

PHYSICAL REPORT OF OPERATION
FIRST QUARTER CY 2022

Appendix 6
BAR No. 1

Department: **PENRO Surigao del Sur**
Entity Name: _____
Operating Unit: _____
Organization Code (UACS): _____

_____ Current Year Appropriations
_____ Supplementary Appropriations
_____ Continuing Appropriation
_____ off- Budget Account

PROGRAMS/ACTIVITY/PROJECTS	PERFORMANCE INDICATOR DESCRIPTION	LOCATION	PHYSICAL PERFORMANCE			REMARKS / Justification for those activities with low and high percentage accomplishments	
			TARGET	ACCOMP	Variance as of March 2022		
			Q1	Q1			
(2)	(3)	(4)				(22)	
GENERAL MANAGEMENT & SUPERVISION		Surigao del Sur					
		Surigao del Sur					
Implementation of Good Governance							
PBB enrolled Activities:							
A. Monitoring/Updating/submission of statement of Assets, Liabilities and Net Worth (SALN)	100% submission of SALN of DENR employees based on section 8 of RA 6713 to concerned oversight agency on April 30, 2022	Surigao del Sur	4	4	-		
		District 1	3	3	-		
		PENRO	1	1	-		
		CENRO Cantilan	1	1	-		
		CENRO Lianga	1	1	-		
		District 2	1	1	-		
		CENRO Bislig City	1	1	-		
	B. Submission of implementation of frontline services under the DENR Citizen's Charter	100% Citizen's Charter processes flows crafted and submitted to ARTA by July 01, 2022	Surigao del Sur	-	-		-
			District 1	-	-		-
			PENRO	-	-		-
			CENRO Cantilan	-	-		-
			CENRO Lianga	-	-		-
			District 2	-	-		-
			CENRO Bislig City	-	-		-
		100% of offices with complete Updated Citizen's Charter processes posted 15 working days upon receipt	Surigao del Sur	-	-		-
			District 1	-	-		-
			PENRO	-	-		-
			CENRO Cantilan	-	-		-
CENRO Lianga			-	-	-		
District 2			-	-	-		
CENRO Bislig City			-	-	-		
C. Compliance to "Service Excellence through continuous Systems Innovation Monitoring and Evaluation (SECSIME)	100% major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team every end of the ensuing month of the	Surigao del Sur	4	4	-		
		District 1	3	3	-		
		PENRO	1	1	-		
		CENRO Cantilan	1	1	-		
		CENRO Lianga	1	1	-		
		District 2	1	1	-		
		CENRO Bislig City	1	1	-		
D. Percentage of IPCR commitment based on the approved	100% of IPCR commitment based on the approved	Surigao del Sur	-	-	-		

