



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph>

MEMORANDUM CIRCULAR NO. 03
Series of 2013

SUBJECT: OMNIBUS GUIDELINES IMPLEMENTING AUSTERITY MEASURES IN THE USE OF MAINTENANCE AND OTHER OPERATING EXPENSES AND CAPITAL OUTLAYS FUNDS, AMENDING FOR THE PURPOSE MEMORANDUM CIRCULAR NUMBER 05 SERIES OF 2009.

1. RATIONALE AND OBJECTIVES

In addition to the consolidation of various guidelines and directives issued in our mission to promote austerity and channel the Department's limited resources towards rational and conscientious spending and virtuous savings, amendments to the provisions of Memorandum Circular No. 5 Series of 2009 (M.C. No. 5 s. 2009) – also known as the Omnibus Guidelines Implementing Austerity Measures in the Use of Maintenance and Other Operating Expenses and Capital Outlay Funds – will bring about not only the view of strict observance and exercise of prudence in the utilization of funds but also needed adjustments to update outdated stipulations contained in this document.

The modifications are adopted to maximize value from the products being acquired through logical and reasonable budgeting and use of financial resources. Corresponding with the directive of the Department of Budget and Management (DBM) to rationalize spending, the Department aims to make the most out of the Filipino people's hard-earned money which was entrusted to the Department for the realization of our vision of a society where poor, vulnerable and disadvantaged individuals, families and communities are empowered for an improved quality of life.

2. LEGAL BASES

- Presidential Administrative Order No. 103, s. 2004, as amended by Presidential Memorandum Order No. 185 s. 2010 – Directing the continued adoption of austerity measures in the Government and specifically requires 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, as amended by Presidential Administrative Order No. 110-A s. 2006 and succeeding Orders – Directing the institutionalization of a Government Energy Management Program (GEMP) and its Implementing Rules and Regulations;
- 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;

- 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;
- Memorandum Circular No. 14, series of 2008, as amended by Memorandum Circular No. 13, series of 2009 – Terms of Reference for the Conduct of Program Review and Evaluation Workshop (PREW);
- 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;
- Memorandum from the Secretary dated 17 March 2009 - Adopting Measures to Stop Unnecessary and Wasteful Spending in Government Agencies;
- DSWD Administrative Service Memorandum dated 21 February 2008 – Reminder to All Drivers and Chauffeurs of the General Services Division;
- Memorandum from the Secretary dated 24 February 2010 on the Availment of Economical Air Transportation Services;
- Memorandum from the Secretary dated 01 March 2011 prescribing the rate for DSWD Board and Lodging Activities.

3. COVERAGE

These guidelines shall cover all officials/employees of Bureaus, Services, Offices and Field Offices including its Centers and Institutions 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 the most economical, practicable and advantageous airfare/s. To effectively implement this directive, FOs must be informed two weeks before the schedule of Central Office (CO) activities requiring air travel and vice-versa to enable CO and FO personnel to avail of the foregoing airfare/s.

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;

4.5.4 The amounts allotted for board and lodging, pursuant to the Memorandum from the Secretary dated 01 March 2011, are prescribed as follows:

AREA	RATE
• Metro Manila and nearby cities	PhP1,800.00
• Provinces	PhP1,500.00

The amounts above-cited shall be subject to periodic adjustment upon approval by the Undersecretary for General Administration and Support Services Group (GASSG) in accordance with prevailing market analysis/study.

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

4.6.1 DSWD facilities and other related amenities shall be primarily utilized as venues of trainings, seminars and other similar activities for CO and FO initiated endeavor, 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 than the DSWD approved rates;
 - 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; and
 - when DSWD or other government facilities are not available.
- 4.6.2 Trainings and similar activities may be conducted outside Metro Manila in case of CO or outside the city/locality where the field/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. Said Estimated Computation of Transportation Cost is subject to periodic review by the Financial Management Service (FMS) in order to adjust and reflect contemporary rates;
- 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 OBSUs to assess/review/evaluate present status of social welfare and development (SWD) programs vis-a-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 OBSUs 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 the Capacity Building Bureau (CBB) to ensure appropriateness of the PREW design, modules, methodologies, schedule of activities and other workshop supplies and requirements. Consultants, facilitators, and other external experts may be tapped to aid in the conduct of the program review and evaluation, subject to the affirmative action of approving authority;
- 4.7.4 The duration shall be based on the PREW design and content 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 thru the Cluster Head 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 reports of the previous PREW and updates on action taken on agreements during the PREW were submitted in a timely manner to the Office of the Secretary thru the Cluster Head.
- 4.8 Conduct of Strategic Planning Workshop, Year-End Evaluation Workshop, Planning Workshop, Performance or Operations Review Workshop and Similar Activities

