



DSWD

Department of Social Welfare and Development



BAGONG PILIPINAS

Doc. Control No.	DSWD-FMS-SOP-004	
Rev. No.	03	Page 1 of 8
Effective Date	16 FEB 2024	

PREPARATION OF WORK AND FINANCIAL PLAN

Document History				
Rev. No.	DRRRF No.	Description of Change	Originator	Effectivity Date
00	DRRRF-2020-017	Initial Release	FMS	January 11, 2021
01	DRRRF-2022-155	Inclusion of FO intervention on selected processes	FMS	October 29, 2021
02	DRRRF-2022-321	1. Inclusion of DSWD QMS Certification Mark in Compliance with ISO 9001:2015 Standards 2. Inclusion of Total Turnaround Time	FMS	September 12, 2022
03	DRRRF-2024-004	Description of Changes: 1. Amendment of the name from Finance and Management Service to Financial Management Service 2. Conformance to the new SOP template 3. Enhance the procedure details in the flowchart	FMS	16 FEB 2024
REVIEW AND APPROVAL				
		Name		Signature
PREPARED BY:		WAYNE C. BELIZAR		Director IV, Financial Management Service
REVIEWED BY:		ATTY. EDWARD JUSTINE R. ORDEN		Undersecretary for General Administration and Support Services Group
APPROVED BY:		USEC. ADONIS P. SULIT		Deputy Quality Management Representative
DISTRIBUTION LIST:				
DSWD Central Office Cluster Head DSWD National Total Quality Management Steering Committee - Chairperson DSWD Quality Management Representative DSWD Field Offices			This document is updated and controlled if it bears the BLUE "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Controller (DC) for your updated copy.	



PREPARATION OF WORK AND FINANCIAL PLAN

1.0 Purpose

To allocate and program funds on the basis of approved ceilings, guidelines and priorities.

2.0 Scope

This procedure applies to the nationwide preparation of the Department's Work and Financial Plan.

3.0 Associated Reference/s

National Budget Circular, DSWD Administrative Order No. 8, Series of 2019

4.0 Definition of Terms

TERM	DEFINITION
Work and Financial Plan (WFP)	Presents the Department's physical and financial targets during the fiscal year in terms of plans in conduct of activities and program/project implementation with corresponding budget allocation that is consistent with the National Expenditure Program (NEP) and the General Appropriations Act (GAA).
Approved Budget	It is the expenditure authority derived from appropriation laws, government ordinances, and other decisions related to the anticipated revenue or receipts for the budgetary period.
NEP	The National Expenditure Program (NEP) is submitted to assist Congress in the review and deliberation of the proposed national budget for the legislation of the annual appropriations measures for the next fiscal year. It contains the details of the government's proposed programs.



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URS	The Unified Reporting System (URS) is a system created by DBM which provides a facility for online data entry and submission of the various reports required from National Government Agencies and its Operating Units.
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5.0 Responsibility

Planning Unit of the Budget Division of Financial Management Service

6.0 Definition and Forms

Project Procurement Management Plan (PPMP) – Refers to the procurement plan of goods and services of a specific program/project/activity (PAP) of the agency.

Individual Project Proposals for expenditures with cost parameters – Items of expenditures with corresponding cost parameters as indicated in the FY 2023 WFP Guideline or applicable WFP guideline of the applicable year such as Conduct of training/workshop; Inter-office meetings and live-out activities; Rental of motor vehicles not related to training; Participation to conventions, seminars, conferences; DSWD Standard Non-food Items; DSWD Supplies for Feeding Program; Awards and recognitions.

Harmonized Planning, Monitoring and Evaluation System (HPMES) Form – Refers to the system for regular planning, monitoring and evaluation of the DSWD's objectives through the performance of its offices, programs and projects as they contribute to the attainment of the organizational goals and outcomes stipulated in the medium-term Strategic Plan.

Unified Reporting System (URS) Generated Budget Execution Documents (BEDs) –

- BED No.1 – Financial Plan – Estimated quarterly obligation program of the agency for the budget year, and current year obligations classifying the agencies/OUs' budgetary release documents: a) GAAAO; and b) SARO/GARO.
- BED No.2 – Physical Plan – Physical targets of the agency for the budget year broken down by quarter, and current year accomplishments and shall be updated to include increased targets for increases in the amounts of existing PAPs from President's Budget to GAA.



