



Republic of the Philippines
Department of Social Welfare and Development

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MEMORANDUM CIRCULAR NO. 05

Series of 2009

SUBJECT: OMNIBUS GUIDELINES IMPLEMENTING AUSTERITY MEASURES IN THE USE OF MAINTENANCE AND OTHER OPERATING EXPENSES AND CAPITAL OUTLAYS FUNDS

1. RATIONALE AND OBJECTIVES

In view of the various Department issuances urging the observance of economy measures in DSWD operations, it now becomes imperative to consolidate these guidelines and directives to an omnibus guideline for guidance of all concerned.

The objectives of this issuance are as follows:

- 1.1 To operationalize in DSWD the President's Orders directing the strict observance of austerity measures in government operations;
- 1.2 To exercise continued prudence in the obligation/disbursement of funds given the current economic situation worldwide with the end in view of rationalizing/reduction of expenditures but not limited to the cost of travel, trainings and consumption of fuel, electricity, communication and other utilities; and
- 1.3 To adopt measures promoting the principles of spending within affordable limits, spending on the right things, value for money and right attitude for savings.

2. LEGAL BASES

- Presidential Administrative Order No. 103 dated 31 August 2004 - Directing the Continued Adoption of Austerity Measures in the Government
- Presidential Administrative Order No. 104, s. 2004 - Requiring all government agencies to adopt austerity measures, including the reduction of at least ten percent (10%) in the cost of the consumption of fuel, electricity and other utilities
- Presidential Administrative Order No. 110, s. 2004 - Directing the institutionalization of a Government Energy Management Program (GEMP)

- Presidential Memorandum Circular No. 55 dated February 9, 2004 - Directing the use of one percent (1%) by volume Coconut Methyl Ester in their diesel requirements
- Department Memorandum Circular No. 37, series of 2004 – FY 2004 Austerity Measures on the Use of Maintenance and Other Operating Expenses and Capital Outlays Funds
- Executive Order No. 459 dated 01 September 2005 - Streamlining the Procedure in the Disposition of Government Officials and Employees for Authority to Travel Abroad
- Presidential Administrative Order No. 126, s. 2005 – Strengthening measures to address the extraordinary increase in world oil prices, directing the enhanced implementation of government's energy conservation program
- Department Memorandum Circular No. 14, series of 2008 - Terms of Reference for the Conduct of Program Review and Evaluation Workshop (PREW)
- Department Memorandum Circular No. 03, series of 2008 – Guidelines on Travels Abroad
- Presidential Administrative Order No. 228 dated 02 June 2008 – Addressing the Rising Cost of Energy
- Presidential Administrative Order No. 239 dated 15 September 2008 – Prohibiting the Use of Government Vehicles for Purposes Other Than Official Business, and For Other Purposes
- DSWD Administrative Service Memorandum dated 21 February 2008 – Reminder to All Drivers and Chauffers of the General Services Division
- Memorandum by the Cabinet Secretary dated 17 March 2009 – Adopting Measures to Stop Unnecessary and Wasteful Spending in Government Agencies

3. **COVERAGE**

These guidelines shall cover all officials/employees of Bureaus, Services, Offices, Field Offices and other Units of DSWD.

4. **GUIDELINES**

MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)

The following guidelines shall be observed in the obligation/disbursements of maintenance and other operating expenses (MOOE) funds. As a general policy, MOOE spending shall be reduced by 1.5% pursuant to the March 17, 2009 Memorandum of the Cabinet Secretary.

4.1 Foreign Travel

Foreign travel by DSWD officials and employees are strictly prohibited, except for the following cases:

- 4.1.1 Foreign travel to attend ministerial meetings or to meet international commitment of the Philippine Government or of the Department; and
- 4.1.2 Scholarship/training/meeting that is externally funded or undertaken at no cost to the Government. However, the pre-departure expenses may be provided by the Department in accordance to Executive Order No. 248, s. 1994 as amended under EO No. 298, s. 2004 subject to the availability of funds.

4.2 Local Travel

4.2.1 Local travel shall be limited to activities considered as necessary and duly approved by the Secretary or her authorized representatives and the Field Director in case of Field Offices (FOs). Only officials and employees who are identified as necessary and directly involved in the completion of the activities indicated in the travel order shall be allowed to travel.

4.2.2 The following shall be considered necessary travels, among others:

- Foreign assisted project activities;
- Disaster operation and/or activities addressing crisis;
- Activities of the Head of the Department/EXECOM;
- Activities contained in the instruction of the President or DSWD Secretary;
- Technical assistance, monitoring and research activities.

4.3 Officials and employees including MOA workers and consultants on official travel to FOs who were provided with free board and/or lodging accommodations by the FO are not entitled to per diem. Any cash advance received for the purpose shall be refunded by concerned official/employee.

4.4 FO and CO personnel shall avail of promotional airfares (e.g. from PAL or other local airlines) or in as far as practicable, travel via Cebu Pacific Airlines which offers budget flights. To effectively implement this directive, FOs must be informed ahead of time of the schedule of Central Office (CO) activities requiring air travel and vice-versa to enable CO and FO personnel to avail of promo airfare.

4.5 Conduct of or attendance to Local Training, Seminars, Conference, Conventions and Similar Activities.

4.5.1 The conduct of trainings/seminars/conferences/conventions may be allowed if funded externally (e.g. grant, sponsorship by private sector) or by the Department, provided they are in line with the thrusts and priorities of DSWD and in pursuit of the DSWD National Social Reform Agenda, subject to availability of funds.

4.5.2 DSWD funded attendance to trainings/seminars/conferences/conventions shall be subject to the availability of funds and approval of the Head of the Department/FO.