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			Q1	Q1		
(2)	(3)	(4)				(22)
commitment based on the approved DPCR submitted to the Personnel Division/Unit by end of April 2022	based on the approved DPCR submitted to the Personnel Unit by end of April 2022	District 1	-	-	-	
		PENRO	-	-	-	
		CENRO Cantilan	-	-	-	
		CENRO Lianga	-	-	-	
		District 2	-	-	-	
		CENRO Bislig City	-	-	-	
E. Attendance to Meetings/ Workshops/ Conferences	100% of meetings/ workshops/ conferences with reports submitted 7 working days after attendance in local (inter-agency) and 30 working days in foreign meetings/ workshops/ conferences	Surigao del Sur	4	4	-	
		District 1	3	3	-	
		PENRO	1	1	-	
		CENRO Cantilan	1	1	-	
		CENRO Lianga	1	1	-	
		District 2	1	1	-	
		CENRO Bislig City	1	1	-	
Non-PBB activities						
1.4 Preparation of Payroll	Payroll office Prepared (no.)	Surigao del Sur	1	1	-	
1.5 Updating of Personnel Records '-Regular, CTI & casual	Personnel records 201 files maintained/updated (no.)	Surigao del Sur	241	211	30	
		District 1	181	181	-	
		PENRO	40	40	-	
		CENRO Cantilan	76	76	-	
		CENRO Lianga	65	65	-	
		District 2	60	30	30	
		CENRO Bislig City	60	30	30	
1.6 Maintenance of DENR Personnel Information System (DPIS)	DPIS maintained/ operationalized (no.)	Surigao del Sur	4	4	-	
		District I	3	3	-	
		PENRO	1	1	-	
		CENRO Cantilan	1	1	-	
		CENRO Lianga	1	1	-	
		District II	1	1	-	
		CENRO Bislig City	1	1	-	
1.7 Updating/submission of PDS	PDS updated, monitored & submitted	Surigao del Sur	4	6	-	2
		District I	3	5	-	2
		PENRO	1	2	-	1
		CENRO Cantilan	1	2	-	1
		CENRO Lianga	1	1	-	
		District II	1	1	-	
		CENRO Bislig City	1	1	-	
1.8 Processing of application/ issuance	100% of application/ issuances processed & acted upon (no. of office)	Surigao del Sur	4	4	-	
		District I	3	3	-	
		PENRO	1	1	-	
		CENRO Cantilan	1	1	-	
		CENRO Lianga	1	1	-	
		District II	1	1	-	
		CENRO Bislig City	1	1	-	
1.10 Conduct of IPCR Performance Review	IPCR performance review conducted with report submitted to Region/Central Office (no.)	Surigao del Sur	-	-	-	
		District I	-	-	-	
		PENRO	-	-	-	
		CENRO Cantilan	-	-	-	

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			TARGET	ACCOMP	Variance as of March 2022	
			Q1	Q1		
(2)	(3)	(4)				(22)
		CENRO Lianga District II CENRO Bislig City	- - -	- - -	- - -	
2. Procurement		Surigao del Sur				
Implementation of Good Governance Conditions <u>PBB-enrolled activities:</u> A. Percentage submission of 2022 Annual Procurement Plan-Common use supplies and equipment to DBM-PS D. Registration with PHIL-GEPS '-Certificate of Compliance <u>Non- PBB Activities:</u> A. Preparation of Project Procurement Management Plan (PPMP) B.Posting of ITBs & REIs C. Conduct of Public Bidding D. Operationalization of Bids & Awards Committee (BAC)	100% submission of Annual Procurement Plan-Common use supplies and equipment (APP-CSE) on the prescribed format to DBM-PS based on DBM Circular Letter 2013-14 dated November 29, 2013 on the prescribed period set by DBM-PS <u>100%</u> complied by December 31, 2021 Phil-GEPS conditions (no. of RO & PENR Offices) PPMP based on Revised Implementing Rules and Regulations of RA 9184 (Government Procurement Reform Act) submitted to the Head of BAC Secretariat on deadline <u>100%</u> of ITBs, REIs acted upon ((no. of RO & PENR Offices) Public Bidding conducted with report submitted at the end of the quarter (no.) BAC Meeting/ Conferences, organized and conducted with report submitted (no.)	Surigao del Sur Surigao del Sur Surigao del Sur Surigao del Sur Surigao del Sur Surigao del Sur	- - - - 1 - 1	- - - - 1 - 1	- - - - - -	
3. Property Mgt.		Surigao del Sur				
Implementation of Good Governance Conditions <u>PBB-enrolled activities:</u> A. Report on Physical Count of Plant, Property and Equipment (RPCPPE) submitted by the end of January 2022 to COA, copy furnished Central Office Reconciliation of Property, Plant and Equipment Data Based on Audit Findings	Report on Physical Count of Plant, Property and Equipment (RPCPPE) submitted by the end of January 2022 to COA, copy furnished Central Office 70% of the property, plant and equipment data based on audit findings submitted by COA for calender year 2022	Surigao del Sur Surigao del Sur	1 -	1 -	- -	

