


**PHILIPPINE FISHERIES DEVELOPMENT  
AUTHORITY**

**STANDARD OPERATIONAL  
INSTRUCTIONS MANUAL**


**AFSD  
ZFPC-SOI-02**




**ORIGINAL COPY**

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## I. ADMINISTRATIVE AND FINANCE SERVICES DIVISION

Is tasked to implement efficient, economical, and effective systems for human resource management and development, procurement and property management, records management, and related administrative/general services.

Aims to support the different units of the organization by providing relevant financial information. Conducts a review and evaluation of the actual income and expenditure based on projections. Records financial transactions which conform with generally accepted accounting principle and in accordance with pertinent laws and regulations. Assist in the formulation of policies for management controls.

## II. CORE PROGRAM SERVICES

- Installs and implements the required administrative systems to ensure greater work efficiency and effectiveness covering the following functional areas:
  - HR Management and Development
    - leave administration
    - compensation, benefits and welfare administration
    - recruitment and selection
    - learning and development
    - personnel actions (reassignment, designation, disciplinary action, etc.)
    - employee records and database management
    - performance management and evaluation
    - rewards, incentives and recognition
    - employee discipline
    - staffing review/audit and organizational diagnosis
- Procurement and Property Management
  - procurement planning
  - inventory and disposal of physical assets
  - asset and supplies management (insurance, storekeeping, distribution, etc.)
  - property and supply database management
  - bidding activities and documentation
- Records Management
  - Document receipt, registry, storage, retrieval and disposal system
  - liasoning and messengerial services
- General/Support Services
  - staff house quarters/guest house supervision

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- Enforces existing laws, duly prescribed policies, rules and regulations, and pertinent administrative issuances pertaining to the aforementioned administrative concerns
- Provides the ZFPC officers and unit heads with the necessary assistance and general administrative services on personnel actions, logistical requirements, and related concerns
- Evaluates procedures in the conduct of administrative services and recommends necessary enhancements to ensure adequate delivery of services
- Recommends policies and programs to improve the delivery of administrative services
- Provides administrative support and secretariat services in the activities and deliberations of the port's Bids and Awards Committee (BAC), personnel affairs committees (i.e., Personnel Selection Board, Performance Management Team, Personnel Development Committee, Grievance Committee, Program on Awards and Incentives for Service Excellence or PRAISE Committee, etc.), and other bodies involved in service delivery
- Plans and schedules learning and development programs and other human resource interventions to enhance ZFPC employees' competencies and potentials for improved productivity and higher job satisfaction
- Prepares communication plans and undertakes
- Employee briefings, information dissemination and related activities to keep employees abreast of the latest civil service rules and administrative issuances
- Prepares reportorial requirements for submission to the ZFPC Port Manager, PFDA top management, PFDA Central Office units, and oversight agencies
- Plans, controls and directs the financial activities of the port.
- Implements accounting and auditing rules and regulations prescribed by the COA and other government agencies.
- Maintain and updates basic accounting records and books of accounts to determine the port's financial performance.
- Informs management on the status of the port funds and other financial matters as may be required.

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- Process disbursement vouchers, purchase orders, payrolls and certifies as to funds availability prior to the incurrence of obligations.
- Assesses and/or bills all kinds of fees and revenue derived from the use of port facilities.
- Prepares checks for payment of all port obligations.
- Prepares the port's budgetary requirements.
- Prepares financial statements and report required by PFDA C.O., COA and other government agencies.
- Computes and prepares monthly billings based on Customer's leased area and monthly power and water meter reading.

### III. DEFINITION OF TERMS

1. AFSD Plantilla Positions – refer to the regular items under the Administrative Services Division per the ZFPC Plantilla of Positions authorized by the Department of Budget and Management (DBM) in 2009 under Executive Order 366 (Rationalization Program):

1.1 Human Resource Management Officer II (HRMO II) – the senior/technical staff who is responsible for the proper implementation of personnel-related programs and activities, records keeping and preparation of port communications

1.2 Supply Officer II (SO II) –the staff responsible in the conduct of procurement activities and completion of property management-related requirements

1.3 Records Officer I (RO I) –the support staff who assists the HRM Officer II in the conduct and completion of records management-related activities and requirements

*Note: The ZFPC Plantilla of Positions (as rationalized in 2009) includes items marked for abolition or conversion once vacated by the incumbents. As a result, AFSD will be comprised by the above-listed regular positions, with additional staffing requirements to be addressed through job outsourcing.*

2. Bids and Awards Committee (BAC) – the body duly constituted by the PFDA General Manager to facilitate the implementation of ZFPC projects and provision of supplies and services requirements through the timely conduct of screening, bidding, evaluation, and other related administrative activities and requirements as provided in RA 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations

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3. Leave Monetization – refers to the commutation of leave credits in accordance with the provisions of Joint CSC-DBM Circular No. 1 (s. 1991), Joint CSC-DBM Circular No. 2 (s. 1997), Sections 22 and 23 of Rule XVI, Omnibus Rules on Leave Implementing Book V of the Administrative Code of 1987, and PFDA Office Order No. 6 (s. 2008) pertaining to Annual Leave Monetization (ALM) and Emergency Leave Monetization (ELM).
4. Personnel Affairs Committees – the different bodies duly constituted by the PFDA General Manager to: (a) facilitate the conduct of human resource/personnel-related activities/ deliberations, and (b) ensure that such activities are conducted with transparency and proper compliance with the pertinent rules and administrative issuances.
  - 4.1 Human Resource Merit Promotion and Selection Board (HRMPSB) – the body tasked to evaluate applications for appointment and advancement to regular ZFPC plantilla positions through the use of prescribed screening procedures and based on the applicable qualification standards, competency requirements, and such other specifications as may be determined by the unit concerned
  - 4.2 Performance Management Team (PMT) – the body tasked to verify the performance commitment and review forms of ZFPC officers and employees in accordance with the policies and guidelines provided in the CSC-approved PFDA Strategic Performance Management System (SPMS)
  - 4.3 Program on Awards and Incentives for Service Excellence (PRAISE) Committee – the body tasked to evaluate the grant of awards and incentives to deserving ZFPC officers and employees based on the review of their outstanding accomplishments, performance, actual contributions or innovations, and exemplary behavior vis-à-vis prescribed criteria and requirements
5. Procurement – refers to the acquisition of goods and consulting services, and the contracting for infrastructure projects (Section 5(aa), IRR, RA 9184)
6. Records Management – refers to the systematic control over the creation, maintenance, preservation, and disposition of records with the end in view of ensuring the efficient, accurate and timely provision of reference materials as may be required in decision-making and the conduct of port services and operations
7. Recruitment and Selection – refers to the process of sourcing, assessing, and choosing candidates for employment or promotion in the agency
8. Accountant III – In-charge of preparation and consolidation of Financial Statement required by Top management and other authorized government agencies. Prepares and keeps basic accounting books and subsidiary ledger.

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9. Cash Clerk (Accounting Clerk) – records & check documents per voucher & purchase order received from different unit and index the transaction and prepares monthly remittance to BIR
10. Cashier II – receives collections from customers and sub-collecting officers and deposits all collections to ZFPC depository bank (Land Bank of the Philippines). Holds special cash advance like payroll for Job Order by Administration and tokens for employees
11. Cashier I– handles cash advance for petty miscellaneous expenses and other related cash advances and receives payment during accreditation process
12. Cash Clerk (Disbursing Officer) - takes charge of check preparation on approved disbursement vouchers and make payment to various suppliers.
13. Cash Clerk III – prepares payroll of personnel, monthly remittances on statutory contribution, monthly fuel and power consumption and other office monthly bills due.
14. Budget Officer II– appropriates and allocates funds if expenditure is within the approved budget.
15. Cash Disbursements Journal (CDJ) – is used to record disbursements out of cash advances based on the report of cash disbursements and payrolls.
16. Cash Receipts and Deposits Journal (CRDJ) – is used to record all collections and deposits reported during the month based on report of collections and deposits.
17. Journal of Bills Rendered (JBR) – is used to record all bills rendered for the month. Based on transaction billing form-order of payment, bills are entered individually in the JBR numerically.
18. Check Disbursements Journal (CkDJ) – is used to record checks issued during the month based on report of check issued.
19. General Journal – is maintained to cover all funds which cannot be recorded in other special journals.
20. General Ledger – is a book of final entry containing groups of accounts arranged in the same sequences the chart of accounts and to which totals of amount columns of special journal and individual entries of the general journal are directly posted.
21. Subsidiary Ledger – is a book of final entry containing the details or breakdown of the balances of controlling accounts appearing in the general ledger.



