



Republika ng Pilipinas
MINISTRI NG REFORMA AGRIARIA
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Dilliman, Lungsod ng Quezon
Pilipinas, D-505

In reply, please address:
THE MINISTER
Ministry of Agrarian Reform
P.O. Box No. 2993
Manila

June 15, 1983

MINISTRY MEMORANDUM CIRCULAR NO. ^{9 '83}
Series of 1983 _{Ref 8-5 83}

S U B J E C T : Field Financial Cost Monitoring
Systems and Procedure

T O : All Regional Directors, District
Officers, Heads of Units in Pro-
jects, Project Engineer, Team Lea-
ders, Regional and Field Accoun-
tants and Budget Officers

In the interest of the service and to monitor the actual financial cost of the physical accomplishments of the regions under each program, project and activity of the Ministry the following system and procedure shall hereby be adopted:

1. There shall be established a uniform task and job codes to cover the undertakings under the various programs, projects and activities of the Ministry. Task code shall be assigned to expenditures charged against COE while Job Code shall be assigned to expenditures charged against capital outlay. These codes are shown in the attached Appendix B.

2. For uniformity and consistency of classifying and reporting the expenditures throughout the regional offices, definition of terms and abbreviations in the financial forms in relation with the budgetary structure of the Ministry are also provided in the attached Appendix A.

Subsequent codes for additional approved program, project and activity, task or jobs may be assigned from time to time by the FIMAS in coordination with the Planning Service.

3. All chiefs of offices or authorized certifying officials having direct control or supervision over the expenditures are hereby charged with the responsibility to indicate just above their signature the task or job code/s as are involved in the claim voucher or obligating documents such as Requisition and Issue Voucher (RIV) Purchase Order (P.O.) Job Order (J.O.) Contracts, Payrolls and etc.

4. The accounting unit shall indicate the assigned code at the back of the Request and Obligation of Allotment. The expenditures should be charged against the appropriate fund which should as much as possible jibe with the P/P/A as coded.

5. The cashier or Disbursing Officer shall reflect in the Report of Disbursement (RD) or Report of Check Issued by Deputized Disbursing Officer (RCIDDO) the assigned code numbers and shall recapitulate the same.

6. The accounting unit responsible in the control of funds shall maintain the cost sheets and other side records to facilitate recapitulation.

At the 20th of each month (cut-off date) all cost sheets shall be totalled and recapitulated. He shall accomplish the financial monitoring forms (FCMSP#1) for submission to the regional accountant together with the other accounting reports.

7. The regional accountants likewise maintain the cost sheets of expenditures for the Region Proper and recapitulate the same monthly at cut off date for entry to FCMSP#1.

At the end of the quarter, all FCMSP #1 shall be consolidated and recapitulated. He shall then accomplish column 7 & 8 of the FCMSP#1

8. The Regional Budget officers shall fill up column 1,2,3,4,5&6 of the FCMSP identified if possible by the assigned code.


9. The Report shall be submitted to the Central Office together with the accounting reports on or before the 10th day after the end of each quarter, copy furnished, the Region Chiefs of operations.

10. The total of the obligated amount for all P/P/A as per monitoring forms should tally with the totals of 82 account, while the totals of the disbursement column should tally with the totals of account 83 of the general ledger of the respective regions.

Compliance hereon by all concerned is hereby enjoined.

This circular shall take effect July 1, 1983.

Diliman, Quezon City, June 14, 1983.



CONRADO F. ESTRELLA
Minister

FINANCIAL COST MONITORING SYSTEM AND PROCEDURE

Definition of Terms and Abbreviation in the Financial Forms:

1. P/P/A - A budgetary abbreviation for Program/Project/Activity which always mean the funding source as appearing in the Appropriations Act of every Calendar Year and frequently presented in code numbers as O.O.O. Code numbers of each Activity change every calendar year due to insertions of new activities and/or old activities changed to other new activities.
2. Budgetary PROGRAM - Related functions and activities necessary for the performance of a major purpose or major objective for which a government entity is established.
3. Budgetary PROJECT - A component of a PROGRAM covering a homogeneous group of ACTIVITIES that results in the accomplishment of an identifiable output.
4. Budgetary ACTIVITY - A work process which contributes to the implementation of a Project or subprogram or, on the whole, to the implementation of a Program. Please take note that P/P/A refers to a major Activity or group of related Activities, a cost center, or an organizational unit for which a manager makes significant decisions in the scope and quality of work, and sometime called a Decision Unit.
5. TASK NUMBER - Refers to specific Activity identified with the P/P/A Code to which it is related and to be used in referring to Current Operating Expenditures.
6. JOB NUMBER - Refers to specific work to be executed under Capital Outlays. It may refer to infrastructure project/activity.
7. P/P/A/T or P/P/A/J - Sequence in finding funding source of an SPECIFIC OBJECTIVE.
8. MAJOR OBJECTIVE - Explicit statement of the main results ultimately expected to be accomplished. It is normally of a continuing nature and takes beyond one calendar year to accomplished.

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9. SPECIFIC OBJECTIVE - Specific statements of the output expected of an Activity in terms of goods, product or services during the calendar year and which contributes to the realization of a major objective.
10. OPERATION - Series of actions or steps involved in the performance of a certain activity.
11. K B I - Stands for Key Budgetary Inclusion
12. K B I CODE - Determines the level of priority appended to each P.P.A in the Appropriations Act. KBI Code Key or legend is found at the back of the Appropriations Act of each calendar year.
13. UNIT OF WORK MEASUREMENT - A meterstick that will appropriately measure the sum total of the predominant effort used to achieve a particular work as in a group of related Activities in a certain P/P/A, maybe an ordinary unit of work measure used to substantiate standard Project Work Measurement.
14. STANDARD (STD) PROJECT WORK MEASUREMENT - An officially approved measuring stick a predetermined volume of work and estimated cost per unit of work. Also considered as benchmarks in the determination of deviations derived in the comparison of actual performance and performance targets or objectives.
15. STANDARD PROJECT COST or STD UNIT COST - Predetermined cost attached to each project necessary to determined goal/objective for each calendar year.
16. COST CATEGORIES DEFINED -
 - 1) Capital Cost - refers to those expenditures or outlay or cash given in exchange for goods and services purchased and or constructed for the cost of permanent improvements thereto; cost of heavy equipment needed for the construction of structures and fixed facilities and also its pairs.
 - 2) Operating Cost - refers to those expenditures or outlay of each for the purchase of goods and services including the acquisition of furniture and equipment used in the conduct of operations

**COST CATEGORIES
DEFINED**

- mainly directed towards providing technical services to the clientele of the Project, or to the jobs in process.

3) Administrative Cost - refers to the expenditures for the purchase of goods and services including the acquisition of furniture and equipment used in the conduct of normal operation mainly providing administrative support.



Appendix "B"

CHART OF TASK AND JOB CODES

A/ - TASK CODES - ASSIGNED TO EXPENDITURES CHARGEABLE
AGAINST CURRENT OPERATING EXPENDITURES
AND COVERS PROGRAM 3 IN THIS CHART