4.5.3 Pursuant to DBM Circular No. 486 series of 2003, Conference and Convention fees shall not exceed P1,200.00 per day. Payment/Reimbursement of fees over and above P1,200.00 per day shall have a written authority from the Civil Service Commission (CSC). Alternatively, the excess amount may be charged against the Extraordinary Miscellaneous Expense (EME) of the concerned office of the Department.

4.6 Venues of trainings/seminars and other similar activities conducted by DSWD

4.6.1 DSWD facilities and other government facilities shall be primarily utilized as venues of trainings, seminars and other similar activities for CO and FO initiated activities, regardless of fund source. Exception may be considered in the following situations:

- for foreign-assisted projects, when such trainings, seminars and other similar activities would be attended by donors or higher level dignitaries;
- when expenses to be incurred in venues other than DSWD facilities are cheaper; and
- when DSWD or other government facilities are not suitable either because it cannot accommodate the number of participants, the facilities are inadequate for the activities to be undertaken, the venue is not as accessible as private facilities of comparable or cheaper cost.

4.6.2 Trainings and similar activities may be conducted outside Metro Manila in case of CO or outside the city/locality where the regional office is situated provided that the total cost will not exceed twenty percent (20%) of the actual cost when the same activity is conducted in Metro Manila or the regional center as the case may be (please see Annex A, Estimated Computation

of Transportation Cost), depending on which is the most accessible to all the participants.

4.6.3 Trainings and similar activities falling under Department-wide activities can be held in any region. Activities under this category are those which are participated in by Central and Regional Office representatives nationwide.

4.6.4 Press conferences, special meetings, and other activities of the Head of the Department may be conducted in appropriate venues for the occasions like function rooms in a hotel.

4.7 Conduct of Program Review and Evaluation Workshop (PREW)

Program Review and Evaluation Workshop or PREW refers to activities conducted by DSWD Bureaus to assess/review/evaluate present status of social welfare and development (SWD) sectors vis-à-vis development goals, objectives and targets; the effectiveness of DSWD Bureaus, FOs and intermediaries in implementing SWD programs/projects/activities as measured by their achievements along Major Final Outputs (MFOs), and their contribution to the attainment of the organizational and sectoral outcomes and the development goals of the Medium-Term Philippine Development Plan (MTPDP). It also includes assessment of implementation issues and concerns, and planning for effective measures and strategies for achieving desired results.

4.7.1 Only DSWD Bureaus which are responsible for the planning, oversight, monitoring and reporting the implementation and performance of DSWD programs shall be allowed to conduct the PREW.

4.7.2 PREW shall be conducted once a year only, either during end of the year or beginning of the year.

4.7.3 Conduct of PREW shall be coordinated with Social Welfare Institutional Development Bureau (SWIDB) to ensure appropriateness of the PREW design, modules, methodologies, schedule of activities and other workshop supplies and requirements.

4.7.4 The duration shall be based on the PREW design but shall not exceed four (4) days excluding travel days.

4.7.5 The PREW shall be conducted taking into consideration the austerity measures of the Department. The determination of the venue for the conduct of PREW shall be subject to provisions of Paragraph 4.6 of this Guidelines.

4.7.6 Funding requirements shall be chargeable against the proponent's budget in accordance with their approved Work and Financial Plan (WFP). PREW entailing travel expenses (per

diem, transportation) of invited FO participants and resource persons shall be charged to the concerned Office/Bureau at the CO.

4.7.7 A report shall be submitted to the Secretary within 15 days after the conduct of PREW that will include information but not limited to:

- program/project's impact to concerned SWD sector;
- contributions to achieving the development goals, objectives and targets;
- assessment of performance and challenges of DSWD Bureaus, FOs and intermediaries along this concern;
- recommended policies, strategies and measures; and
- identification of priority programs and project to achieve target.

4.7.8 No PREW shall be conducted unless the report of the previous PREW was submitted in a timely manner to the Office of the Secretary.

4.8 Conduct of Strategic Planning Workshop, Year-End Evaluation Workshop, Planning Workshop, Performance or Operations Review Workshop and Similar Activities

As a matter of policy, the focus of Strategic Planning Workshop shall be on the entire department. Hence, it should be conducted as a Department activity, and not an individual bureau/service/field office activity, to determine where the Department as an organization is going over the medium term (three to five years), define strategy and directions how to get there, define measures on how to know if the Department already got there, and make decisions on allocation of resources to pursue the strategy including manpower, systems and capital outlays, among others.

On the other hand, Year-End Evaluation or Performance or Operations Review and Planning Workshop are essential review mechanism to evaluating performance or quality of operations of DSWD's bureaus, services, field offices or units for the completing year or the past year in relation to achieving its one-year objectives indicated in approved Performance Contract/Annual Plan in order to realize the targets of the Department Strategic Plan. It includes assessment of performance of bureaus/services/field offices/units, its gaps, and implementation issues and concerns, and planning for measures and strategies to achieve given targets.