PROGRAMS/ACTIVITY/PROJECTS	PERFORMANCE INDICATOR DESCRIPTION	LOCATION	PHYSICAL PERFORMANCE			REMARKS / Justification for those activities with low and high percentage accomplishments
			TARGET	ACCOMP	Variance as of March 2022	
			Q1	Q1		
(2)	(3)	(4)				(22)
Non- PBB:						
2. Inventory of Semi-Expendable Items	property equipment inventory conducted (no.)	Surigao del Sur District I PENRO CENRO Cantilan CENRO Lianga District II CENRO Bislig City	- - - - - - -	- - - - - - -	- - - - - - -	
3.1 Conduct of inventory and inspection of unserviceable equipment for disposal	Inventory report on unserviceable equipment prepared & submitted (no.)	Surigao del Sur	-	-	-	
3.3. Disposal of Unserviceable properties	disposal of Unserviceable properties conducted (no.)	Surigao del Sur	-	-	-	
5. Registration of Radio Equipment	Radio equipment registered (No.)	Surigao del Sur District II CENRO Bislig City	- - -	- - -	- - -	
6. Insurance & Registration RP Vehicles/ Motorcycle	RP vehicles/ motorcycle insured and registered (No.)	Surigao del Sur District I PENRO CENRO Cantilan CENRO Lianga District II CENRO Bislig City	8 6 3 2 1 2 2	7 6 3 2 1 1 1	1 - - - - 1 1	
7 Insurance of Building	Building Insured (No.)	Surigao del Sur District I PENRO CENRO Cantilan CENRO Lianga District II CENRO Bislig City	2 2 1 1 - - -	1 1 1 - - - -	1 1 - 1 - - -	
8 Provision of Insurance for CCTV VOIP Equipments in all DENR Offices	Offices provided with Insurance for CCTV and VOIP Equipments (no.)	Surigao del Sur District I PENRO CENRO Cantilan CENRO Lianga District II CENRO Bislig City	2 1 - 1 - 1 1	- - - - - - -	2 1 - 1 - 1 1	
9 Building Maintenance	Building maintained with quarterly report submitted (no.)	Surigao del Sur District I PENRO CENRO Cantilan CENRO Lianga District II CENRO Bislig City	4 3 1 1 1 1 1	4 3 1 1 1 1 1	- - - - - - -	
4. Radio Communications Mgt.						
4.1 Operationalization and maintenance of radio facility	Radio Facilities maintained/ operationalized with monthly report submitted (no.)	Surigao del Sur District I	6 3	5 3	1 -	

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			Q1	Q1		
(2)	(3)	(4)				(22)
		PENRO	3	3	-	
		District II	3	2	1	
		CENRO Bislig City	3	2	1	
5. Records Management		Surigao del Sur				
PBB-Enrolled Activities:						
A. Actions on Documents/ Requests	100% of documents acted upon (no. of office) simple - 7 days upon receipt complex - 15 days upon receipt	Surigao del Sur	4	2	2	
'-Data and Tracking System (DATS) - Receiving & Releasing of Documents		District I	3	2	1	
		PENRO	1	1	-	
		CENRO Cantilan	1	1	-	
		CENRO Lianga	1	-	1	
		District II	1	-	1	
		CENRO Bislig City	1	-	1	
Non- PBB:						
5.1 Inventory of Records	Records inventoried (no.)	Surigao del Sur	200	205	-	5
		District I	150	175	-	25
		PENRO	50	65	-	15
		CENRO Cantilan	50	50	-	
		CENRO Lianga	50	60	-	10
		District II	50	30	20	
		CENRO Bislig City	50	30	20	
5.2 Maintenance of records room	records room maintained with quarterly report submitted (no.)	Surigao del Sur	4	4	-	
		District I	3	3	-	
		PENRO	1	1	-	
		CENRO Cantilan	1	1	-	
		CENRO Lianga	1	1	-	
		District II	1	1	-	
		CENRO Bislig City	1	1	-	
6. Cashering		Surigao del Sur				
6.1 Issuance of Official Receipts	Official Receipts Issued (no.)	Surigao del Sur	508	1,278	-	770
		District I	382	895	-	513
		CENRO Cantilan	130	205	-	75
		CENRO Lianga	126	307	-	181
		District II	126	383	-	257
		CENRO Bislig City	126	383	-	257
6.2 Summary of ADA/ PACSVAL/Check Issuance	vouchers prepared with ADA/PACSVAL/check issued (no.)	Surigao del Sur	250	218	32	
6.3 Preparation of Monthly Reports	Monthly reports prepared (no.)	Surigao del Sur	3	3	-	
7. BUDGET		Surigao del Sur				
Implementation of Good Governance Conditions						
PBB-enrolled activities:						
A. Budget Utilization Rate	'100% budget utilization rate (annual) with SPMR reports submitted every 5th of the following month	Surigao del Sur	-	-		
'- Ratio of Total Obligations to total releases					-	