- 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 strengths/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 Development Bureau (HRDB) 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 Guideline;
- 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 an OBSU 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 OBSU.
- 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 OBSU 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/Staff Development/Health and Wellness Development and Related Activities.
- 4.9.1 Conduct of Cultural, Social, Staff Development and Health and Wellness Development Activities shall be limited to DSWD employees only, and the selection of venue for such activities shall take into consideration the need to minimize expenditures and other logistical requirements such as the use of vehicles;
- 4.9.2 These activities shall be allowed provided that such activities are contained in the WFP of the proponent OBSUs and in accordance with the overall program/framework to be developed by the Human Resource Development Bureau (HRDB) or authorized in accordance with the DSWD Employees Wellness Program.
- 4.10 Except for meetings of the Head of the Department, meals and snacks served during meetings shall not exceed PhP200/pax and PhP75/pax, respectively. Meetings shall be scheduled in such a manner that will not incur the provision of meals, if possible.

The above-mentioned amounts shall be followed for meetings hosted by EXECOM members and Regional Directors, except for those attended by directors and/or officers from other agencies and local and foreign dignitaries wherein the amount allocated for meals during their meeting shall not exceed PhP500.00.

The amounts above-cited shall be subject to periodic adjustment upon approval by the Undersecretary for General Administration and Support Services Group (GASSG) based on the prevailing market analysis/study.

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 related consumables;
- 4.11.3 Recycling of used office supplies shall continue to be practiced and maximized for reproduction of documents.

4.12 Utilities

- 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 9:00 a.m. and turned off by 4:00 p.m. except in OBSUs whose personnel were authorized to perform work beyond the regular work hours, or those offices whose location and/or work condition requires the use of such equipment. Where adequate or normal ventilation and comfortable weather conducive to productivity is available, the use of air-conditioning units may be discouraged;
- 4.12.5 The use of energy-saver 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, pregnant women and persons with disability/health problems or when carrying heavy loads;
- 4.12.7 Computers, photocopiers and other equipments should be used strictly for official business only;

4.12.8 Daily inspection of water and plumbing connections to detect leaks, and the conduct of immediate repair of other equipment and utilities to avoid further damage shall be undertaken by the maintenance personnel of General Services Unit of CO and FOs;

4.12.9 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

4.14.1 Utilization of the Department's motor vehicles shall be strictly for official business/es only;

4.14.2 Synchronization of travel or car pooling system shall be practiced in the following cases:

- Official business with Offices in different destinations but adjoining areas;
- Officials with assigned service vehicles whose residences are within/near the area;
- Out of town trip/s for at least 3 persons except EXECOM/MANCOM Members;
- Staff development and health and wellness activities. A guideline shall set the corresponding venue and distance covered in such activities wherein the Department's vehicle may be used.

4.14.3 Overnight parking of DSWD vehicles at the residence of any personnel 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;

4.14.4 OBSU/FO employee/s attending DSWD-related activities are encouraged to use public transportation, except on the following circumstances:

- When there is a need to transport voluminous materials and/or security-risk equipment;
- Fetch a Resource Person for a scheduled activity;

- During disaster relief operations, and;
- In activities considered urgent/extremely necessary to facilitate coordination and/or service delivery.

4.14.5 The Head of OBSUs are advised to plan trips and combine activities of the staff to reduce the number of trips;

4.14.6 Premium grade or high grade-octane gasoline shall be used only if it is specifically required for a vehicle;

4.14.7 The vehicle must be well-tuned and maintained for optimum running condition at all times by the motor pool personnel of CO and FOs to prevent excessive fuel consumption and frequent breakdown;

4.14.8 Chauffeurs and related personnel whom the Department's vehicle are entrusted should turn-off the engine while waiting for their respective passenger/s;

4.14.9 Unless extremely necessary, request for vehicle accessories such as fog lights, mag wheels, among others shall not be allowed.

