

DRN: FMS-PPBD-A-Comm-20-01-2494 S**MEMORANDUM**

**FOR** : **ALL OFFICES, BUREAUS, AND SERVICES**  
DSWD Central Office and Field Offices

**FROM** : **THE UNDERSECRETARY**  
General Administration and Support Services Group

**SUBJECT** : **FINANCIAL MANAGEMENT GUIDELINES NO. 4: EXTENSION  
OF DEADLINE OF SUBMISSION TO FMS OF CLUSTER HEAD-  
RECOMMENDED ANNUAL WORK AND FINANCIAL PLAN  
(AWFP) AND MONTHLY DISBURSEMENT PROGRAM FOR THE  
CONTINUING APPROPRIATIONS**

**DATE** : **17 January 2020**

Due to the issuance of Administrative Order No. 20 by President Rodrigo Roa Duterte Authorizing the grant of Gratuity Pay for Fiscal Year 2019 to Job Order (JO) and Contract of Service (COS) Workers in Government and to ensure that said gratuity pay is included in the Cluster Head-Recommended AWFP for the 2019 Continuing Appropriations, please be informed that we are extending the deadline of its submission to FMS as follows:

<b>FROM</b>	<b>TO</b>
January 15, 2020	January 30, 2020

Please be reminded that the AWFP and MDP for continuing appropriations must be reviewed by Policy Development and Planning Bureau in as far as physical targets are concerned.

Moreover, the AWFP must be supported with the detailed breakdown of object of expenditures.

Please be guided accordingly.

  
**JOSE ERNESTO B. GAVIOLA**

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**JOSE ERNESTO B. GAVIOLA**

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Annual Work and Financial Plan - FY 2019 Continuing Appropriations

PIA/P:

OBJECT OF EXPENDITURES	AMOUNT
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>	
Traveling Expenses - Local	
Traveling Expenses - Foreign	
Training Expenses	
ICT Training Expenses	
Scholarship Grants/Expenses	
Office Supplies Expenses	
ICT Office Supplies Expenses	
Accountable Forms Expenses	
Food Supplies Expenses	
Welfare Goods Expenses	
Drugs and Medicines Expenses	
Medical, Dental and Laboratory Supplies Expenses	
Fuel, Oil and Lubricants Expenses	
Semi-Expendable Machinery and Equipment - Machinery	
Semi-Expendable Machinery and Equipment - Office Equipment	
Semi-Expendable Machinery and Equipment - ICT Equipment	
Semi-Expendable Machinery and Equipment - Communication Equipment	
Semi-Expendable Machinery and Equipment - Disaster Response Equip.	
Semi-Expendable Machinery and Equipment - Medical Equipment	
Semi-Expendable Machinery and Equipment - Printing Equipment	
Semi-Expendable Machinery and Equipment - Other Machinery & Equip.	
Semi-Expendable Furnitures & Fix. & Books - Furnitures and Fixtures	
Semi-Expendable Furnitures & Fix. & Books - Books	
Other Supplies and Materials Expenses	
Utility Expenses - Water	
Utility Expenses - Electricity	
Communication Expenses - Postage and Courier Services	
Communication Expenses - Mobile	
Communication Expenses - Landline	
Communication Expenses - Internet Subscription	
Communication Expenses - Cable, Satellite, Telegraph and Radio	
Awards/Rewards Expenses	
Prizes	
Extra-ordinary and Miscellaneous Expenses	
Legal Services	
Auditing Services	
ICT Consultancy Services	
Other Professional Services	
Janitorial Services	
Security Services	
Other General Services - ICT Services	
Other General Services	
Repair and Maintenance - Land Improvements	
Repair and Maintenance - Buildings	
Repair and Maintenance - Other Structures	
Repair and Maintenance - Machinery	
Repair and Maintenance - Office Equipment	
Repair and Maintenance - ICT Equipment	
Repair and Maintenance - Communication Equipment	
Repair and Maintenance - Const. and Heavy Equipment	
Repair and Maintenance - Disaster Response Equipment	
Repair and Maintenance - Medical Equipment	
Repair and Maintenance - Printing Equipment	
Repair and Maintenance - Other Machinery and Equipment	
Repair and Maintenance - Motor Vehicle	
Repair and Maintenance - Other Transportation Equipment	
Repair and Maintenance - Furnitures and Fixtures	
Repair and Maintenance Semi Expendable - Machinery	
Repair and Maintenance Semi Expendable - Office Equipment	
Repair and Maintenance Semi Expendable - ICT Equipment	
Repair and Maintenance Semi Expendable - Communication Equipment	

OBJECT OF EXPENDITURES	AMOUNT
Repair and Maintenance Semi Expendable - Disaster Response Equip.	
Repair and Maintenance Semi Expendable - Medical Equipment	
Repair and Maintenance Semi Expendable - Printing Equipment	
Repair and Maintenance Semi Expendable - Other Machinery & Equip.	
Repair and Maintenance Semi Expendable - Furniture and Fixtures	
Repair and Maintenance Semi Expendable - Books	
Repair and Maintenance - Other Property Plant and Equipment	
Financial Assistance to LGUs	
Financial Assistance to NGOs/Pos	
Subsidies - Others	
Taxes, Duties and Licenses	
Fidelity Bond Premiums	
Insurance Expenses	
Labor and Wages	
Advertising Expenses	
Printing and Publication Expenses	
Representation Expenses	
Transportation and Delivery Expenses	
Rents - Buildings and Structures	
Rents - Land	
Rents - Motor Vehicles	
Rents - Equipment	
Rents - Living Quarters	
Membership Dues and Contributions to Organizations	
ICT Subscription Expenses	
Subscription Expenses	
Subscription - Data Center Service	
Subscription - Cloud Computing Service	
Other Maintenance and Other Operating Expenses	
<b>TOTAL, MOOE</b>	-
<b>TOTAL, CURRENT OPERATING EXPENSES</b>	-

Prepared by:

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 Technical Staff

*Approved by:*