- 4.8.1 Year-End Evaluation/Performance or Operations Review and Planning Workshop shall be conducted as a single collective activity and shall in no way be conducted as separate activities as Year-End Evaluation/Performance or Operations Review as one and Planning Workshop as the other, owing to the indispensability of one activity to the other or the impracticability of conducting one without the other.
- 4.8.2 Year-End Evaluation/Performance or Operations Review and Planning Workshop shall be conducted once a year only either during end of the year or beginning of the year. A mid-term review may be conducted by the Bureau/Service/Office/Unit subject to the determination of the Coach Monitor/Cluster Head and approval of the Secretary or her/his authorized representative.
- 4.8.3 As a matter of policy, Year-End Evaluation/Performance or Operations Review and Planning Workshop shall be conducted by the Bureau/Service/FO/Units at the behest of the Coach Monitor in consultation with the Cluster Head who shall identify the discussion points to be taken up in the workshop with reference to the observations made by the Coach Monitor/Cluster Head with regards to the weaknesses of the performance of said Bureau/Service/Field Office during the performance assessment.
- 4.8.4 Conduct of Year-End Evaluation/Performance or Operations Review and Planning Workshop shall be coordinated with Human Resource Management and Development Service (HRMDS) to ensure appropriateness of the design, modules, methodologies, schedule of activities and other workshop supplies and requirements.
- 4.8.5 The duration shall not exceed two (2) days, excluding travel time.
- 4.8.6 The Year-End Evaluation/Performance or Operations Review and Planning Workshop shall be conducted taking into consideration the austerity measures of the Department. The determination of the venue shall be subject to provisions of Paragraph 4.6 of this Guidelines.
- 4.8.7 Funding requirements shall be chargeable against the proponent's budget in accordance with their approved Work and Financial Plan (WFP).
- 4.8.8 A strategic planning workshop may be allowed for a Bureau/Service/Office subject to the recommendation of the Coach Monitor/Cluster Head and approved by the Secretary or her/his authorized representative only in the following cases:

- Advent and adoption of new technology that would require capacitation of existing personnel and adjustment of its annual plan.
- Issuance of a directive or measure i.e. a reform agenda, that would substantially affect the original plan of the Bureau/Service/Office.

The amount needed for the conduct of the Strategic Planning Workshop shall be charged against the budget of Bureau/Service/Office/Unit, should not exceed two (2) days and subject to the provisions of Paragraph 4.6 of this Guidelines.

4.8.9 A report shall be submitted to the Secretary within 15 days after the conduct of the Year-End Evaluation/Performance or Operations Review and Planning Workshop that will include information but not limited to:

- assessment of Coach Monitor/Cluster Head of the performance of the Bureau/Service/Office indicating the weaknesses, challenges and threats to the organization in the effective performance of their functions.
- identification of performance targets
- recommended policies, strategies and measures as agreed in the workshop to achieve target.

4.8.10 No Strategic Planning Workshop, Year-End Evaluation/Performance or Operations Review and Planning Workshop and similar activities shall be conducted unless the report of the previous activity was submitted in a timely manner to the Office of the Secretary.

4.9 Cultural/Social/Sports Activities and Meetings.

The conduct of cultural, social and sports activities shall be temporarily suspended unless conducted at no cost to the Department. In meritorious instances, only transportation support maybe provided by the Department subject to kilometer restriction, to be covered by separate, future guideline.

4.10 Expenses for Meetings

Except for meetings of the Head of the Department, meals and snacks served during meetings shall not exceed P140/pax and P50/pax, respectively. Meetings shall be scheduled in such a manner that will not incur the provision of meals, if possible.

4.11 Supplies and Materials

- 4.11.1 Procurement of bags/kits for workshops, trainings, seminars shall no longer be allowed. Instead, alternative training kits shall be used such as expanding envelopes or data folders with binding mechanism.
- 4.11.2 The Internet and Local Area Network facilities shall be used for sending internal communication to economize the use of paper and Information Technology consumables.
- 4.11.3 Recycling of used office supplies shall continue to be practiced and maximized for reproduction of documents.

4.12 Utilities

All OBSUs/FOs are mandated to adopt and implement a program that will reduce by at least ten percent the cost of the consumption of electricity pursuant to the March 17, 2009 Memorandum of the Cabinet Secretary using the average monthly consumption for first semester of 2004 as benchmark (Presidential Administrative Order No. 110 on Electric Consumption dated October 25, 2004) and 25% for fossil fuels pursuant to the same Memorandum of the Cabinet Secretary.

- 4.12.1 All electrical equipments, electronics, lights and water faucets must be turned-off when not in use.
- 4.12.2 Lights in open corridors and hallways shall be switched off during daytime or shall be reduced when it is located in enclosed areas.
- 4.12.3 Windows and/or window blinds shall be opened to let air and natural light in.
- 4.12.4 Except during summer or warm days, air-conditioning units shall be switched-on not earlier than 10:00 am and turned off by 4:30 p.m. except those doing 24-hour work. During lunch breaks, the cooling system must be switched to "fan" mode. Where adequate or normal ventilation is available, the use of air-conditioning units shall be discouraged.
- 4.12.5 The use of energy-saver lamp or compact fluorescent lamp shall be promoted to reduce power consumption pursuant to Administrative Order No. 183 dated 09 July 2007 or the "Palit-Ilaw" Program of the government. A program of replacement shall be adopted by all offices of the department if it is not yet compliant with said measure.

- 4.12.6 The use of stairs instead of elevator is encouraged except for the elderly and persons with disability/health problems or when carrying heavy loads.
- 4.12.7 Cooking and re-heating of food and the use of other home type electrical appliances in the office are strictly prohibited, except during crisis/emergency situation.
- 4.12.8 Computers, photocopiers and other equipments should be used strictly for official business only.
- 4.12.9 Daily inspection of water and plumbing connections shall be undertaken by the maintenance personnel of General Services Unit of CO and FOs to detect leaks and conduct of immediate repair of other equipment and utilities to avoid further damage.
- 4.12.10 Preventive maintenance should be continuously implemented by concerned unit/staff.

4.13 Repair and Maintenance

Head of Offices/Units concerned shall report immediately to the Maintenance Section/personnel any maintenance and/or repair services needed to avoid further damage or deterioration of properties, utilities, facilities and equipment.