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(2)	(3)	(4)				(22)
B. Submission of Budget and Financial Accountability Reports (BFARs) BAR 1 is prepared by PMD •FAR No. 1, 1-A, 1-B, 1-C, 2, 2-A (Quarterly)	Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs)” submitted to COA and DBM	Surigao del Sur	6	6	-	
Non PBB:						
7.1 Preparation of Budget Proposal	Budget Proposal prepared compliant to DBM requirements and submitted to OSPB within 2 months from the issuance of guidelines (no.)	Surigao del Sur	-	-	-	
7.2 Preparation of Financial Plan	Financial Plan prepared compliant to DBM requirements submitted to OSEC-FMS within 2 months from the issuance of planning guidelines	Surigao del Sur	-	-	-	
7.3 Processing of Obligation Requests/Claims	<u>100%</u> of obligation requests/ claims acted upon	Surigao del Sur	415	443	- 28	
7.6 Preparation of Monthly Financial Report	financial reports prepared and submitted to CO (no.)	Surigao del Sur	3	3	-	
7.8 Registry of Allotment & Obligation of PS, MOOE & CO	Registries of allotment & obligation of PS, MOOE & CO miantaine/updated (no.)	Surigao del Sur	9	9	-	
8. Accounting		Surigao del Sur				
Implementation of Good Governance Conditions PBB-enrolled activities:						
A. Budget Utilization Rate ¹- Ratio of Total Disbursement to Total Obligations	¹100% budget utilization rate (annual) with SPMR reports submitted every 5th of the following month	Surigao del Sur	-	-	-	
B. Submission of Budget and Financial Accountability Reports(BFARs) ¹FAR No. 3 (ADDO) - Annual - January 10 ¹FAR No. 4 (MRD) - Monthly •FAR No. 5 (QRROR) - Quarterly •FAR No. 6 - Quarterly	Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs)” submitted to COA and DBM	Surigao del Sur	6	6	-	
	<u>100%</u> Financial Statements per Section 41 of PD No. 1445 submitted to COA on January 31, 2022	Surigao del Sur	1	1	-	