P.P.A	T/J	DESCRIPTION OF UNDERTAKINGS
	CODE NO.	
1.	3.1.1. - 500.0	SERVICES ON AGRARIAN LEGAL ASSIS- TANCE
	- 510	MEDIATION CASES
	- 520	LEGAL INFORMATION/CONSULTATION
	- 530	JUDICIAL CASES
	- 540	NON-JUDICIAL CASES
	- 550	LEGAL OPINION
	- 560	REFERAL CASES
	- 930.0	HUMAN RESOURCE DEVELOPMENT
	- 930.1	-INTEGRATED PERSONNEL TRAINING AND STAFF DEVELOPMENT (PLS. REFER TO TASK 3.5.3.930.1 FOR BREAKDOWN OF SIMILAR TASK)
	- 930.2	-CLIENTELE DEVELOPMENT (PLS. REFER TO TASK 3.5.3.930.2 FOR BREAKDOWN OF SIMILAR TASK)
	- 930.3	-COMMUNITY INFORMATION AND EDUCA- TION (PLS. REFER TO TASK 3.5.3.930.3 FOR BREAKDOWN OF SIMILAR TASKS)
2.	3.2.1 - 600.0	LAND SURVEYS AND DELINEATION SER- VICES IN AGRARIAN REFORM AREAS
	- 610.0	LAND SURVEYS-RELATED SERVICES OR ASSISTANCE
	- 610.1	-CONDUCT OF BOUNDARY SURVEY
	- 610.2	-CONDUCT OF TOPOGRAPHIC SURVEY
	- 610.3	-CONDUCT OF SUBDIVISION SURVEY
	- 610.4	-CONDUCT OF RELOCATION SURVEY
	- 610.5	-CONDUCT OF CONSOLIDATION SURVEY
	- 620.0	TENURIAL DEVELOPMENT
	- 620.1	-APPRAISAL OF LOTS
	- 620.2	-SCREENING AND ALLOCATION
	- 620.3	-ISSUANCE OF AGREEMENT TO SELL (A/S)
	- 620.4	-ISSUANCE OF DEED OF SALE/EP
	- 620.5	-ISSUANCE OF PERMIT AND APPROVAL OF MORTGAGE
	- 620.6	-COLLECTION OF AMORTIZATION
	- 621.0	CLAIMS AND CONFLICTS OF RIGHTS
	- 621.1	-ON FARM LOTS
	- 621.2	-ON HOME LOTS
	- 630.0	COLLECTION
	- 630.1	-LAND AMORTIZATION

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3.2.1.	- 830.2	-COST OF MACHINERIES AND FARM EQUIPMENT
	- 930.0	HUMAN RESOURCE DEVELOPMENT
	- 930.1	-INTEGRATED PERSONNEL TRAINING AND STAFF DEVELOPMENT (PLS. REFER TO TASK NO. 3.5.3.930.1 FOR BREAKDOWN OF SIMILAR TASK)
	- 930.2	-CLIENTELE DEVELOPMENT (PLS. REFER TO TASK 3.5.3.930.2 FOR BREAKDOWN OF SIMILAR TASK)
	- 930.3	-COMMUNITY INFORMATION AND EDUCATION)PLS. REFER TO TASK 3.5.3.930.3 FOR BREAKDOWN OF SIMILAR TASK)
3.	3.3.4	- 700 LAND TENURE IMPROVEMENT SERVICE
	- 710	OPERATION LAND TRANSFER (PD#27)
	- 710.1	-DISPOSITION ON CLTs
	- 710.2	-DISPOSITION OF EP
	- 720	LAND VALUATION/COMPENSATION
	- 720.1	-UNDER LBP FINANCE
	- 720.2	-UNDER DIRECT PAYMENT SCHEME
	- 720.3	-INITIATED BY MARTT AWAITING LO PARTICIPATION
	- 730.0	OPERATION LEASEHOLD
	- 730.1	-REGISTRATION OF LEASEHOLD CONTRACTS
	- 730.2	-GENERATION AND ISSUANCE OF CERTIFICATE OF AGRICULTURAL LEASEHOLD
3.3.6	- 740.0	OPERATION HOMELOT TRANSFER
	- 740.1	-IDENTIFICATION
	- 740.2	-FINAL SURVEY
	- 740.3	-VALUATION/COMPENSATION
	- 740.4	-PREPARATION AND ISSUANCE OF EP
3.3.4	- 750.0	INSTITUTIONAL DEVELOPMENT
	- 750.1	-AGRARIAN REFORM BENEFICIARIES
	- 750.2	-COMPACT FARMS
	- 750.3	-LAND CONSOLIDATION
	- 750.4	-COOPERATIVE FARMS
	- 760.0	SPECIAL PROJECTS
	- 760.1	-MAKABAGONG MAGSASAKA
	- 760.2	-MAR-KKK AND OTHER LIVELIHOOD PROJECTS
	- 760.3	-IEDP
	- 760.4	-FAO-ASARRD
	- 760.5	-ROLE OF WOMEN
	- 760.6	-IRF
3.3.4	- 770.0	SUPPORT AND ACTIVITIES
	- 770.1	-NUTRITION INFORMATION, EDUCATION AND COMMUNICATION
3.3.4	- 930.0	HUMAN RESOURCE DEVELOPMENT
	- 930.1	-INTEGRATED PERSONNEL TRAINING AND STAFF DEVELOPMENT (PLS. REFER TO TASK 3.5.3.930.1 FOR BREAKDOWN OF SIMILAR TASK)
	- 930.2	-CLIENTELE DEVELOPMENT (PLS. REFER TO TASK 3.5.3.930.2 FOR BREAKDOWN OF SIMILAR TASK)
	- 930.3	-COMMUNITY INFORMATION AND EDUCATION (PLS. REFER TO TASK #3.5.3.930.3 FOR BREAKDOWN OF SIMILAR TASK)