4.14 Use of Transport Vehicle

Aside from restricting use of motor vehicles for official business only, synchronization of travel or car pooling system shall be practiced in the following cases:

- 4.14.1 Official business with Offices in different destinations but adjoining areas;
- 4.14.2 Officials with assigned service vehicles whose residences are within/near the area;
- 4.14.3 Out of town trip/s for at least 3 persons except EXECOM/MANCOM Members.
- 4.14.4 Conduct of Staff Development Activities shall be limited to concerned employees only, to limit the number of vehicles to be used. Distance and place of the activity shall be covered by future guidelines.
- 4.14.5 Use of vehicles during weekends and holidays should be limited only during crisis situations and strictly for official business (OB) only and must have prior approval from the Undersecretary for GASSG for the CO and the Field Director for the FO.

- 4.14.6 Bringing home the vehicle is strictly prohibited unless otherwise authorized. All DSWD vehicles must be parked at their respective designated DSWD Garage after completion of trip/s for the day. Vehicle keys including spare key/s must be left and entrusted to the Guard-on-Duty at designated DSWD Garage at the end of the day when vehicle is parked or every time the driver goes out of DSWD premises.
- 4.14.7 Offices/Bureaus/Services/Units (OBSU)/FO staff attending DSWD-related activities are encouraged to use public transportation, except when they have to bring voluminous materials or security-risk equipment or to fetch a Resource Person and during disaster relief operations and in activities considered urgent/extremely necessary to facilitate coordination and/or service delivery.
- 4.14.8 The Head of OBSUs are advised to plan trips and combine activities of the staff to reduce the number of trips.
- 4.14.9 Premium grade or high grade-octane gasoline shall be used only if it is specifically required for a vehicle.
- 4.14.10 The vehicle must be well tuned and maintained for good running condition by the motor pool personnel of CO and FOs to prevent excessive fuel consumption/ frequent breakdown and should be turned off while waiting for passengers.
- 4.14.11 Except during crisis situations or emergency meetings/activities, all officials and different Offices with assigned vehicles including shuttle vehicles shall observe at least one-day-a-month car-less day.
- 4.14.12 Request for vehicle accessories such as fog lights, mag wheels, tint among others unless extremely necessary is not allowed.
- 4.15 Use of Communications Equipment
- 4.15.1 All officials and staff are hereby encouraged to exercise self regulations on the use of cellular phone so as not to incur enormous telephone bills. They are enjoined to limit their cellular phone usage strictly for OB only except for justifiable reasons such as situations which require immediate monitoring/coordination with units under jurisdiction.

- 4.15.2 The use of landline phones for official business calls instead of mobile phones is encouraged, except in cases of emergencies or urgent situations.
- 4.15.3 The use of landline calls to a mobile line is discouraged because such calls are considered long distance calls and additional charges are imposed.
- 4.15.4 The use of the Department's Voice Over Internet Protocol (VOIP) phone in calling FOs and vice versa is also encouraged to minimize cost of long distance calls.

CAPITAL OUTLAYS (CO)

4.16 Except for foreign assisted projects, procurement of equipment, furniture and fixture shall be subject to prioritization and approval of the Secretary or Field Director for FOs.

5. **MONITORING AND REPORTORIAL REQUIREMENTS.** Pursuant to Section 9, Article IX of the Collective Negotiation Agreement (CNA), the Committee of Fund Source for CNA Incentives and Mechanism for Monitoring Savings shall monitor and submit quarterly report to Undersecretary for General Administrative and Support Service Group (GASS-G) on compliance of austerity measures every 15th of the month after each quarter.

6. REPEALING CLAUSE

This Memorandum Circular shall supersede, amend or modify pertinent provisions of other Department orders, issuances and circulars inconsistent herewith.

All matters not covered by this Order or provision that require clarification shall be brought to the Secretary or the Undersecretary for GASSG for resolution.

7. EFFECTIVITY

This Administrative Order shall take effect immediately.

Copies of this Order shall be disseminated to all the bureaus, services and offices at the Central Office and Field Offices.

Issued in Quezon City, this 2nd day of April, 2009.




DR. ESPERANZA I. CABRAL
Secretary



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Estimated Computations of Transportation Cost
As of April 03, 2009