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22. Disbursing Officer's Logbook – a logbook to be maintained by Cashier/Disbursing Officer to record the transactions.
23. Petty Cash Voucher – a form to be used by the Requesting Officer/Employee to acknowledge the receipt of cash advance from the Petty Cash Custodian.
24. Liquidation of Cash Advance – a form to be used by the Requesting Officer/Employee indicating the requested amount after the consummation of the cash advance.
25. Official Receipt – for proper accounting and control of collections, collecting officers shall promptly issue official receipts for all monies received by them.
26. Entrance Tickets, Parking Tickets – the collecting officer shall promptly issue tickets for monies received by them. These tickets are pre-numbered and shall be remitted to cashier at the end of their shift.
27. Credit Officer III/Billing Officer – personnel in charge on the preparation of transaction billing form, order of payment of their particular clients/customers, Statement of Account Receivable (SOAR), Status & Aging of Accounts Receivable.
28. Transaction Billing Form (TBF) – a document issued monthly by ZFPC relating to a service transaction specifically rental, water and power usage that includes a specific reference to the duration of time being billed.
29. Cash Clerk III (Collecting Officer) – regular ZFPC personnel designated and authorized to collect payment from customers during their assigned shift in HMOD and PMRD.
30. Petty Cash Fund – a revolving fund used for miscellaneous expenses on office supplies, IT supplies, car and port maintenance not exceeding Five Thousand per Petty Cash voucher.



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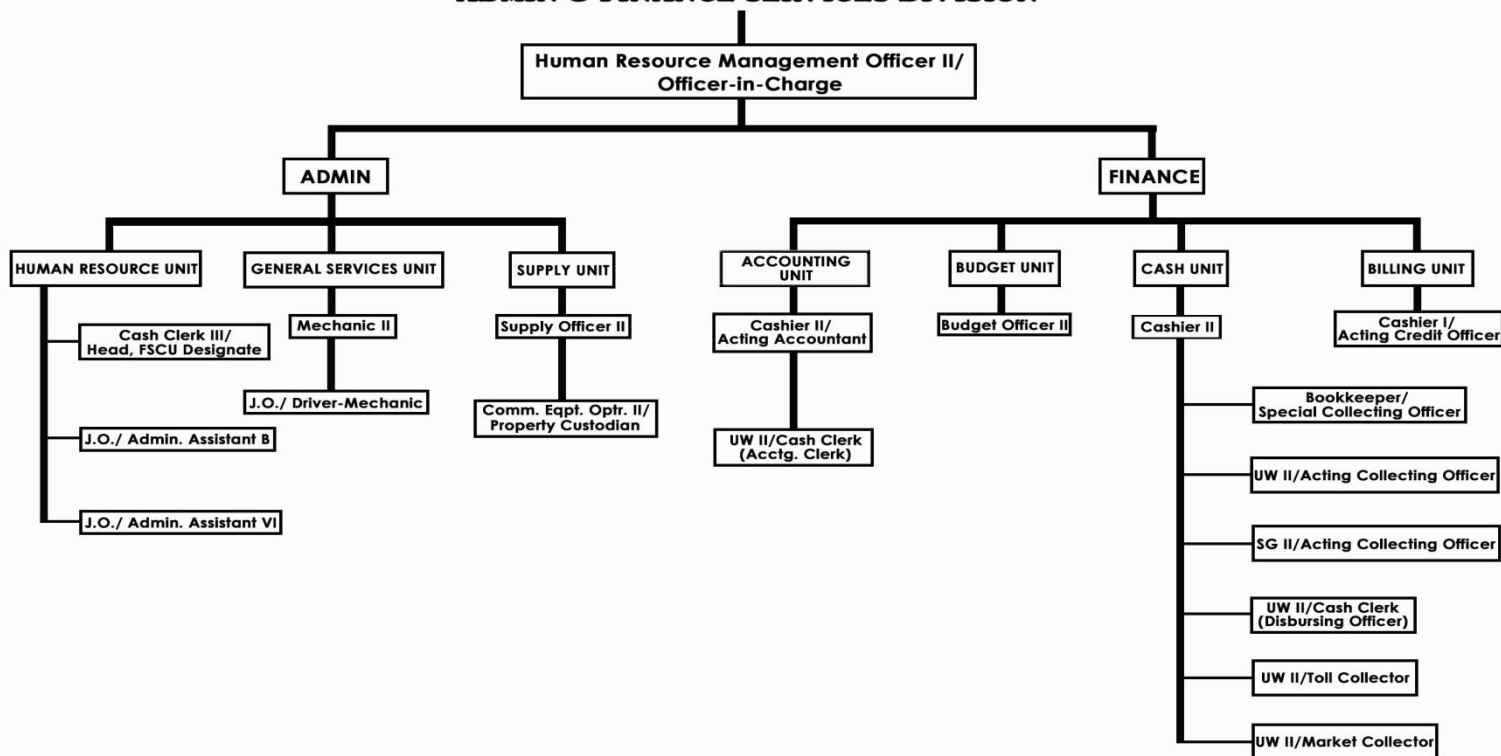
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DEPARTMENT OF AGRICULTURE  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
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SANGALI, ZAMBOANGA CITY

**ORGANIZATIONAL CHART**  
**ADMIN & FINANCE SERVICES DIVISION**



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## BUDGET

### 1.1. Budget Preparation

- 1.1.1 The Division Chiefs of the port shall prepare detailed annual budget requirements and projected income of their respective divisions.
- 1.1.2 The Division Chief shall discuss their budgetary requirements and projected income with the Port Manager.
- 1.1.3 The Budget Officer shall consolidate all the budgetary requirements and projected income.
- 1.1.4 The Port Manager shall submit the consolidated budget proposal at the PFDA Annual Planning Workshop for consideration, deliberation and approval.

### 1.2. Budget Implementation

- 1.2.1 The approved budget shall be the basis for all budget releases of the port.
- 1.2.2 The Budget Officer shall prepare monthly budget request accompanied by an accounting of funds released during the preceding month.

### 1.3. Budget Review and Evaluation

- 1.3.1 A quarterly review and evaluation of the actual income and expenditure shall be made based on projections/as needed. Particular attention shall be given to items that fell short of or way above projections. Adjustments shall be made when necessary in order to meet projections.

## 1. ACCOUNTING

### 2.1 Maintenance of Books of Account and Subsidiary Ledgers

- 2.1.1 The port shall maintain such books of accounts consisting of journals, books of original entry (Journal Entry Voucher) for recording transactions in chronological order, ledgers or books of final entry for classifying and summarizing the effect of the transactions on individual accounts.

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## 2.2 Preparation of Books of Accounts

### 2.2.1 Preparation of Cash Receipts and Deposits Journal (CRDJ)

- 2.2.1.1 All income collections, receipts, refunds and deposits are recorded in this journal from the report of collections and deposits.
- 2.2.1.2 At the end of the month, the summary of all accounts is posted on this journal and footed balanced.
- 2.2.1.3 Totals are posted to the general ledger which in turn, is used as basis in the preparation of the monthly trial balance.
- 2.2.1.4 All accounts in the general ledger are maintained in subsidiary ledgers when transactions are voluminous and require details.
- 2.2.1.5 The Accountant prepares the cash receipts and deposits journal.