4. 3.3.3. - 910.0 ASSISTANCE TO THE CAGAYAN INTEGRATED AGRICULTURAL DEVELOPMENT PROJECT PER PD# 1186
 - 910.1 -ADMINISTRATIVE SUPPORT SERVICES
 - 910.2 -OPERATIONAL SUPPORT SERVICES
5. 3.3.5 - 940.0 CONTRIBUTION TO THE INTEGRATED RURAL DEVELOPMENT CENTER IN NUEVA ECIJA
 - 940.1 -ADMINISTRATIVE SUPPORT SERVICES
 - 940.2 -OPERATIONAL SUPPORT SERVICES
6. 3.4.1 - 800.0 SERVICES ON RESETTLEMENT PROJECTS
 - 810.0 AGRICULTURAL DEVELOPMENT
 - 810.1 -AGRICULTURAL RESEARCH AND EXTENSION SERVICES
 - 810.2 -TRANSFEROF TECHNOLOGY AND RESEARCH
 - 810.3 ASSISTANCE EXTENDED IN AGRICULTURAL SERVICES
 - 810.3.1 -FINANCIAL ASSISTANCE
 - 810.3.2 -TECHNICAL ASSISTANCE/EXTENSION SERVICES
 - 810.3.3 -WAREHOUSING AND PROCESSING
 - 810.3.4 -MARKETING
 - 810.3.5 -IRRIGATION
 - 810.4.0 PRODUCTION
 - 810.4.1 -CROPS
 - 810.4.2 -ANIMAL
 - 810.4.3 -AQUAMARINE
 - 815.0 LAND TENURIAL DEVELOPMENTS
 - 815.1 SCREENING AND ALLOCATION
 - 815.1.1 -FARMLOT
 - 815.1.2 -HOMELOTS
 - 815.1.3 -TOWNSITE
 - 815.2.0 ISSUANCE OF PATENTS
 - 815.2.1 -FARMLOTS
 - 815.2.2 -HOMELOTS
 - 815.2.3 -TOWNSITE
 - 3.4.1 - 820.0 INSTITUTIONAL DEVELOPMENT
 - 3.4.1 - 930.0 HUMAN RESOURCE DEVELOPMENT
 - 930.1 -INTEGRATED PERSONNEL TRAINING AND STAFF DEVELOPMENT (PLS. REFER TO TASK # 3.5.3.930.1 FOR BREAKDOWN OF SIMILAR TASKS.)
 - 930.2 -CLIENTELE DEVELOPMENT (PLS. REFER TO TASK # 3.5.3.930.2 FOR BREAKDOWN OF SIMILAR TASK)
 - 930.3 -COMMUNITY INFORMATION AND EDUCATION)PLS. REFER TO TASK # 3.5.3.930.3 FOR BREAKDOWN OF SIMILAR TASK)
 - 3.4.1. - 830.0 SETTLEMENT SPECIAL PROJECTS
 - 830.1 -INCOME GENERATING PROJECTS
 - 830.2 -IMPROVED TECHNOLOGY AND PRACTICES
 - 830.3 PROJECTS ESTABLISHED IN COLLABORATION WITH
 - 830.3.1 -FOREIGN AGENCIES
 - 830.3.2 -OTHER GOVERNMENTS AGENCIES
 - 830.3.3 -WITH PRIVATE SECTOR