PROGRAMS/ACTIVITY/PROJECTS	PERFORMANCE INDICATOR DESCRIPTION	LOCATION	PHYSICAL PERFORMANCE			REMARKS / Justification for those activities with low and high percentage accomplishments
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(2)	(3)	(4)				(22)
C. Sustained compliance with COA Audit findings	30% of prior year's audit recommendations fully implemented by end of December 2022 with report submitted on the prescribed timeline	Surigao del Sur	-	-	-	
D. Current year's audit observations and recommendations fully implemented as shown in CAAR Observations and Recommendations (Part II)	50% of current year's observation and recommendations fully implemented by end of December 2022 with report submitted on the prescribed timeline	Surigao del Sur	-	-	-	
E. Submission of Report on Ageing Cash Advances for transactions as of November 15, 2022	Report on Ageing Cash Advances for transactions as of November 15, 2022 submitted to COA	Surigao del Sur	1	1	-	
F. Report on Physical Count of Plant, Property and Equipment (RPCPPE) submitted by the end of January 2022 to COA, copy furnished Central Office	Report on Physical Count of Plant, Property and Equipment (RPCPPE) submitted by the end of January 2022 to COA, copy furnished Central Office	Surigao del Sur	1	1	-	
Non-PBB Activities:						
8.1 Preparation of Remittances 1- GSIS, HDMF, PHIC, DECAEMU, DCCOMPO, FOSLA & MOWEL	monthly remittances prepared and submitted (no.)	Surigao del Sur	24	24	-	
8.2 Preparation of Tax Remittance Advice (TRA) 1- Forms 1600, 1601-E, 1601-C	TRA prepared monthly and submitted to BIR (no.)	Surigao del Sur	9	9	-	
8.3 Reconciliation of Bank Accounts	Bank Accounts reconciliation conducted (no.)	Surigao del Sur	3	3	-	
8.4. Processing of Vouchers and Payrolls	100% of disbursement vouchers/ claims acted upon	Surigao del Sur	240	546	- 306	
8.5. Preparation of Monthly and Quarterly Financial Report	monthly, quarterly and annual financial reports prepared and submitted (no.)	Surigao del Sur	4	4	-	
8.7 Maintenance/Updating Journal Entry Voucher (JEV)	Journal Entry Voucher (JEV) maintained/updated (no.)	Surigao del Sur	240	490	- 250	
8.8 Preparation of List of Due and Demandable accounts payable/advice to debit (LDDAP/ADA)	LDDAP/ADAs prepared and submitted to LBP (no.)	Surigao del Sur	60	117	- 57	
	Payroll indexed (no. of officers)	Surigao del Sur	3	2	1	
8.10 Preparation of Withholding Tax schedule (PS, Goods and Services)	BIR Withholding Tax Schedule prepared (PS, Goods & Services) - (Fixed Target) 101-2, 184-2	Surigao del Sur	3	2	1	
9. Hiring of Security Guards (Blue Guards)	Security Guards (Blue Guards) Hired (No.)	Surigao del Sur District I	43	43	- -	
		PENRO	1	1	-	
		CENRO Cantilan	1	1	-	

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			Q1	Q1		
(2)	(3)	(4)				(22)
10. Hiring of Administrative Assistant	Hired Administrative Assistant (no.)	CENRO Lianga	1	1	-	
		District II	1	1	-	
		CENRO Bislig City	1	1	-	
		Surigao del Sur	2	-	2	
CAPITAL OUTLAY FY 2022		Surigao del Sur				
B. Office Building Improvement/ Repair/ Rehabilitation/Expansion/completion						
For Repair and Improvement	Office Building Improvement/ Repair/ Rehabilitation/Expansion/completion (No.)	Surigao del Sur	-	-	-	
		District I	-	-	-	
Improvement of CENRO Office building		CENRO Lianga	-	-	-	
C. Equipment Outlay						
Procurement/Acquisition of Office cubicle/Modular	Office cubicles/Modular (work station) procured (no.)	Surigao del Sur	-	-	-	
		District I	-	-	-	
		PENRO	-	-	-	
		CENRO Cantilan	-	-	-	
		CENRO Lianga	-	-	-	
		District II	-	-	-	
		CENRO Bislig City	-	-	-	
Procurement of Safety Vault	Safety Vault purchased (no.)	Surigao del Sur	-	-	-	
		District I	-	-	-	
		CENRO Cantilan	-	-	-	
		CENRO Lianga	-	-	-	
		District II	-	-	-	
		CENRO Bislig City	-	-	-	
Procurement/Acquisition of Aircondition/Airconditioning Equipment	Aircondition purchased (no.)	Surigao del Sur	-	-	-	
		District I	-	-	-	
		PENRO	-	-	-	
		CENRO Cantilan	-	-	-	
		CENRO Lianga	-	-	-	
		District II	-	-	-	
Acquisition of Photocopy Machines	Photocopy Machines purchased (no.)	Surigao del Sur	-	-	-	
		District I	-	-	-	
		PENRO	-	-	-	
		CENRO Cantilan	-	-	-	
		CENRO Lianga	-	-	-	
		District II	-	-	-	
CENRO Bislig City	-	-	-			