### 2.2.2 Preparation of Check Disbursements Journal (CkDJ)

- 2.2.2.1 All issuances of checks are recorded in this journal from the report of check issued.
- 2.2.2.2 At the end of the month, the summary of all accounts is posted on this journal and footed balanced.
- 2.2.2.3 Totals are posted to the general ledger which in turn, is used as basis for the preparation of the monthly trial balance.
- 2.2.2.4 All accounts in the general ledger are maintained in subsidiary ledgers when transactions are voluminous and require details.
- 2.2.2.5 The Accountant prepares the check disbursements journal.

### 2.2.3 Preparation of General Journal (GJ)

- 2.2.3.1 General Journal is maintained to cover all funds which cannot be recorded in other special journals. Journal Entry Voucher is used to support the entries in this journal and supporting documents are attached to the journal voucher.
- 2.2.3.2 At the end of the month, the summary of all accounts is posted on this journal and footed balanced.
- 2.2.3.3 Totals are posted to the general ledger which in turn, is used as basis for the preparation of the monthly trial balance.
- 2.2.3.4 All accounts in the general ledger are maintained in subsidiary ledgers when transactions are voluminous and require details.
- 2.2.3.5 The Accountant prepares the general journal.

### 2.2.4 Preparation of Cash Disbursement Journal by the Disbursing Officer (CDJ)

- 2.2.4.1 All payments in cash are recorded in this journal. This journal is kept for each fund based on the monthly report of cash

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disbursement and liquidation of cash advance submitted by the disbursing officer.

2.2.4.2 Liquidation of cash advance is summarized in the journal of disbursement by the disbursing officer.

2.2.4.3 At the end of the month, the summary of all accounts is posted on this journal and footed balanced.

2.2.4.4 Totals are posted to the general ledger which in turn, is used as basis for the preparation of the monthly trial balance.

2.2.4.5 All accounts in the general ledger are maintained in subsidiary ledgers when transactions are voluminous and require details.

2.2.4.6 The Accountant prepares the general journal.

## 2.3 Preparation of Aging Accounts Receivable

2.3.1 This is a report issued to record the amount due from each client and the numbers of days the accounts are outstanding. This is prepared by the Credit Officer to support the Financial Statements and is submitted at the Central Office together with the Status of Accounts Receivable.

## 2.4 Preparation of Financial Report

2.4.1 Trial balance of accounts appearing in the general ledger is prepared at the end of every month after all transactions have been entered in the books. It shall contain a summary of all debit and credit totals and balances brought forward from the preceding calendar years up to the end of the period covered.

2.4.2 Financial Statements such as Trial Balance, Statement of Financial Position, Statement of Comprehensive Income, Schedule to Financial Statement, are submitted to PFDA Central Office monthly.

## 2. BILLING AND COLLECTION

### 3.1 Billing and Collection Process

3.1.1 Credit Officer prepare billings based on Customer's leased area and monthly power, water reading, lease agreement and other documents.

3.1.2 Credit Officer prints the Transaction Billing Form (TBF)/Order of Payment (OP) for the Customer.

3.1.3 The Credit Officer, Accountant, Officer-in-charge of Administrative and Finance Services Division and Port Manager to sign on the printed TBF/OP.

3.1.4 Credit Officer/Messenger distributes the signed TBF/O.P.

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3.1.5 Upon payment the customer will proceed to the billing unit for the preparation of Authority to Accept Payment (ATAP) and present it to AFSD-Cashier for payment.

3.1.6 Cashier accepts payment from the Customer and issue Official Receipt.

### 3. CASHIER

#### 4.1 Collection of Payment

4.1.1 Cashier receives payment from customers either in the form of cash or check

4.1.2 Issuance of Official Receipt.

4.1.3 Cashier will perform cash count.

4.1.4 Cashier will safekeep the collection in the cash vault.

4.1.5 Cashier will consolidate all collection of previous days for deposit of collection to PFDA depository bank.

#### 4.2 Issuance of Petty Cash Fund

4.2.1 Requesting unit shall use the Petty Cash Voucher (PCV) Form together with the Purchase Request

4.2.2 PCV Form shall be accomplished by the Requesting Officer/Employee and approved by the Port Manager

4.2.3 Petty Cash Custodian shall issue the requested cash advance not exceeding Five Thousand pesos (Php5,000.00) upon submission of well accomplished PCV.

4.2.4 Requesting unit purchases and liquidates within five (5) working days after the receipt.

4.2.5 Petty Cash Custodian shall replenish upon disbursement of at least 50%.

4.2.6 After processing of the liquidation the custodian shall replenish the 50% balance.

#### 4.3 Daily Report of Collection and Deposits

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- 4.3.1 Collecting Officer receives payment from Port Clients/Customers and issue Official Receipt (O.R.), at the end of shift, prepares report of collections and drop it at the designated remittance cash box in the Cashier Office and record it on the logbook.
- 4.3.2 The Cashier II will open the remittance cash box on the next day and witnessed by Accountant/Cashier I, then check based on collection logbook.
- 4.3.3 The Cashier II consolidates all collections and prepares deposit slip, deposit collections to the Land Bank of the Philippines then file the issued and validated deposits slips.
- 4.3.4 At the end of the month the Cashier II will make the Report of Collections and Deposits
- 4.3.5 The Accountant checks the Official Receipts and Deposit Slip based on the Report of Collections and Deposits at the end of the month.
- 4.3.6 The Accountant prepares Journal Entry Voucher of Collections and Deposits.

#### 4. HUMAN RESOURCE

##### 5.1 Attendance Monitoring And Leave Administration

- 5.1.1 The ZFPC employee record their attendance in a quick response attendance monitoring using the PFDA ID, finger print biometric scanner and manual recording of attendance sheet (arrival, mid-day entries, departure, and overtime, if required)
- 5.1.2 At the end of the month, the IT personnel prints the Daily Time Records of employees
- 5.1.3 Records leave applications, pass slips, official travel, etc. in individual DTRs ; notes absences incurred in individual leave credit cards
- 5.1.4 Record Officer/J.O. distributes the printed DTR to concerned personnel for signature and of the Division Head
- 5.1.5 The Division Head review and sign DTRs and return to AFSD-HR
- 5.1.6 The HR verify DTRs if already signed by the concerned employees and Division Heads



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- 5.1.6.1 Records tardiness, undertime and AWOL incurred in the individual leave credits ledger card
- 5.1.6.2 Updates leave credit balances as of End of the month
- 5.1.6.3 Update Individual Employees Attendance Evaluation (EAE) forms
- 5.1.6.4 File DTRs and other attendance-related documents in individual attendance folder

## 5.2 Preparation And Issuance Of Quarterly Leave Credit Balances

- 5.2.1 The HR/J.O. reviews/updates computation of leave credits earned and availed compensatory time off by employees during the previous quarter
- 5.2.2 The HR/J.O. generates report of leave credit balances for all employees
- 5.2.3 The HR/J.O. forwards Leave Credit Balance (LCB) listings to the HRM Officer for further review and initials
- 5.2.4 The HRM Officer/OIC-AFSD verify listings versus the report from the previous quarter and submit the latest report to the AFSD Chief for notation
- 5.2.5 The HRM Officer/OIC-AFSD validates LCB report and transmits the same to the Office of the Port Manager for approval
- 5.2.6 The Port Manager approves LCB report for posting in conspicuous areas for the information of the respective employees

## 5.3 Leave Credit Monetization

- 5.3.1 The Employee accomplish leave application form for monetization
  - 5.3.1.1 If, Emergency Leave Monetization (ELM) the employee prepare memo request address to Top Management thru the Port Manager with the supporting documents (e.g., medical certificates, hospital bill, prescriptions, etc.)
  - 5.3.1.2 If Annual Leave Monetization (ALM), the employee submits accomplished leave form to the HR
- 5.3.2 The HR/J.O. evaluates applications for leave monetization based on latest LCB; submits application to HRM Officer
- 5.3.3 The HRM Officer/OIC-AFSD checks documents and certify LCB of applicants; forwards applications to the AFSD Chief for review