FIELD OFFICE	MODE OF TRANSPORTATION				TOTAL TRANSPORTATION COST	REMARKS
	LAND			PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Terminal - Venue vice versa			
SITE : MANILA						
I	San Fernando La Union	500.00	900.00	500.00		1,900.00
CAR	Baguio	500.00	1,100.00	500.00		2,100.00
II	Tuguegarao	500.00	1,600.00	500.00		2,600.00
III	San Fernando Pampanga	500.00	400.00	500.00		1,400.00
IV-A	Alabang Muntinlupa			500.00		500.00
IV-B	Kansas, Manila			500.00		500.00
V	Legaspi City	500.00		500.00	8,741.92	9,741.92
VI	Iloilo City	500.00		500.00	10,489.12	11,489.12
VII	Cebu City	500.00		500.00	10,489.12	11,489.12
VIII	Tacloban City	500.00		500.00	10,489.12	11,489.12
IX	Zamboanga City	500.00		500.00	12,885.92	13,885.92
X	Cagayan De Oro City	500.00		500.00	12,885.92	13,885.92
XI	Davao City	500.00		500.00	12,885.92	13,885.92
XII	Cotabato City	500.00		500.00	12,885.92	13,885.92
CARAGA	Butuan City	500.00		500.00	12,885.92	13,885.92
NCR	Legarda Manila			600.00		600.00
TOTAL		6,500.00	4,000.00	8,100.00	104,638.88	123,238.88
SITE : SAN FERNANDO LA UNION						
I	San Fernando La Union	500.00				500.00
CAR	Baguio	500.00		500.00		1,000.00
II	Tuguegarao	500.00		500.00		1,000.00
III	San Fernando Pampanga	300.00		500.00		800.00
IV-A	Alabang Muntinlupa	600.00	900.00	500.00		2,000.00
IV-B	Kansas, Manila	600.00	900.00	500.00		2,000.00
V	Legaspi City	500.00	900.00	500.00	8,741.92	10,641.92
VI	Iloilo City	500.00	900.00	500.00	10,489.12	12,389.12
VII	Cebu City	500.00	900.00	500.00	10,489.12	12,389.12
VIII	Tacloban City	500.00	900.00	500.00	10,489.12	12,389.12
IX	Zamboanga City	500.00	900.00	500.00	12,885.92	14,785.92
X	Cagayan De Oro City	500.00	900.00	500.00	12,885.92	14,785.92
XI	Davao City	500.00	900.00	500.00	12,885.92	14,785.92
XII	Cotabato City	500.00	900.00	500.00	12,885.92	14,785.92
CARAGA	Butuan City	500.00	900.00	500.00	12,885.92	14,785.92
NCR	Legarda Manila	500.00	900.00	500.00		1,900.00
TOTAL		8,000.00	10,800.00	7,500.00	104,638.88	130,938.88
SITE : BAGUIO CITY						
I	San Fernando La Union	500.00		500.00		1,000.00
CAR	Baguio	500.00				500.00
II	Tuguegarao	500.00		500.00		1,000.00
III	San Fernando Pampanga	500.00		500.00		1,000.00
IV-A	Alabang Muntinlupa	600.00	1,100.00	500.00		2,200.00
IV-B	Kansas, Manila	600.00	1,100.00	500.00		2,200.00
V	Legaspi City	500.00	1,100.00	500.00	8,741.92	10,841.92
VI	Iloilo City	500.00	1,100.00	500.00	10,489.12	12,589.12
VII	Cebu City	500.00	1,100.00	500.00	10,489.12	12,589.12
VIII	Tacloban City	500.00	1,100.00	500.00	10,489.12	12,589.12
IX	Zamboanga City	500.00	1,100.00	500.00	12,885.92	14,985.92
X	Cagayan De Oro City	500.00	1,100.00	500.00	12,885.92	14,985.92
XI	Davao City	500.00	1,100.00	500.00	12,885.92	14,985.92
XII	Cotabato City	500.00	1,100.00	500.00	12,885.92	14,985.92
CARAGA	Butuan City	500.00	1,100.00	500.00	12,885.92	14,985.92
NCR	Legarda Manila	500.00	1,100.00	500.00		2,100.00
TOTAL		8,200.00	13,200.00	7,500.00	104,638.88	133,538.88

FIELD OFFICE	MODE OF TRASPORTATION				TOTAL TRANSPORTATION COST	REMARKS
	LAND			PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Terminal - Venue vice versa			
SITE : TUGUEGARAO CAGAYAN						
I	San Fernando La Union	500.00		500.00		1,000.00
CAR	Baguio	500.00		500.00		1,000.00
II	Tuguegarao	500.00				500.00
III	San Fernando Pampanga	500.00		500.00		1,000.00
IV-A	Alabang Muntinlupa	600.00	1,600.00	500.00		2,700.00
IV-B	Kansas, Manila	600.00	1,600.00	500.00		2,700.00
V	Legaspi City	500.00	1,600.00	500.00	8,741.92	11,341.92
VI	Iloilo City	500.00	1,600.00	500.00	10,489.12	13,089.12
VII	Cebu City	500.00	1,600.00	500.00	10,489.12	13,089.12
VIII	Tacloban City	500.00	1,600.00	500.00	10,489.12	13,089.12
IX	Zamboanga City	500.00	1,600.00	500.00	12,885.92	15,485.92
X	Cagayan De Oro City	500.00	1,600.00	500.00	12,885.92	15,485.92
XI	Davao City	500.00	1,600.00	500.00	12,885.92	15,485.92
XII	Cotabato City	500.00	1,600.00	500.00	12,885.92	15,485.92
CARAGA	Butuan City	500.00	1,600.00	500.00	12,885.92	15,485.92
NCR	Legarda Manila	500.00	1,600.00	500.00		2,600.00
TOTAL		8,200.00	19,200.00	7,500.00	104,638.88	139,538.88
SITE : SAN FERNANDO PAMPANGA						
I	San Fernando La Union	500.00				500.00
CAR	Baguio	500.00		500.00		1,000.00
II	Tuguegarao	500.00		500.00		1,000.00
III	San Fernando Pampanga	500.00				500.00
IV-A	Alabang Muntinlupa	600.00	500.00	500.00		1,600.00
IV-B	Kansas, Manila	600.00	500.00	500.00		1,600.00
V	Legaspi City	500.00	500.00	500.00	8,741.92	10,241.92
VI	Iloilo City	500.00	500.00	500.00	10,489.12	11,989.12
VII	Cebu City	500.00	500.00	500.00	10,489.12	11,989.12
VIII	Tacloban City	500.00	500.00	500.00	10,489.12	11,989.12
IX	Zamboanga City	500.00	500.00	500.00	12,885.92	14,385.92
X	Cagayan De Oro City	500.00	500.00	500.00	12,885.92	14,385.92
XI	Davao City	500.00	500.00	500.00	12,885.92	14,385.92
XII	Cotabato City	500.00	500.00	500.00	12,885.92	14,385.92
CARAGA	Butuan City	500.00	500.00	500.00	12,885.92	14,385.92
NCR	Legarda Manila	600.00	500.00	600.00		1,700.00
TOTAL		8,300.00	6,000.00	7,100.00	104,638.88	126,038.88
SITE : ALABANG MUNTINLUPA						
I	San Fernando La Union	500.00	900.00	500.00		1,900.00
CAR	Baguio	500.00	1,100.00	500.00		2,100.00
II	Tuguegarao	500.00	1,600.00	500.00		2,600.00
III	San Fernando Pampanga	500.00	400.00	500.00		1,400.00
IV-A	Alabang Muntinlupa			600.00		600.00
IV-B	Kansas, Manila			600.00		600.00
V	Legaspi City	500.00		500.00	8,741.92	9,741.92
VI	Iloilo City	500.00		500.00	10,489.12	11,489.12
VII	Cebu City	500.00		500.00	10,489.12	11,489.12
VIII	Tacloban City	500.00		500.00	10,489.12	11,489.12
IX	Zamboanga City	500.00		500.00	12,885.92	13,885.92
X	Cagayan De Oro City	500.00		500.00	12,885.92	13,885.92
XI	Davao City	500.00		500.00	12,885.92	13,885.92
XII	Cotabato City	500.00		500.00	12,885.92	13,885.92
CARAGA	Butuan City	500.00		500.00	12,885.92	13,885.92
NCR	Legarda Manila	600.00		600.00		1,200.00
TOTAL		7,100.00	4,000.00	8,300.00	104,638.88	124,038.88