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3.4.1.	-	830.4	-LAND STRUCTURE IMPROVEMENT
	-	840.0	PROJECTS ESTABLISHED
	-	840.1	SOCIAL SERVICES
	-	840.1.1	MEDICAL ASSISTANCE
	-	840.1.2	-MATERNAL-CHILD HEALTH
	-	840.1.3	-SIMPLE TREATMENT
	-	840.1.4	-IMMUNIZATION
	-	840.1.5	-HEALTH EDUCATION
3.4.1	-	840.2.0	-DENTAL
	-	840.2.1	EDUCATION
	-	840.2.2	-ELEMENTARY
	-	840.2.3	-SECONDARY
	-	840.2.4	-COLLEGE
3.4.1	-	840.3	-VOCATIONAL
3.4.1	-	850	-BUSINESS ESTABLISHMENT
3.4.1	-	860.0	LOAN COLLECTION
	-		LAND TENURE IMPROVEMENT AND OTHER
	-	810.1	ACTIVITIES
	-	860.2	-FARMLOTS
	-	860.3	-HOMELOT
	-	860.3.1	TOWNSITE LOTS
	-	860.3.2	-RESIDENTIAL
	-	860.3.3	-COMMERCIAL
	-	860.4.0	-INDUSTRIAL
	-	860.4.1	CENSUS SURVEYS
	-	860.4.2	-DEMOGRAPHIC SURVEY
	-	860.5	-AGRICULTURAL SURVEY
	-	860.6	-SOCIO-ECONOMIC SURVEY
	-		-RESEARCH AND STUDIES
7.	3.4.2	- 950.0	OPERATIONAL EXPENSES OF THE BICOL
	-	950.1	INTEGRATED AREA DEVELOPMENT II
	-	950.2	IN BULA-MINALABAC, CAMARINES SUR
	-		-ADMINISTRATIVE SUPPORT SERVICES
	-		-OPERATIONAL SUPPORT SERVICES
8.	3.4.3	- 960.0	OPERATIONAL EXPENSES OF AGUSAN
	-	960.1	RESETTLEMENT PROJECT UNDER IN-
	-	960.2	TEGRATED SECOND RURAL DEVELOP-
	-		MENT LAND SETTLEMENT PROJECT
	-		-ADMINISTRATIVE SUPPORT SERVICES
	-		-OPERATIONAL SUPPORT SERVICES
9.	3.4.4.	- 970.0	OPERATIONAL EXPENSES OF THE INTE-
	-	970.1	GRATED SECOND RURAL DEVELOPMENT
	-	970.2	LAND SETTLEMENT PROJECT
	-		-ADMINISTRATIVE SUPPORT SERVICES
	-		-OPERATIONAL SUPPORT SERVICES
10.	3.5.3	- 900.0	REGIONAL GENERAL ADMINISTRATION
	-	900.1	-ADMINISTRATIVE SUPPORT SERVICES
	-		(PROVISION FOR FINANCIAL, PERSONAL,
	-		LOGISTICAL AND OTHER SUPPORT SER-
	-	900.2,	VICES)
	-		-OPERATIONAL SERVICES AND SUPER-
	-		VISION INCLUDES PROVISION FOR PLAN-
	-		NING, REPROGRAMMING, COORDINATION
	-		ACTIVITIES WITH OTHER OFFICES AND
	-		OTHER OPERATIONAL SUPPORT SERVICES