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- 5.3.4 The HRM Officer/OIC-AFSD checks documents and certify LCB of applicants
- 5.3.5 The HRM Officer/OIC-AFSD reviews applications and forward the same to the Port Manager for endorsement to the top management
- 5.3.6 The Port Manager affixes initials on leave application forms and sign transmittal memo
- 5.3.7 The HRM Officer/OIC-AFSD transmits applications with supporting documents to Central Office (ASD, FSD, OAGM and OGM) for approval
- 5.3.8 The Cash Clerk III upon receipt of approved ALM/ELM applications prepare payroll/DV/BUR
- 5.3.9 The Cash Clerk III route documents for processing of leave credits monetization

#### 5.4 Salary Payroll Preparation And Processing

- 5.4.1 The HR/J.O. computes deductions for Leave Without Pay (LWOP) incurred by employees
- 5.4.2 The Cash Clerk III prints Salary Adjustment Sheet (SAS) and note individual deductions (LWOP, loan amortizations, etc.) on SAS
- 5.4.3 The Cash Clerk III encodes adjustments in payroll system; print and check Salary payroll
- 5.4.4 The Cash Clerk III reprints pages of payroll with corrections and other supporting documents
- 5.4.5 The OIC-AFSD will check the personnel LCB versus number of days rendered with the corresponding amount involved and affixes signature on the payroll and BUR and forward to Accounting Unit.
- 5.4.6 The Cash Clerk (Accounting Clerk) will record, check the documents if duly signed and index the transaction and forward to Budget Officer
- 5.4.7 The Budget Officer affixes signature on the Budget Utilization Request (BUR) for budget allocation
- 5.4.8 The Acting Accountant reviews and validates Salary Payroll Report and supporting documents and affixes signature as to availability of funds and completeness of documents

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5.4.6.1 If payroll corrections, the Cash Clerk III makes necessary corrections and re-submit print-outs to Accounting

5.4.6.2 If no corrections, the Cash Clerk III prepares endorsement letter together with USB and alphabetical listing of personnel with the corresponding payroll account numbers for signature of the Cashier II and Port Manager (and/or authorized and alternate signatories) prior to submission to Depository Bank.

5.4.9 The Cash Clerk III distributes payslip, per request and monitor crediting of salaries in ATM payroll account

## 5.5 Recruitment, Placement And Promotion (Submission of Proposed Positions)

5.1.1 The Unit Heads submit justifications re: proposed positions to be filled based on operational requirements and in accordance with the approved regional plantilla positions

5.1.2 The HRM Officer/OIC-AFSD validates unit requests and submit consolidated recommendation to fill vacancies for review of the AFSD Chief

5.1.3 The HRM Officer/OIC-AFSD review and prioritize proposed positions based on operational requirements, financial considerations, etc.

5.1.4 The HRM Officer/OIC-AFSD transmits recommendation and consolidated list of proposed positions to the Office of the Port Manager (OPM)

5.1.5 The Port Manager reviews recommendation and confirm priority positions for endorsement to the Central Office for top management approval

5.1.6 The HRM Officer/OIC-AFSD finalizes recommendation per PM's instruction and forward the same to the AFSD Chief for review

5.1.7 The HRM Officer/OIC-AFSD forwards transmittal memo and list of proposed positions to the OPM for signature

5.1.8 The ZFPC Port Manager signs transmittal memo recommendation with the supporting documents for submission to Central Office for top management review and approval

5.1.9 The Top Management reviews ZFPC request to fill priority vacancies

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5.1.10 The ASD-Human Resources Division publish vacancies in CSC Bulletin of Vacant Positions and prepare Vacancy Announcement Forms (VAFs)

5.1.11 The ASD-Human Resources Division furnish ZFPC with approved recommendation and copies of VAFs

## 5.6 Recruitment, Placement And Promotion (Screening and Preliminary Evaluation of Applicants)

5.6.1 The HRM Officer post Vacancy Announcement Forms (VAFs) on notice boards and issue list of requirements to applicants

5.6.1.1 The applicant submits application letters and requisite supporting documents

5.6.2 The HRM Officer/OIC-AFSD examine/validate documents and prepares recommendation for applicants who meet basic QS/requirements to take the qualifying examinations.

5.6.3 The HRM Officer/OIC-AFSD review results of initial assessment, interview applicants, and submit pertinent documents to the Port Manager

5.6.4 The HRM Officer/OIC-AFSD follow-up results and prepare activity schedule for PSB Deliberations

## 5.7 Recruitment, Placement And Promotion(Conduct of ZFPC – Personnel Selection Board (PSB) Deliberations)

5.7.1 The HRM Officer/OIC-AFSD prepares shortlist of applicants and conduct background checks/additional screening procedures (e.g., social media account and reference checks)

5.7.2 The HRM Officer/OIC-AFSD consolidates applications and pertinent documents for reference of the ZFPC-PSB

5.7.3 The HRM Officer/OIC-AFSD prepare schedule of ZFPC-PSB deliberations and confirm availability of all concerned

5.7.4 The ZFPC Personnel Selection Board conduct panel interviews and deliberations; discuss findings and significant observations during the selection process

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- 5.7.5 The ZFPC-PSB Secretariat drafts report on the screening process, deliberations, and PSB recommendations; organize pertinent documents
- 5.7.6 The ZFPC Personnel Selection Board reviews and finalize report for submission to the agency PSB
- 5.7.7 The Port Manager reviews ZFPC – PSB report and endorse the same, together with reference documents, to the agency PSB
- 5.7.8 The HRM Officer/OIC-AFSD transmit ZFPC-PSB report and reference documents, to the agency PSB (Central Office)
- 5.7.9 The ASD-Human Resources Division acknowledge receipt of the documents and schedule the agency PSB deliberations
- 5.8 Recruitment, Placement And Promotion (Conduct of PFDA – Personnel Selection Board (PSB) Deliberations)
  - 5.8.1 The PFDA – PSB Secretariat review ZFPC –PSB report and prepare pertinent information for the reference of the agency PSB
  - 5.8.2 The PFDA-PSB Secretariat schedule the agency PSB meeting/deliberations and confirm the availability of all concerned
  - 5.8.3 The PFDA-Personnel Selection Board conduct deliberations on applications for ZFPC positions, per documents submitted by the ZFPC-PSB
  - 5.8.4 The PFDA-Personnel Selection Board conduct panel interview as deemed necessary; discuss findings and significant observations during the selection process
  - 5.8.5 The PFDA-Secretariat draft report on the screening process, deliberations, and PSB recommendations; organize pertinent documents
  - 5.8.6 The PFDA-PSB review and finalize report for submission to PFDA top management
  - 5.8.7 The PFDA Top Management review PFDA-PSB report and note instructions on the issuance of appointments to candidates deemed best qualified for the positions
  - 5.8.8 The PFDA-PSB Secretariat issue notice on the appointments to be issued (for posting in all units)

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5.8.9 The ZFPC/HRM Officer coordinates with Administrative Services Department/HRD regarding processing of appointments

## 5. PROCUREMENT AND PROPERTY MANAGEMENT

### 6.1 Procurement Through Sealed Canvass (Cash On Delivery Basis) – Part 1

6.1.1 The Requesting Division prepares Purchase Request (PR) to be signed by the Requesting Unit's Division Head then to be forwarded to the Budget Unit for budget allocation and for approval by the approving officer/ head of office. Approved Purchase Request (PR) will be forwarded to the Supply Officer for assignment of PR number.