4.15 Use of Communications Equipment

4.15.1 All officials and staff are hereby encouraged to exercise self regulation 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 GASSG through the Assistant Secretary for GASSG on compliance of austerity measures every 15th of the month after each quarter.

6. REPEALING CLAUSE

This Memorandum Circular shall take effect immediately and shall supersede, amend or modify Department orders, issuances and circulars which are inconsistent herewith.

7. EFFECTIVITY

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

Issued in Quezon City this 15th day of April, 2013.


SECRETARY CORAZON JULIANO-SOLIMAN



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Estimated Computation of Transportation Cost
 As of May 2013

Annex A

Field Office		MODE OF TRANSPORTATION					TOTAL TRANSPORTATION COST
		LAND				PLANE	
		Residence to Terminal vice versa	BUS (two-way)	Manila Airport to Bus Terminal	Terminal- Venue vice versa		
SITE: MANILA							
NCR	Legarda Manila	600.00					600.00
CAR	Baguio	500.00	1,200.00		700.00		2,400.00
I	San Fernando La Union	500.00	1,000.00		700.00		2,200.00
II	Tuguegarao	500.00			700.00	10,000.00	11,200.00
III	San Fernando Pampanga	500.00	500.00		700.00		1,700.00
IV-A	Alabang Muntinlupa	600.00					600.00
IV-B	Kansas Manila	600.00					600.00
V	Legaspi City	500.00			700.00	10,000.00	11,200.00
VI	Iloilo City	500.00			700.00	12,000.00	13,200.00
VII	Cebu City	500.00			700.00	12,000.00	13,200.00
VIII	Tacloban City	500.00			700.00	12,000.00	13,200.00
IX	Zamboanga City	500.00			700.00	12,000.00	13,200.00
X	Cagayan de Oro City	500.00			700.00	12,000.00	13,200.00
XI	Davao City	500.00			700.00	12,000.00	13,200.00
XII	Cotabato City	500.00			700.00	12,000.00	13,200.00
CARAGA	Butuan City	500.00			700.00	12,000.00	13,200.00
TOTAL		8,300.00	2,700.00	-	9,100.00	116,000.00	136,100.00
SITE: BAGUIO CITY							
NCR	Legarda Manila	600.00	1,200.00		500.00		2,300.00
CAR	Baguio	500.00					500.00
I	San Fernando La Union	500.00	500.00		500.00		1,500.00
II	Tuguegarao	500.00	1,000.00		500.00		2,000.00
III	San Fernando Pampanga	500.00	1,000.00		500.00		2,000.00
IV-A	Alabang Muntinlupa	600.00	1,200.00		500.00		2,300.00
IV-B	Kansas Manila	600.00	1,200.00		500.00		2,300.00
V	Legaspi City	500.00	1,200.00	700.00	500.00	10,000.00	12,900.00
VI	Iloilo City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
VII	Cebu City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
VIII	Tacloban City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
IX	Zamboanga City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
X	Cagayan de Oro City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
XI	Davao City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
XII	Cotabato City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
CARAGA	Butuan City	500.00	1,200.00	700.00	500.00	12,000.00	14,900.00
TOTAL		8,300.00	16,900.00	6,300.00	7,500.00	106,000.00	145,000.00
SITE: SAN FERNANDO LA UNION							
NCR	Legarda Manila	600.00	1,000.00		500.00		2,100.00
CAR	Baguio	500.00	500.00		500.00		1,500.00
I	San Fernando La Union	500.00					500.00
II	Tuguegarao	500.00	1,000.00		500.00		2,000.00
III	San Fernando Pampanga	500.00	1,000.00		500.00		2,000.00
IV-A	Alabang Muntinlupa	600.00	1,000.00		500.00		2,100.00
IV-B	Kansas Manila	600.00	1,000.00		500.00		2,100.00
V	Legaspi City	500.00	1,000.00	700.00	500.00	10,000.00	12,700.00
VI	Iloilo City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
VII	Cebu City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
VIII	Tacloban City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
IX	Zamboanga City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
X	Cagayan de Oro City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
XI	Davao City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
XII	Cotabato City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
CARAGA	Butuan City	500.00	1,000.00	700.00	500.00	12,000.00	14,700.00
TOTAL		8,300.00	14,500.00	6,300.00	7,500.00	106,000.00	142,600.00