- 3.4.1. - 930.0 HUMAN RESOURCE DEVELOPMENT
- 930.1 INTEGRATED PERSONNEL TRAINING AND STAFF DEVELOPMENT
- 930.1.1 -FOR NEW RECRUIT
- 930.1.2 -FOR RANK AND FILE
- 930.1.3 -TECHNOLOGIST LEVEL TRAINING
- 930.1.4 -STAFF LEVEL (PROFESSIONAL, TECHNICAL AND ADMINISTRATIVE)
- 930.1.5 -SUPERVISORY LEVEL
- 930.1.6 -HIGHER STAFF DEVELOPMENT LEVEL
- 930.1.7 -JOB ENRICHMENT
- 930.1.8 -EXECUTIVE DEVELOPMENT
- 930.1.9 -OTHERS
- 930.2.0 CLIENTELE DEVELOPMENT
- 930.2.1 -INFORMATION DRIVE ON AGRARIAN REFORM PROGRAM
- 930.2.2 -EDUCATIONAL ACTIVITIES ON IMPROVED TECHNOLOGY
- 930.2.3 -FARMERS ORGANIZATION
- 930.2.4 -FARMERS TRAINOR'S ORGANIZATION
- 930.2.5 -FARMERS TRAINING ON AGRI-BUSINESS
- 930.2.6 -LAND OWNERS FORUM
- 930.3.0 COMMUNITY INFORMATION AND EDUCATION
- 930.3.1 -INFORMATION DRIVE ON AGRARIAN REFORM PROGRAM
- 930.3.2 -PREPARATION AND RELEASE OF NEWS ITEMS, FEATURES AND ARTICLE IN METROPOLITAN AND LOCAL NEWSPAPERS AND MAGAZINES
- 930.3.3 -RADIO AND TV BROADCASTS
- 930.3.4 -SOCIO-CULTURAL SHOWS
- 930.3.5 -FIELD VISIT TO L.R. PROJECTS AND MODEL FARMS
- 930.3.6 -INTEGRATION OF AGRARIAN CONCEPTS INTO THE SCHOOL CURRICULUM
- 930.3.7 -THIRD COUNTRY PARTICIPANTS
- 3.4.2 - 900.0 SERVICES TO BIDA II IN BULA
- 920.1 -ADMINISTRATIVE SUPPORT
- 920.2 -OPERATIONAL SERVICES AND SUPERVISION

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B. JOB CODES - ASSIGNED TO EXPENDITURES CHARGEABLE AGAINST CAPITAL OUTLAY AND COVERS PROGRAM 4 ON THIS CHART.

THE JOB CODES SHALL CONSIST OF :

1. CAPITAL LETTER C OR R TO PRECEDE NUMERICAL DIGITS TO INDICATE NATURE OF WORK TO BE UNDERTAKEN AS FOLLOWS:

C - REFERS TO CONSTRUCTION, ESTABLISHMENT OR FABRICATION
R - REFERS TO REPAIR MAINTENANCE OR REHABILITATION

2. NUMERICAL DIGITS - (TO FOLLOW CAPITAL LETTERS) TO INDICATE BUDGETARY PROGRAM, PROJECTS, ACTIVITY AND UNDERTAKINGS

3. SMALL LETTER DIGITS - (TO FOLLOW NUMERICAL DIGITS) TO INDICATE THE COST CATEGORY AS HEREIN GIVEN:

AC - ADMINISTRATIVE COST
OC - FOR OPERATING COST
CC - FOR CAPITAL COST

- 4.1.1 - 13.00.0 LAND AND HOME DEVELOPMENT IMPROVEMENT PROJECTS
- 13.01.0 PREFEASIBILITY STUDY
 - 13.10.0 SUBDIVISION SURVEYS
 - 13.10.1 -CONDUCT OF BOUNDARY SURVEY
 - 13.10.2 -CONDUCT OF TOPOGRAPHIC SURVEY
 - 13.10.3 -CONDUCT OF SUBDIVISION SURVEYS
 - 13.10.4 -CONDUCT OF RELOCATION SURVEYS
 - 13.10.5 -CONDUCT OF CONSOLIDATION
 - 13.20.0 PHYSICAL AND INFRASTRUCTURE DEVELOPMENT
 - 13.20.1.0 ROADS
 - 13.20.1.1 -MULTI-PURPOSE PAVEMENT
 - 13.20.1.2 -CULVERTS
 - 13.20.1.3 -CHECK GATES/TURNOUTS
 - 13.20.2 BRIDGES
 - 13.20.3 IRRIGATION SYSTEMS
 - 13.20.3.1 -GRAVITY
 - 13.20.3.2 -PUMPS
 - 13.20.4.0 WATERWORKS
 - 13.20.4.1 -PITCHER PUMP
 - 13.20.4.2 -ARTESIAN WELL
 - 13.20.4.3 -DEEP WELL
 - 13.20.4.4 -OPEN DUG WELL
 - 13.20.4.5 -OVERHEAD WATER TANK
 - 13.20.4.6 -SPRING DEVELOPMENT
 - 4.11.13.20.5 BUILDING AND FACILITIES
 - 4.11.13.20.5.1 -ADMINISTRATIVE BUILDING
 - 4.11.13.20.5.2 -SCHOOL HOUSES