6.1.2 The Supply Officer reviews and prepares RFQ to be forwarded to the RBAC thru the BAC secretariat.

6.1.3 If ABC is above P50,000.00, the BAC Secretariat posts RFQ in PhilGEPS website

6.1.5.1 The Supplier downloads and fills quotation from PhilGEPS website and submits RFQ to BAC Secretariat

6.1.5.2 The BAC Secretariat receives sealed RFQ and schedule for opening of bids/deliberation

6.1.4 If not within P 50,000.00, the Supply Officer releases the RFQ to Canvassers

6.1.6.1. The Canvassers serve RFQ to bonafide suppliers and submit sealed bids to Bids & Award Committee (BAC) Secretariat

6.1.6.2. The BAC Secretariat receives sealed RFQ and schedule for opening of bids/deliberation

6.1.5 The Bids and Awards Committee opens and evaluates bids and determines the Lowest bidder

### 6.2 Procurement Through Sealed Canvass (Cash On Delivery Basis) – Part 2

6.2.1 The BAC Secretariat prepares Abstract of Quotation, Minutes of the Meeting and route for signatures of BAC Committee.

6.2.2 The Supply Officer will prepare the Purchase Order (PO) & Budget Utilization Request (BUR). The BUR certified by respective requesting division head and forwards all documents to Accounting Unit for processing and for certification of budget availability by the Budget Officer.

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6.2.3 The Accountant certifies the availability of funds and process Disbursement Voucher (DV) then forward DV and other attached documents to OIC-AFSD and OPM for signature of the Port Manager

6.2.4 The OPM Staff forwards signed DV and attached documents to Disbursing Officer for check preparation

6.2.5 The Disbursing Officer prepares check and route it to signatories

6.2.6 The Disbursing Officer informs the Supply Officer once check is signed

6.2.7 The Supply Officer informs supplier the approved PO and check for payment

6.2.8 The Supplier signs PO and deliver procured item or services

6.2.9 The Supply Officer notifies designated inspector

6.2.10 The Inspector checks delivered items/services as to conformity with PO specifications

6.2.11 If items/services conform to the required PO specification, the Supply Officer accepts items/services then affix signature on Inspection and Acceptance Report (IAR).

6.2.12 The Inspector inspects the items/services delivered. If within specification/s, inspector will affix signature and note date on invoice on Inspection and Acceptance Report (IAR) .

6.2.13 The Disbursing Officer confirm Supply Officer if items/services are already delivered/rendered before the check will be released

6.2.14 The Supplier claims check payment from Disbursing Officer

6.2.15 The Disbursing Officer keeps PO and other documents for filing

6.2.13.1 If items/services do not conforms to the required, the Supply Officer requires replacement that meets specification

### 6.3 Procurement Through Sealed Canvass (Cash On Delivery Basis) – Part 3

6.3.1 The Supply Officer routes IAR (with supporting documents) to signatories Requesting Unit and Port Manager.

6.3.2 The OPM Staff returns signed IAR and other documents to Disbursing Officer



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6.3.3 The Disbursing Officer stamps paid and file

#### 6.4 Procurement Through Sealed Canvass (Non-COD Basis/Regular Purchase) – Part 1

6.4.1 The Requesting Division prepares Purchase Request (PR) to be signed by the Requesting Unit's Division Head then to be forwarded to the Budget Unit for budget allocation and for approval by the approving officer/ head of office. Approved Purchase Request (PR) will be forwarded to the Supply Unit for assignment of PR number.

6.4.2 The Supply Officer reviews and prepares RFQ to be forwarded to the RBAC thru the BAC secretariat.

6.4.3.1 If ABC above P 50,000.00, the BAC Secretariat posts RFQ in PhilGEPS website

6.4.3.2 The Supplier downloads and fill-up quotation from PhilGEPS website and submits RFQ to Bids and Award Committee (BAC Secretariat)

6.4.3.3 If ABC not more than P50,000.00, the Supply Unit releases the RFQ to Canvassers

6.4.3.4 The Supply Unit releases the RFQ to Canvassers

6.4.3.5 The Canvassers serve RFQ to bona fide suppliers and submit sealed bids to Award Committee (BAC) Secretariat

6.4.3 The BAC Secretariat receives sealed RFQ and schedule for opening of Bids/deliberation

6.4.4 The Bids and Awards Committee opens and evaluates bids and determine lowest and compliant bidder

#### 6.5 Procurement Through Sealed Canvass (Non-COD Basis) – Part 2

6.5.1 The BAC Secretariat prepares Abstract of Quotation, Minutes of the Meeting, and route for signatures of BAC Committee.

6.5.2 The Supply Officer will prepare the Purchase Order (PO) & Budget Utilization Request (BUR). The BUR certified by respective requesting division head and forwards all documents to Accounting Unit for processing and for certification of budget availability by the Budget Officer.

6.5.3 The Accountant certifies the availability of funds and process Purchase Order (PO) then forward PO and other attached documents to the AFSD Head and OPM for signature.

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6.5.4 The OPM Staff forwards signed PO and other documents to Supply Unit.

6.5.5 The Supply Officer serves PO to supplier.

6.5.6 The Supplier conforms and signs PO; delivers procured items/services

6.5.7 The Supply Officer notifies designated inspector of the delivered items

6.5.8 The Inspector checks delivered items/services as to conformity with PO specifications

6.5.7.1 If items/services do not conform to required, the Supply Officer requires replacement that meets specification

6.5.7.2 If items/services conforms to required, the Inspector accept items/services then affix signature and note date on invoice

6.5.9 The Supply Officer prepares Inspection and Acceptance Report (IAR) and signs on the Acceptance portion of IAR; Route IAR (with supporting documents) to signatories (Inspector, Requesting Unit & Port Manager).

6.5.10 The Supply Unit then prepares the Disbursement Voucher and BIR required forms (2306 and 2307) to be forwarded to Accounting Unit together with other documents for processing.

6.5.11 The Accounting Unit checks documents and process Disbursement Voucher (DV); forward DV and other attached documents to AFSD Head and OPM for the signature.

#### 6.6 Procurement Through Sealed Canvass (Non-Cod Basis) – Part 3

6.6.1 The OPM Staff forwards signed DV and other documents to Disbursing Officer for Check preparation.

6.6.2 The Disbursing Officer prepares check and route to Port Manager for signature of Check; inform the Supply Officer once check is signed.

6.6.3 The Supply Officer informs the suppliers that check is ready for pick-up or serving.

6.6.4 The Supplier claims Check payment from Disbursing Officer.

6.6.5 The Disbursing Officer releases check as payment to supplier and stamp PAID to DV and all attached documents then file.

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## 7. DISPOSAL OF UNSERVICEABLE PROPERTIES

- 7.1 The Supply Officer/Inventory Committee conducts Inventory of Properties per count and per record.
- 7.2 The Supply Officer identifies damaged/unserviceable items and classifies them, make a list per item.
  - 7.2.1 Items belonging to PPE, use Inventory and Inspection Report of Unserviceable Properties from (IIRUP) if not, use Waste Materials Report (WMR) form.
- 7.3 The Supply Officer verifies Property Cards, Properly Acknowledgment Receipt (PAR) for IIRUP items and Inventory Custodian Slip for WM items.
- 7.4 The Supply Officer/Inventory Committee furnishes a copy to Accounting Unit.
- 7.5 The Inventory Committee classifies mode of disposal, and make timeline of activities. Take picture of items.
- 7.6 The supply Officer requests for approval of disposal to Central Office with an attached copy of IIRUP/RWM and pictures.
- 7.7 The Central Office returned the approved request for disposal with other attached documents to ZFPC.
- 7.8 The Supply Officer forwards the approved request for disposal with other attached documents to COA requesting for the Technical Assistance for the Appraisal of Items.
- 7.9 Computed Agency's own Appraised value of Items and compares with the appraised value made by the COA. Adopt appraised value, whichever is higher.
- 7.10 The Disposal Committee posting for Public Auction within 7 days in conspicuous places and website.
- 7.11 The Disposal Committee auction proper.
- 7.12 The Disposal Committee awards the highest bidder as buyer.
- 7.13 The Cashier received Payment from Buyer/highest bidder.
- 7.14 The Accountant will drop items from the Book of Accounts to relieve the accountability of Accountable personnel. Furnish a copy to COA.
- 7.15 The Accountant/Supply Officer update Records/Files

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## 8. ISSUANCE OF TRIP TICKET

8.1 The personnel will request or schedule for a trip and provide the list of transactions.

8.2 The HRM Officer/OIC-AFSD validates and inform the driver of the service vehicle regarding the scheduled trip

8.3 The Driver of the service vehicle request trip ticket form from the HRM Officer/OIC-AFSD

8.4 HRM Officer/OIC-AFSD print and issue pre-numbered Trip Ticket to the driver and inquire fuel availability and if the level of fuel is below the normal level, the driver will fill-up the fuel request issuance slip.