FIELD OFFICE	MODE OF TRASPORTATION				TOTAL TRANSPORTATION COST	REMARKS	
	LAND			PLANE			
	Residence to Terminal vice versa	BUS (two-way)	Terminal - Venue vice versa				
SITE : KANSAS MANILA							
I	San Fernando La Union	500.00	900.00	500.00		1,900.00	
CAR	Baguio	500.00	1,100.00	500.00		2,100.00	
II	Tuguegarao	500.00	1,600.00	500.00		2,600.00	
III	San Fernando Pampanga	500.00	400.00	500.00		1,400.00	
IV-A	Alabang Munitinlupa			600.00		600.00	
IV-B	Kansas, Manila			600.00		600.00	
V	Legaspi City	500.00		500.00	8,741.92	9,741.92	
VI	Iloilo City	500.00		500.00	10,489.12	11,489.12	
VII	Cebu City	500.00		500.00	10,489.12	11,489.12	
VIII	Tacloban City	500.00		500.00	10,489.12	11,489.12	
IX	Zamboanga City	500.00		500.00	12,885.92	13,885.92	
X	Cagayan De Oro City	500.00		500.00	12,885.92	13,885.92	
XI	Davao City	500.00		500.00	12,885.92	13,885.92	
XII	Cotabato City	500.00		500.00	12,885.92	13,885.92	
CARAGA	Butuan City	500.00		500.00	12,885.92	13,885.92	
NCR	Legarda Manila	600.00		600.00		1,200.00	
TOTAL		7,100.00	4,000.00	8,300.00	104,638.88	124,038.88	
SITE : LEGASPI CITY							
I	San Fernando La Union	500.00	900.00	500.00	8,741.92	10,641.92	
CAR	Baguio	500.00	1,100.00	500.00	8,741.92	10,841.92	
II	Tuguegarao	500.00	1,600.00	500.00	8,741.92	11,341.92	
III	San Fernando Pampanga	500.00	400.00	500.00	8,741.92	10,141.92	
IV-A	Alabang Munitinlupa	600.00		500.00	8,741.92	9,841.92	
IV-B	Kansas, Manila	600.00		500.00	8,741.92	9,841.92	
V	Legaspi City	500.00				500.00	
VI	Iloilo City	500.00		500.00	19,231.04	20,231.04	
VII	Cebu City	500.00		500.00	19,231.04	20,231.04	
VIII	Tacloban City	500.00		500.00	19,231.04	20,231.04	
IX	Zamboanga City	500.00		500.00	21,627.84	22,627.84	
X	Cagayan De Oro City	500.00		500.00	21,627.84	22,627.84	
XI	Davao City	500.00		500.00	21,627.84	22,627.84	
XII	Cotabato City	500.00		500.00	21,627.84	22,627.84	
CARAGA	Butuan City	500.00		500.00	21,627.84	22,627.84	
NCR	Legarda Manila	600.00		500.00	8,741.92	9,841.92	
TOTAL		8,300.00	4,000.00	7,500.00	227,025.76	246,825.76	
SITE : ILOILO CITY							
I	San Fernando La Union	500.00	900.00	500.00	10,489.12	12,389.12	
CAR	Baguio	500.00	1,100.00	500.00	10,489.12	12,589.12	
II	Tuguegarao	500.00	1,600.00	500.00	10,489.12	13,089.12	
III	San Fernando Pampanga	500.00	400.00	500.00	10,489.12	11,889.12	
IV-A	Alabang Munitinlupa	600.00		500.00	10,489.12	11,589.12	
IV-B	Kansas, Manila	600.00		500.00	10,489.12	11,589.12	
V	Legaspi City	500.00		500.00	19,231.04	20,231.04	
VI	Iloilo City	500.00				500.00	
VII	Cebu City	500.00		500.00	8,796.00	9,796.00	Cebu - Iloilo
VIII	Tacloban City	500.00		500.00	14,578.00	15,578.00	Tac - Cebu - Iloilo
IX	Zamboanga City	500.00		500.00	23,375.04	24,375.04	Zam - Manila - Iloilo
X	Cagayan De Oro City	500.00		500.00	23,375.04	24,375.04	CDO - Manila - Iloilo
XI	Davao City	500.00		500.00	20,192.00	21,192.00	Dav - Cebu - Iloilo
XII	Cotabato City	500.00		500.00	23,375.04	24,375.04	Cota - Manila - Iloilo
CARAGA	Butuan City	500.00		500.00	23,375.04	24,375.04	Butu - Manila - Iloilo
NCR	Legarda Manila	600.00		400.00	10,489.12	11,489.12	
TOTAL		8,300.00	4,000.00	7,400.00	229,721.04	249,421.04	

