (i.e., General Fund or Special Account in the General Fund, etc.) and submitted to DBM on or before the 10th day following the quarter covered by the report.
2. Column 1 shall reflect the agency's PAAPs.
3. Column 2 shall reflect the performance measure(s) of the agency/OU, consistent with those reflected in the PFP for the year.
4. Column 3 shall reflect the physical targets for the quarter covered by the report, consistent with the targets for the same period as reflected in the PFP for the year.
5. Column 4 shall reflect the actual accomplishments (in terms of quantity or % of completion) for the quarter covered by the report.
6. Column 5 shall reflect the variance between agency's actual accomplishments vis-a-vis physical targets for the quarter covered by the report.
7. Column 6 shall indicate the reasons/justifications for any major variance under Column 5 i.e., new activities the deviation from targets; problems encountered in the implementation of the project/activity, etc.