8.5 HRM Officer/OIC-AFSD approves fuel request and forwards to Cash Clerk III for issuance of P.O.

8.6 The driver request approval from the OIC-AFSD and Port Manager

8.7 If ok, the Port Manager signs the Trip Ticket and proceed to errand travel

8.8 If disapproved, the Port Manager will not sign the Trip Ticket and wait for another Scheduled trip

## 9. FINANCE

### 9.1 Financial Statement Preparation

9.1.1 The Accountant prepares Journal Entry Voucher, Cash Disbursement Journal, Check Disbursement Journal, Cash Receipts and Deposits Journal, General Journal and Journal of Bills Rendered

9.1.2 The Accountant consolidate journals and post entries to General Ledger and Trial Balance

9.1.3 The Accountant prepares the monthly Financial Reports of ZFPC

9.1.4 The OIC-AFSD Port Manager signs the Financial Statement for Submission to the PFDA-Finance Department / ZFPC COA

### 9.2 Detailed Procedure For Disbursement and Expenditure Process

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- 9.2.1 The Supply Officer prepares Disbursement Voucher & Budget Utilization Request with attachments
- 9.2.2 Forwards BUR & DV to Division Heads concerned for signature
- 9.2.3 Forwards BUR, Disbursement Voucher and all attached documents to Accounting Unit
- 9.2.4 The Accounting Staff records and post the accounting entries code then forward the said documents to the Budget Officer
- 9.2.5 The Budget Officer will certify according to the budget utilization of funds and forward to the Acting Accountant.
- 9.2.6 The Accountant check documents completeness and certifies as to availability of funds then signs Disbursement Voucher and route all the documents to OIC-AFSD and Port Manager
- 9.2.7 The Port Manager approves the Disbursement Voucher with attachments
- 9.2.8 The Cash Clerk (Disbursing Officer) receives Disbursement Voucher with attachments and prepares check. The Cashier will signs on the check and forward to the Port Manger for signatures.
- 9.2.9 The Port Manager/Signatory signs checks
- 9.2.10 The Disbursing Officer records the Check to Log book prior to release/payment to various payee
- 9.2.11 Release check to payee for issuance of Official Receipt
- 9.2.12 Check duplicate, Disbursement Voucher, and other supporting documents then stamp PAID

## 10. CHECK ISSUANCE

- 10.1 The Cash Clerk (Disbursing Officer) receives Disbursement Voucher with the supporting documents then prepares check
- 10.2 Cashier II signs the Check and forward to the Port Manager for signature/alternate signatories
- 10.3 Supply Officer will inform the payee that check is ready for pick-up or the Cash Clerk (Disbursing Officer) will make payment to the payee.

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10.4 The Payee receives check from Cash Clerk (Disbursing Officer) and issue Official Receipt

10.5 The Cash Clerk (Disbursing Officer) Stamps the Disbursement Voucher and all attached documents as "PAID"

10.6 The Cash Clerk (Disbursing Officer) prepares Report of Check Issued (RCI) and submit to AFSD.

10.7 The Accountant counter-check the RCI and accounting code entries

10.8 The Accountant prepares Journal Entry Voucher (JEV) for Check Issued for the month

## 11. PROCUREMENT THROUGH CASH ADVANCE

11.1 The Requesting Unit prepares Purchase Request (PR) with Request for Quotation (RFQ) and Petty Cash Voucher (PCV).

11.2 The Requesting Unit forwards Purchase Request, Petty Cash Voucher and other documents to respective Division Chiefs for signature

11.3 The respective Division Chiefs forwards Purchase Request, Petty Cash Voucher and other documents to OPM for the Port Manager's Approval

11.4 The OPM Staff forwards the signed / approved documents to Petty Cash Custodian

11.5 The Petty Cash Custodian checks the availability of cash: if NO, advise the requesting units as to when funds will be available, if YES, release cash advance to requesting unit with proper acknowledgement.

11.6 The Requesting Unit purchases item from supplier and notify the Inspector

11.7 The inspector checks and accepts purchased item and affix signature and note date on sales invoice

11.8 The Requesting Unit prepares Inspection and Acceptance Report (IAR) and Waste Material Report (when required), and route these to signatories (respective Division Chiefs, Requesting Unit, Inspector & Port Manager)

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11.9 The OPM Staff forwards the signed Inspection and Acceptance Report and other documents to Requesting Unit

11.10 The Requesting Unit forwards all original documents to Petty Cash Custodian for liquidation purposes

## 12. RECORDS DISPOSAL

- 12.1 The HR conduct records inventory, determine the value of such records in terms of present or future needs and classify the same as temporary or permanent
- 12.2 The HR identify and segregates records based on the record matrix provided in PFDA-ZFPC-QP-002 F004
- 12.3 The HR submit list for disposal to the OIC-AFSD through accomplished PFDA-ZFPC-QP-002-F02 (*Turnover Listing and Disposal Authorization*)
- 12.4 The HR consolidate the unit listings of records for disposal; prepare a memo-request for authority to dispose of records for top mgt. approval (*with letter for NAP*)
- 12.5 The OIC-AFSD Chief review draft documents and initial; forward the same to OPM for signature
- 12.6 The Port Manager sign documents for transmittal to the Central Office (OAGM/OGM)
- 12.7 The OAGM/GM approve recommendation and sign documents
- 12.8 The GSD Records transmit pertinent documents to ZFPC thru mail
- 12.9 The HRM Officer assign LO to deliver documents to NAP Zamboanga
- 12.10 The NAP Zamboanga assign a Records Management Analyst who will conduct an actual inspection to appraise and examine the records for disposal and recommend the manner or method of disposal
- 12.11 The NAP-Executive Director issue Authority to Dispose (NAP Form 5) and notify the ZFPC of the scheduled date of records disposal
- 12.12 The AFSD Chief informs the Resident COA Auditor regarding the request and scheduled date of records disposal
- 12.13 The NAP and COA Representatives witness disposal of records on the scheduled date
- 12.14 If disposal by sale, the buyer pay the corresponding amount to the Cashier and picks up the records for disposal
- 12.15 The NAP issue a Certificate of Disposal (*NAP Form No. 6*)
- 12.16 The Record Officer prepares report on records disposal for the review and notation of the AFSD Chief and submission to the ZFPC Port Manager and PFDA top mgt.