Field Office	MODE OF TRANSPORTATION					TOTAL TRANSPORTATION COST	
	LAND				PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Manila Airport to Bus Terminal	Terminal-Venue vice versa			
SITE: TUGUEGARAO CAGAYAN							
NCR	Legarda Manila	600.00	1,600.00		500.00	2,700.00	
CAR	Baguio	500.00	1,000.00		500.00	2,000.00	
I	San Fernando La Union	500.00	1,000.00		500.00	2,000.00	
II	Tuguegarao	500.00				500.00	
III	San Fernando Pampanga	500.00	1,400.00		500.00	2,400.00	
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	700.00	500.00	10,000.00	13,300.00
VI	Iloilo City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
VII	Cebu City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
VIII	Tacloban City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
IX	Zamboanga City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
X	Cagayan de Oro City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
XI	Davao City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
XII	Cotabato City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
CARAG	Butuan City	500.00	1,600.00	700.00	500.00	12,000.00	15,300.00
TOTAL		8,300.00	22,600.00	6,300.00	7,500.00	106,000.00	150,700.00
SITE: SAN FERNANDO PAMPANGA							
NCR	Legarda Manila	600.00	500.00		500.00	1,600.00	
CAR	Baguio	500.00	500.00		500.00	1,500.00	
I	San Fernando La Union	500.00	500.00		500.00	1,500.00	
II	Tuguegarao	500.00	500.00	700.00	500.00	10,000.00	12,200.00
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	700.00	500.00	10,000.00	12,200.00
VI	Iloilo City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
VII	Cebu City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
VIII	Tacloban City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
IX	Zamboanga City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
X	Cagayan de Oro City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
XI	Davao City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
XII	Cotabato City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
CARAG	Butuan City	500.00	500.00	700.00	500.00	12,000.00	14,200.00
TOTAL		8,300.00	7,500.00	7,000.00	7,500.00	116,000.00	146,300.00
SITE: LEGASPI CITY							
NCR	Legarda Manila	700.00			500.00	10,000.00	11,200.00
CAR	Baguio	500.00	1,200.00		500.00	10,000.00	12,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	10,000.00	12,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	10,000.00	11,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	10,000.00	11,000.00
IV-B	Kansas Manila	700.00			500.00	10,000.00	11,200.00
V	Legaspi City	500.00					500.00
VI	Iloilo City	500.00			500.00	18,000.00	19,000.00
VII	Cebu City	500.00			500.00	18,000.00	19,000.00
VIII	Tacloban City	500.00			500.00	18,000.00	19,000.00
IX	Zamboanga City	500.00			500.00	18,000.00	19,000.00
X	Cagayan de Oro City	500.00			500.00	18,000.00	19,000.00
XI	Davao City	500.00			500.00	18,000.00	19,000.00
XII	Cotabato City	500.00			500.00	18,000.00	19,000.00
CARAG	Butuan City	500.00			500.00	18,000.00	19,000.00
TOTAL		8,400.00	2,700.00	-	7,500.00	222,000.00	240,600.00