4.11.13.20.5.3	-HEALTH CENTERS/CLINICS
4.11.13.20.5.4	-EMPLOYEES QUARTERS/GUEST HOUSES
4.11.13.20.5.5	-COMMUNITY READING CENTER/MULTI-PURPOSE CENTER
4.11.13.20.5.6	-PUBLIC MARKET
4.11.13.20.5.7	-EQUIPMENT AND MOTORPOOL SHED
4.11.13.20.5.8	-BODEGA/WAREHOUSES
4.11.13.20.5.9	-BARANGAY HALL
4.11.13.20.5.10	-GARAGE
4.11.13.20.5.11	-ANIMAL BREEDING STATION
4.11.13.20.5.12	-NURSERIES AND DEMONSTRATION FARMS
4.11.13.21	LAND FARMING
4.11.13.22	LAND CONSOLIDATION
4.11.13.23	LAND CLEARING
4.11.13.24	LAND PREPARATION
4.11.13.25	EQUIPMENT AND MACHINERIES
4.11.13.30.0	SPECIAL PROJECTS
4.11.13.30.1	-CATTLE RAISING/FATTENING
4.11.13.30.2	-AQUAMARINE PROJECT
4.11.13.30.3	-COTTAGE INDUSTRIES
4.11.13.30.3.1	-WOODCRAFT/WOODCARVING
4.11.13.30.3.2	-GARMENT MAKING
4.11.13.30.3.3	-TREE FARMING
4.11.13.40.0	LOAN ASSISTANCE
4.11.13.40.1	-SUBSISTENCE
4.11.13.40.2	-TRANSPORTATION
4.11.13.40.3	-HOUSING AND HOUSING MATERIALS
4.11.13.40.4	-WORK ANIMALS
4.11.13.40.5	-SEEDS AND SEEDLING
4.11.13.40.6	-FERTILIZERS AND SOIL CONDITIONS
4.11.13.40.7	-FARM CHEMICALS/INSECTICIDES
4.11.13.40.8	-FARM IMPLEMENTS/HANDTOOLS
4.11.13.40.9	-MEDICAL
4.11.13.40.10	-BODEGA/WAREHOUSE

- 1) ILLUSTRATION OF JOB CODES PURCHASE OF MATERIALS TO COVER CONSTRUCTION OF ADMINISTRATIVE BUILDING:
JOB CODES - C-4.11.13.20.5.1 CC
- 2) PAYMENT OF WAGES FOR CASUAL EMPLOYEES ASSIGNED IN THE TEAM TO RECORD DELIVERS AND ISSUANCES OF MATERIALS AS WELL AS TIME TICKETS FOR LABORERS FOR THE CONSTRUCTION OF THE ADMINISTRATION BUILDING.
JOB CODE NO. C-4.11.13.20.5.1 CC

FINANCIAL

FCMSP Form No. 1

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FINANCIAL STATUS

REGION _____
For the quarter ending _____ 19____

PROGRAM/PROJECT / ACTIVITY SPECIFIC UNDERLYING	KID	OBJECTIVE CODE	APPROVED APPROPRIATION	RESERVE	PROGRAMMED APPROPRIATION	FOR LATER RELEASED	ALLOTMENT RELEASED		C. O. RETENTION		OBLIGATED ALLOTMENT		DISBURSEMENT	
							AMOUNT 8	% (a)	AMOUNT 6	% (b)	AMOUNT 7	% (c)	AMOUNT 9	% (d)
			1	2	3	4								

Certified Correct:

Noted by:

REGIONAL ACCOUNTANT

BUDGET OFFICER

REGIONAL DIRECTION



REGIONAL MONITORING FORM

FINANCIAL

FCMSP Form No. 2

Page No.

Office

Reference

Dist.

Team

12. 11. 1941

For the month of _____ 19____

Prog/Proj. Activity _____

Job/Task No. _____

[illegible]

CERTIFIED CORRECT:

NOTED BY:

FIN-12



Project Description

For the month of _____ 19____

617

COST SHEET AS OBLIGATED (FOR CAPITAL OUTLAY)

[illegible]

CERTIFIED CORRECT

HEAD OF OFFICE
REGION/DIST/TEAM

22

ACCOUNTANT



 文部科学省