## 13. CUSTOMER SERVICE SATISFACTION SURVEY

- 13.1 The AFSD Staff create emoticons as one of the tools for customer survey satisfaction for frontliner's services and distribute to Cashier's Office, HMOD and PMRD



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- 13.2 The emoticons have two features of the face, the happy face for satisfied customer and sad face for not satisfied customer.
- 13.3 The emoticons at the Admin. Bldg. are located at the Cashier's window and at the ID processor AFSD staff's table, at HMOD and PMRD is placed at the frontliner's table for customer
- 13.4 The customer rate the service of the frontliner by choosing the emoticon and drop at the box
- 13.5 The AFSD staff collect the boxes from the different locations and open the boxes every end of the month
- 13.6 The collected emoticons were counted and tabulated in excel format in the presence of representative from each division



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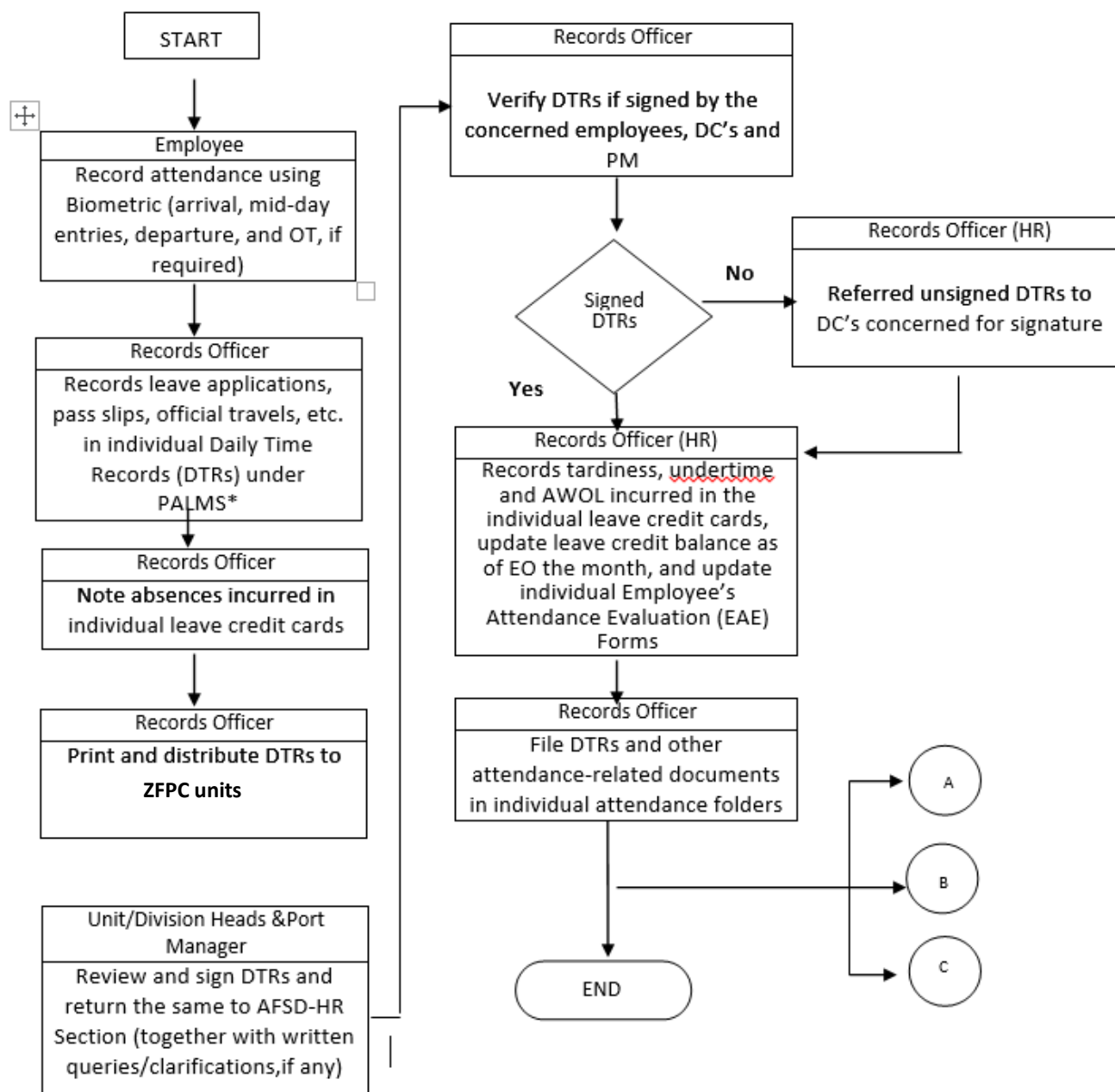
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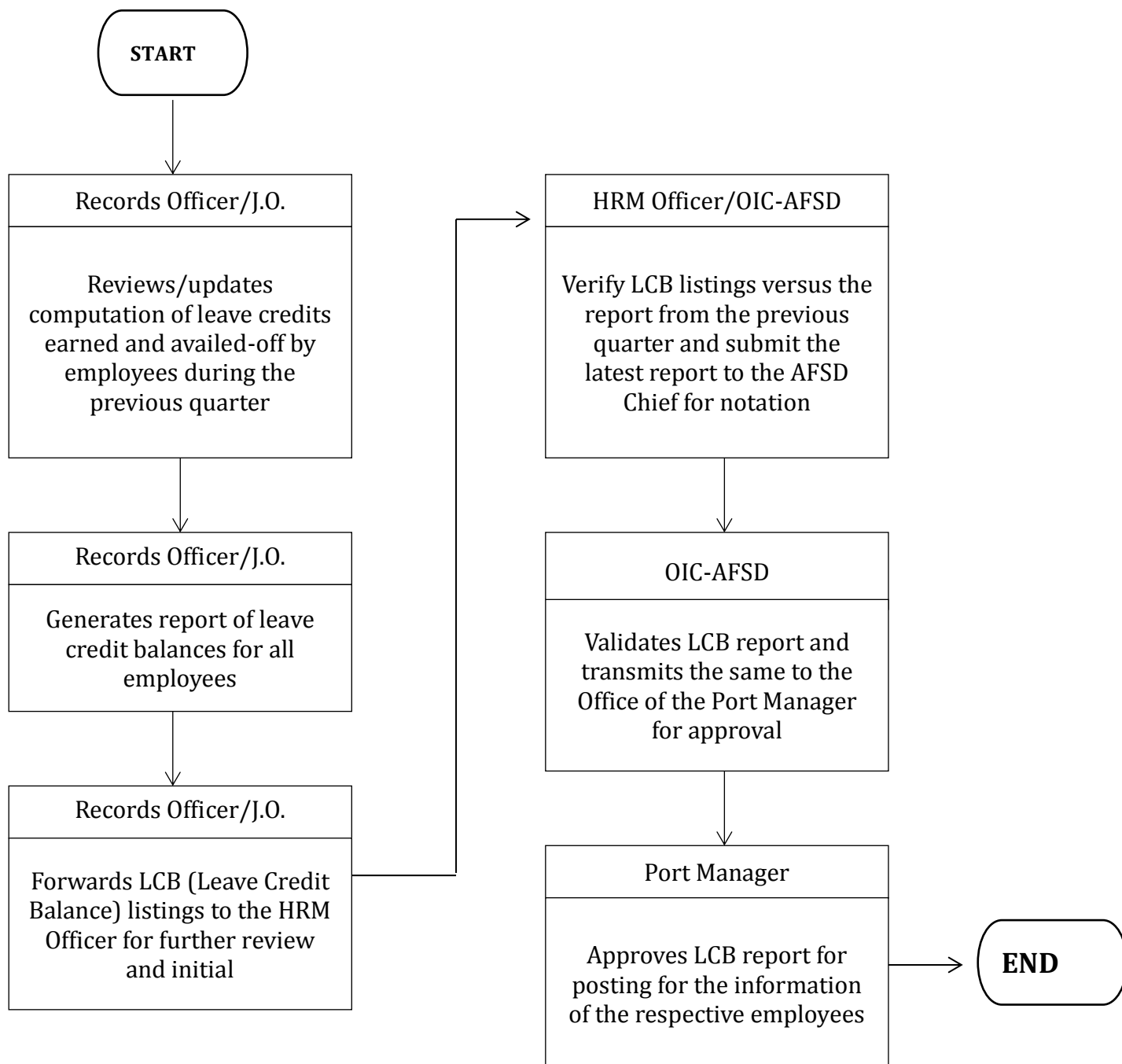
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ATTENDANCE MONITORING AND LEAVE ADMINISTRATION