Field Office	MODE OF TRANSPORTATION					TOTAL TRANSPORTATION COST	
	LAND				PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Manila Airport to Bus Terminal	Terminal-Venue vice versa			
SITE: ILOILO CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00					500.00
VII	Cebu City	500.00			500.00	12,000.00	13,000.00
VIII	Tacloban City	500.00			500.00	12,000.00	13,000.00
IX	Zamboanga City	500.00			500.00	18,000.00	19,000.00
X	Cagayan de Oro City	500.00			500.00	18,000.00	19,000.00
XI	Davao City	500.00			500.00	18,000.00	19,000.00
XII	Cotabato City	500.00			500.00	18,000.00	19,000.00
CARAG	Butuan City	500.00			500.00	18,000.00	19,000.00
TOTAL		8,400.00	2,700.00	-	7,500.00	222,000.00	240,600.00
SITE: CEBU CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	12,000.00	13,000.00
VII	Cebu City	500.00					500.00
VIII	Tacloban City	500.00			500.00	12,000.00	13,000.00
IX	Zamboanga City	500.00			500.00	18,000.00	19,000.00
X	Cagayan de Oro City	500.00			500.00	18,000.00	19,000.00
XI	Davao City	500.00			500.00	18,000.00	19,000.00
XII	Cotabato City	500.00			500.00	18,000.00	19,000.00
CARAG	Butuan City	500.00			500.00	18,000.00	19,000.00
TOTAL		8,400.00	2,700.00	-	7,500.00	222,000.00	240,600.00
SITE: TACLOBAN CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	12,000.00	13,000.00
VII	Cebu City	500.00			500.00	12,000.00	13,000.00
VIII	Tacloban City	500.00					500.00
IX	Zamboanga City	500.00			500.00	18,000.00	19,000.00
X	Cagayan de Oro City	500.00			500.00	18,000.00	19,000.00
XI	Davao City	500.00			500.00	12,000.00	13,000.00
XII	Cotabato City	500.00			500.00	18,000.00	19,000.00
CARAG	Butuan City	500.00			500.00	18,000.00	19,000.00
TOTAL		8,400.00	2,700.00	-	7,500.00	216,000.00	234,600.00

Field Office	MODE OF TRANSPORTATION					TOTAL TRANSPORTATION COST	
	LAND				PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Manila Airport to Bus Terminal	Terminal-Venue vice versa			
SITE: ZAMBOANGA CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	18,000.00	19,000.00
VII	Cebu City	500.00			500.00	18,000.00	19,000.00
VIII	Tacloban City	500.00			500.00	18,000.00	19,000.00
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
CARAG	Butuan City	500.00	2,000.00		500.00		3,000.00
TOTAL		8,400.00	9,600.00	-	7,500.00	162,000.00	187,500.00
SITE: CAGAYAN DE ORO CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	12,000.00	13,000.00
VII	Cebu City	500.00			500.00	12,000.00	13,000.00
VIII	Tacloban City	500.00			500.00	12,000.00	13,000.00
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
CARAG	Butuan City	500.00	1,200.00		500.00		2,200.00
TOTAL		8,400.00	7,700.00	-	7,500.00	144,000.00	167,600.00
SITE: DAVAO CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	12,000.00	13,000.00
VII	Cebu City	500.00			500.00	12,000.00	13,000.00
VIII	Tacloban City	500.00			500.00	12,000.00	13,000.00
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
CARAG	Butuan City	500.00	1,200.00		500.00		2,200.00
TOTAL		8,400.00	8,300.00	-	7,500.00	144,000.00	168,200.00

Field Office	MODE OF TRANSPORTATION					TOTAL TRANSPORTATION COST	
	LAND				PLANE		
	Residence to Terminal vice versa	BUS (two-way)	Manila Airport to Bus Terminal	Terminal-Venue vice versa			
SITE: COTABATO CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	12,000.00	13,000.00
VII	Cebu City	500.00			500.00	12,000.00	13,000.00
VIII	Tacloban City	500.00			500.00	12,000.00	13,000.00
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
CARAG	Butuan City	500.00	1,200.00		500.00		2,200.00
TOTAL		8,400.00	8,300.00	-	7,500.00	144,000.00	168,200.00
SITE: BUTUAN CITY							
NCR	Legarda Manila	700.00			500.00	12,000.00	13,200.00
CAR	Baguio	500.00	1,200.00		500.00	12,000.00	14,200.00
I	San Fernando La Union	500.00	1,000.00		500.00	12,000.00	14,000.00
II	Tuguegarao	500.00			500.00	18,000.00	19,000.00
III	San Fernando Pampanga	500.00	500.00		500.00	12,000.00	13,500.00
IV-A	Alabang Muntinlupa	500.00			500.00	12,000.00	13,000.00
IV-B	Kansas Manila	700.00			500.00	12,000.00	13,200.00
V	Legaspi City	500.00			500.00	18,000.00	19,000.00
VI	Iloilo City	500.00			500.00	12,000.00	13,000.00
VII	Cebu City	500.00			500.00	12,000.00	13,000.00
VIII	Tacloban City	500.00			500.00	12,000.00	13,000.00
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
CARAG	Butuan City	500.00					500.00
TOTAL		8,400.00	9,100.00	-	7,500.00	144,000.00	169,000.00