FIELD OFFICE	MODE OF TRASPORATION				TOTAL TRANSPORTATION COST	REMARKS
	LAND			PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Terminal - Venue vice versa			
SITE : CEBU CITY						
I	San Fernando La Union	500.00	900.00	500.00	10,489.12	12,389.12
CAR	Baguio	500.00	1,100.00	500.00	10,489.12	12,589.12
II	Tuguegarao	500.00	1,600.00	500.00	10,489.12	13,089.12
III	San Fernando Pampanga	500.00	400.00	500.00	10,489.12	11,889.12
IV-A	Alabang Munitinlupa	600.00		500.00	10,489.12	11,589.12
IV-B	Kansas, Manila	600.00		500.00	10,489.12	11,589.12
V	Legaspi City	500.00		500.00	19,231.04	20,231.04
VI	Iloilo City	500.00		500.00	8,796.00	9,796.00
VII	Cebu City	500.00				500.00
VIII	Tacloban City	500.00		500.00	6,281.44	7,281.44
IX	Zamboanga City	500.00		500.00	6,180.64	7,180.64
X	Cagayan De Oro City	500.00		500.00	4,726.88	5,726.88
XI	Davao City	500.00		500.00	12,569.12	13,569.12
XII	Cotabato City	500.00		500.00	12,569.12	13,569.12
CARAGA	Butuan City	500.00		500.00	12,569.12	13,569.12
NCR	Legarda Manila	600.00		500.00	10,489.12	11,589.12
TOTAL		8,300.00	4,000.00	7,500.00	156,347.20	176,147.20
SITE : TACLOBAN CITY						
I	San Fernando La Union	500.00	900.00	500.00	10,489.12	12,389.12
CAR	Baguio	500.00	1,100.00	500.00	10,489.12	12,589.12
II	Tuguegarao	500.00	1,600.00	500.00	10,489.12	13,089.12
III	San Fernando Pampanga	500.00	400.00	500.00	10,489.12	11,889.12
IV-A	Alabang Munitinlupa	600.00		500.00	10,489.12	11,589.12
IV-B	Kansas, Manila	600.00		500.00	10,489.12	11,589.12
V	Legaspi City	500.00		500.00	19,231.04	20,231.04
VI	Iloilo City	500.00		500.00	6,281.44	7,281.44
VII	Cebu City	500.00		500.00	6,281.44	7,281.44
VIII	Tacloban City	500.00				500.00
IX	Zamboanga City	500.00		500.00	23,375.04	24,375.04
X	Cagayan De Oro City	500.00		500.00	23,375.04	24,375.04
XI	Davao City	500.00		500.00	18,850.56	19,850.56
XII	Cotabato City	500.00		500.00	18,850.56	19,850.56
CARAGA	Butuan City	500.00		500.00	23,375.04	24,375.04
NCR	Legarda Manila	600.00		500.00	10,489.12	11,589.12
TOTAL		8,300.00	4,000.00	7,500.00	213,044.00	232,844.00
SITE : ZAMBOANGA						
I	San Fernando La Union	400.00	900.00	500.00	12,885.92	14,685.92
CAR	Baguio	400.00	1,100.00	500.00	12,885.92	14,885.92
II	Tuguegarao	400.00	1,600.00	500.00	12,885.92	15,385.92
III	San Fernando Pampanga	400.00	400.00	500.00	12,885.92	14,185.92
IV-A	Alabang Munitinlupa	600.00		500.00	12,885.92	13,985.92
IV-B	Kansas, Manila	600.00		500.00	12,885.92	13,985.92
V	Legaspi City	500.00		500.00	21,627.84	22,627.84
VI	Iloilo City	500.00		500.00	23,375.04	24,375.04
VII	Cebu City	500.00		500.00	23,375.04	24,375.04
VIII	Tacloban City	500.00		500.00	23,375.04	24,375.04
IX	Zamboanga City	500.00				500.00
X	Cagayan De Oro City	500.00	900.00	500.00		1,900.00
XI	Davao City	500.00	2,000.00	500.00		3,000.00
XII	Cotabato City	500.00	2,000.00	500.00		3,000.00
CARAGA	Butuan City	500.00	2,000.00	500.00		3,000.00
NCR	Legarda Manila	600.00		500.00	12,885.92	13,985.92
TOTAL		7,900.00	10,900.00	7,500.00	181,954.40	208,254.40