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<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Conduct of National WFP Workshop</div> <p style="text-align: center;">↓</p>	<p>1.2.1 OBS and FOs shall receive the approved/updated WFP Guidelines or guidance;</p> <p>1.2.2 OBS and FOs Planning Unit/Section in coordination with Budget Unit/Section shall issue memorandum for the conduct of WFP workshop;</p> <p>1.2.3 OBS and FOs shall conduct a pre-workshop for the preparation of their respective WFP plan. The guidelines are being presented to all programs/ implementing units; and</p> <p>1.2.4 Issues and concerns not settled shall be consolidated and to be presented to the conduct of the National WFP Workshop.</p>	OBS/FOs Planning Unit/Section	<p>Memorandum from OBS and FOs to their respective office, division and units</p> <p>Draft WFP from various Program Managers/ Focal Persons, Duly accomplished HPMS Form No. 3 / WFP</p>	3 days
	<p>Step 2. Conduct of National WFP Workshop</p> <p>2.1 The FMS-BD Planning Unit and PDPB shall issue an email advisory on the conduct of the National WFP workshop.</p>	<p>FMS-BD Planning Unit, PDPB, OBS/FOs, Program Managers/Focal Persons</p> <p>AO IV, AO V of the FMS-BD Planning Unit, PO III, PO IV of the PDPB</p>	<p>Attendance Sheet and Documentation , Final draft HPMS Form Approved by Cluster Head/ Regional Approved WFP and BEDs 1 - 3 Excel Format</p> <p>Email advisory and PPT template</p>	4 days



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		<p>2.2 The FMS-BD Planning Unit and PDPB shall facilitate the conduct of the National WFP Workshop in accordance with the approved budget of the Department; Presentation of the following:</p> <p>2.2.1 Regional Targets and Allocations;</p> <p>2.2.2 Convergence Strategy;</p> <p>2.2.3 Issues and Concerns raised during pre-workshop (Note: Participants for the WFP Workshop shall compose of Central Office OBS, Field Offices planning and budget officers and program focal persons.)</p>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Review and Consolidate the submitted Cluster Head/ Regional Approved WFP and BEDs 1-3</p> </div>		<p>Step 3. Review and Consolidate the Department's WFP and BEDs 1-3</p> <p>3.1 The FMS-BD Planning Unit and PDPB shall review and consolidate the Cluster Head/Regional approved Work and Financial Plan and BEDs 1-3 (Financial Plan, Physical Plan and Monthly Disbursement Program)</p>	<p>FMS-BD Planning Unit (AO V, AO IV, AO II, AA II) and PDPB (PO III, PO II)</p>	<p>Consolidated WFP and BEDs 1-3</p>	<p>1 month</p>



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<pre> graph TD Start(()) --> Decision{Is it in order?} Decision -- NO - Return w/ Comments --> Start Decision -- Yes --> Process[Submit BEDS 1 and 3] Process --> End([END]) </pre>	<p>3.1.1 If NOT in order, return to OBS/FOs with comments/feedbacks for action and consolidate the submitted WFP and BEDs 1-3, once complied.</p> <p>3.1.2 If in order, affix initials and gather financial data to be form part of BEDs 1 to 3</p>			
<p>Submit BEDS 1 and 3</p> <p>END</p>	<p>Step 4. Submit the BEDs 1 and 3</p> <p>4.1 The FMS-BD Planning Unit shall encode the consolidated BEDs 1 and 3 in the Unified Reporting System (URS) of the Department of Budget and Management (DBM).</p> <p>4.2 The FMS-BD Planning Unit shall generate, review and submit the encoded BEDs 1 and 3 to the DBM – URS and provide advance copy to the DBM Bureau focal/ counterpart.</p> <p>4.3 The FMS-BD Planning Unit shall generate the reviewed and final BEDs 1 and 3 in the URS and facilitate the signature of the Director of FMS and PDPB, Undersecretary for GASS and Secretary. (deadline of submission- Nov. 30)</p>	<p>FMS-BD Planning Unit (AO V, AO IV, AO II, AA II)</p>	<p>Unified Reporting System (URS) Generated BED 1, and BED 3</p> <p>Approved HPMS 3; URS submitted BEDs 1 & 3; screenshot of URS encoding</p> <p>Signed URS Generated BED 1, and BED 3</p>	<p>2 weeks</p> <p>2 days</p>

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	Total Turnaround Time:	2 months and 9 days
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