FIELD OFFICE	MODE OF TRASPORATION				TOTAL TRANSPORTATION COST	REMARKS	
	LAND			PLANE			
	Residence to Terminal vice versa	BUS (two-way)	Terminal - Venue vice versa				
SITE : CAGAYAN DE ORO							
I	San Fernando La Union	500.00	900.00	500.00	12,885.92	14,785.92	
CAR	Baguio	500.00	1,100.00	500.00	12,885.92	14,985.92	
II	Tuguegarao	500.00	1,600.00	500.00	12,885.92	15,485.92	
III	San Fernando Pampanga	500.00	400.00	500.00	12,885.92	14,285.92	
IV-A	Alabang Munitinlupa	600.00		500.00	12,885.92	13,985.92	
IV-B	Kansas, Manila	600.00		500.00	12,885.92	13,985.92	
V	Legaspi City	500.00		500.00	21,627.84	22,627.84	Leg - manila - CDO
VI	Iloilo City	500.00		500.00	23,375.04	24,375.04	Ilo - Manila - CDO
VII	Cebu City	500.00		500.00	23,375.04	24,375.04	Cebu - Manila - CDO
VIII	Tacloban City	500.00		500.00	23,375.04	24,375.04	Tac - Manila - CDO
IX	Zamboanga City	500.00	1,400.00	500.00		2,400.00	
X	Cagayan De Oro City	500.00				500.00	
XI	Davao City	500.00	1,200.00	500.00		2,200.00	
XII	Cotabato City	500.00	1,200.00	500.00		2,200.00	
CARAGA	Butuan City	500.00	1,200.00	500.00		2,200.00	
NCR	Legarda Manila	600.00		500.00	12,882.92	13,982.92	
TOTAL		8,300.00	9,000.00	7,500.00	181,951.40	206,751.40	
SITE : DAVAO							
I	San Fernando La Union	500.00	900.00	500.00	12,885.92	14,785.92	
CAR	Baguio	500.00	1,100.00	500.00	12,885.92	14,985.92	
II	Tuguegarao	500.00	1,600.00	500.00	12,885.92	15,485.92	
III	San Fernando Pampanga	500.00	400.00	500.00	12,885.92	14,285.92	
IV-A	Alabang Munitinlupa	600.00		500.00	12,885.92	13,985.92	
IV-B	Kansas, Manila	600.00		500.00	12,885.92	13,985.92	
V	Legaspi City	500.00		500.00	21,627.84	22,627.84	
VI	Iloilo City	500.00		500.00	20,192.00	21,192.00	Ilo-Ilo - Davao
VII	Cebu City	500.00		500.00	12,569.12	13,569.12	Cebu - Davao
VIII	Tacloban City	500.00		500.00	18,850.56	19,850.56	Tacloban to Davao
IX	Zamboanga City	500.00	2,000.00	500.00		3,000.00	
X	Cagayan De Oro City	500.00	1,200.00	500.00		2,200.00	
XI	Davao City	500.00				500.00	
XII	Cotabato City	500.00	1,200.00	500.00		2,200.00	
CARAGA	Butuan City	500.00	1,200.00	500.00		2,200.00	
NCR	Legarda Manila	600.00		500.00	12,885.92	13,985.92	
TOTAL		8,300.00	9,600.00	7,500.00	163,440.96	188,840.96	
SITE : COTABATO CITY							
I	San Fernando La Union	500.00	900.00	500.00	12,885.92	14,785.92	
CAR	Baguio	500.00	1,100.00	500.00	12,885.92	14,985.92	
II	Tuguegarao	500.00	1,600.00	500.00	12,885.92	15,485.92	
III	San Fernando Pampanga	500.00	400.00	500.00	12,885.92	14,285.92	
IV-A	Alabang Munitinlupa	600.00		500.00	12,885.92	13,985.92	
IV-B	Kansas, Manila	600.00		500.00	12,885.92	13,985.92	
V	Legaspi City	500.00		500.00	21,627.84	22,627.84	
VI	Iloilo City	500.00		500.00	23,375.04	24,375.04	
VII	Cebu City	500.00		500.00	12,569.12	13,569.12	
VIII	Tacloban City	500.00		500.00	18,850.56	19,850.56	
IX	Zamboanga City	500.00	2,000.00	500.00		3,000.00	
X	Cagayan De Oro City	500.00	1,200.00	500.00		2,200.00	
XI	Davao City	500.00	1,200.00	500.00		2,200.00	
XII	Cotabato City	500.00				500.00	
CARAGA	Butuan City	500.00	1,200.00	500.00		2,200.00	
NCR	Legarda Manila	600.00		500.00	12,885.92	13,985.92	
TOTAL		8,300.00	9,600.00	7,500.00	166,624.00	192,024.00	

FIELD OFFICE	MODE OF TRASPORTATION				TOTAL TRANSPORTATION COST	REMARKS
	LAND			PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Terminal - Venue vice versa			
SITE : BUTUAN CITY						
I	San Fernando La Union	500.00	900.00	500.00	12,885.92	14,785.92
CAR	Baguio	500.00	1,100.00	500.00	12,885.92	14,985.92
II	Tuguegarao	500.00	1,600.00	500.00	12,885.92	15,485.92
III	San Fernando Pampanga	500.00	400.00	500.00	12,885.92	14,285.92
IV-A	Alabang Munitinlupa	600.00		500.00	12,885.92	13,985.92
IV-B	Kansas, Manila	600.00		500.00	12,885.92	13,985.92
V	Legaspi City	500.00		500.00	21,627.84	22,627.84
VI	Iloilo City	500.00		500.00	23,375.04	24,375.04
VII	Cebu City	500.00		500.00	12,569.12	13,569.12
VIII	Tacloban City	500.00		500.00	23,375.04	24,375.04
IX	Zamboanga City	500.00	2,000.00	500.00		3,000.00
X	Cagayan De Oro City	500.00	2,000.00	500.00		3,000.00
XI	Davao City	500.00	1,200.00	500.00		2,200.00
XII	Cotabato City	500.00	1,200.00	500.00		2,200.00
CARAGA	Butuan City	500.00				500.00
NCR	Legarda Manila	600.00		500.00	12,885.92	13,985.92
TOTAL		8,300.00	10,400.00	7,500.00	171,148.48	197,348.48

Field Office I - VIII all bound to manila going to Visayas and Mindanao, except if there is a direct flight form their area