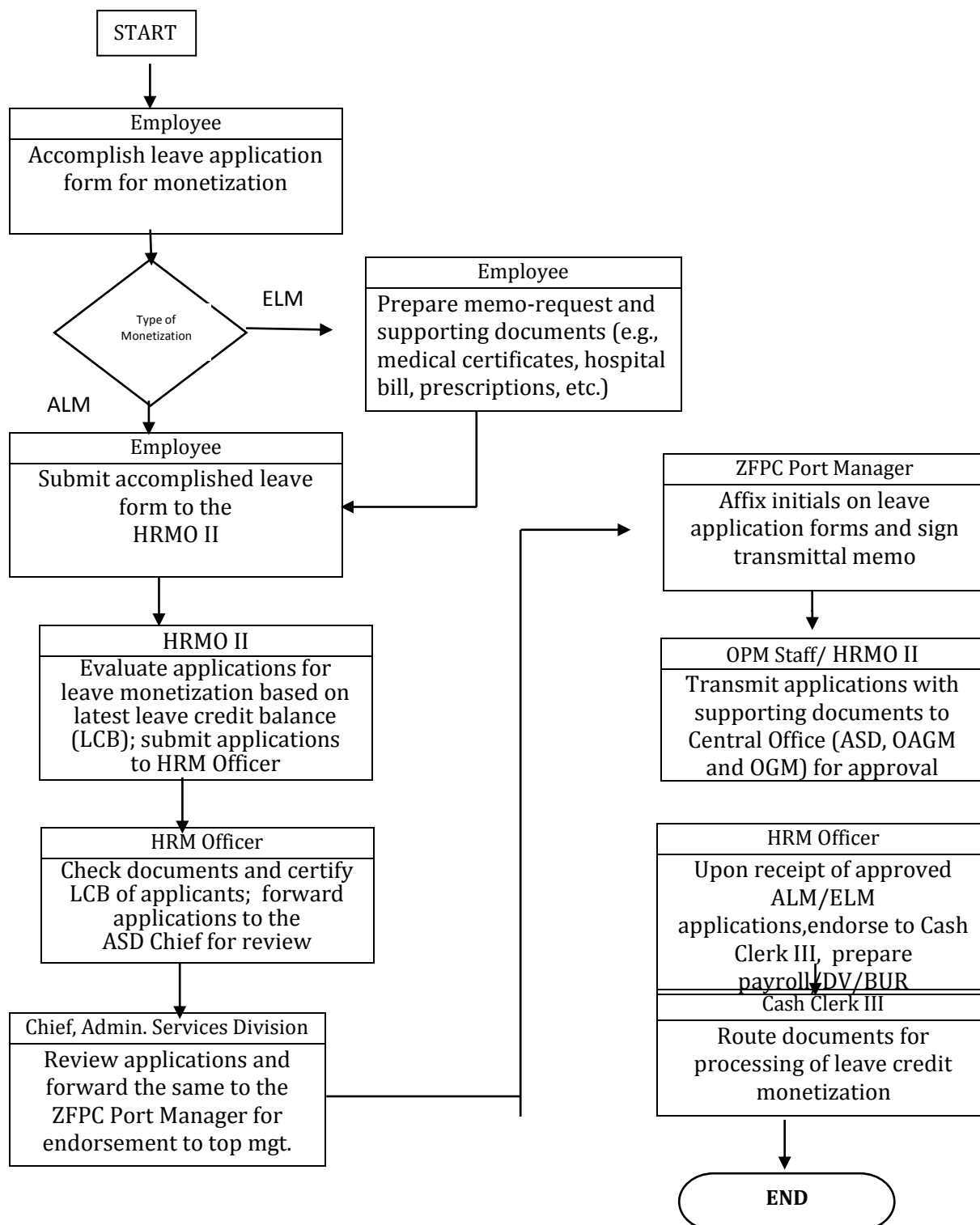
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## PREPARATION AND ISSUANCE OF QUARTERLY LEAVE CREDIT BALANCE REPORT



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### LEAVE CREDIT MONETIZATION



### SALARY PAYROLL PREPARATION AND PROCESSING



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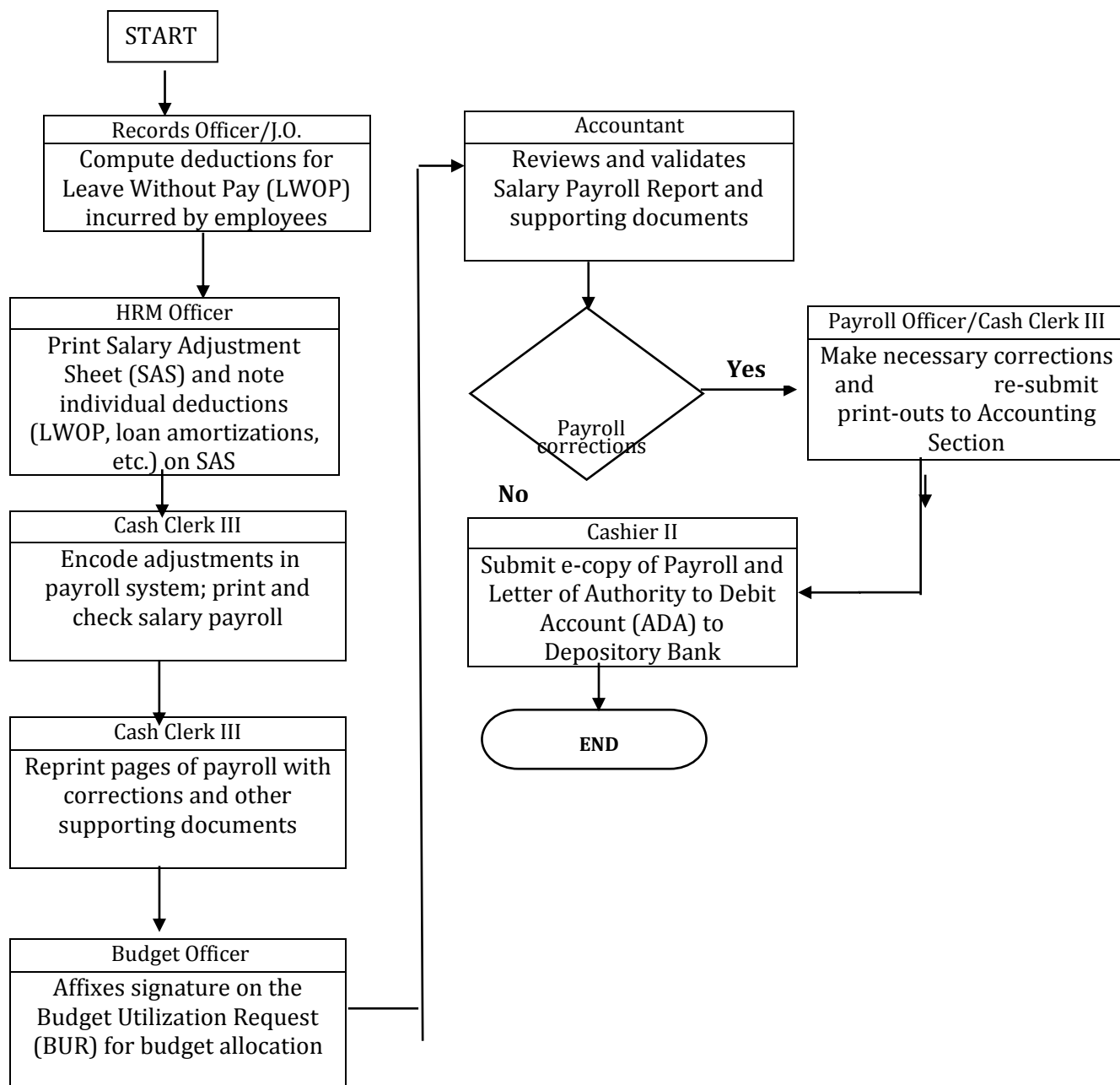
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**Version No.:** 2

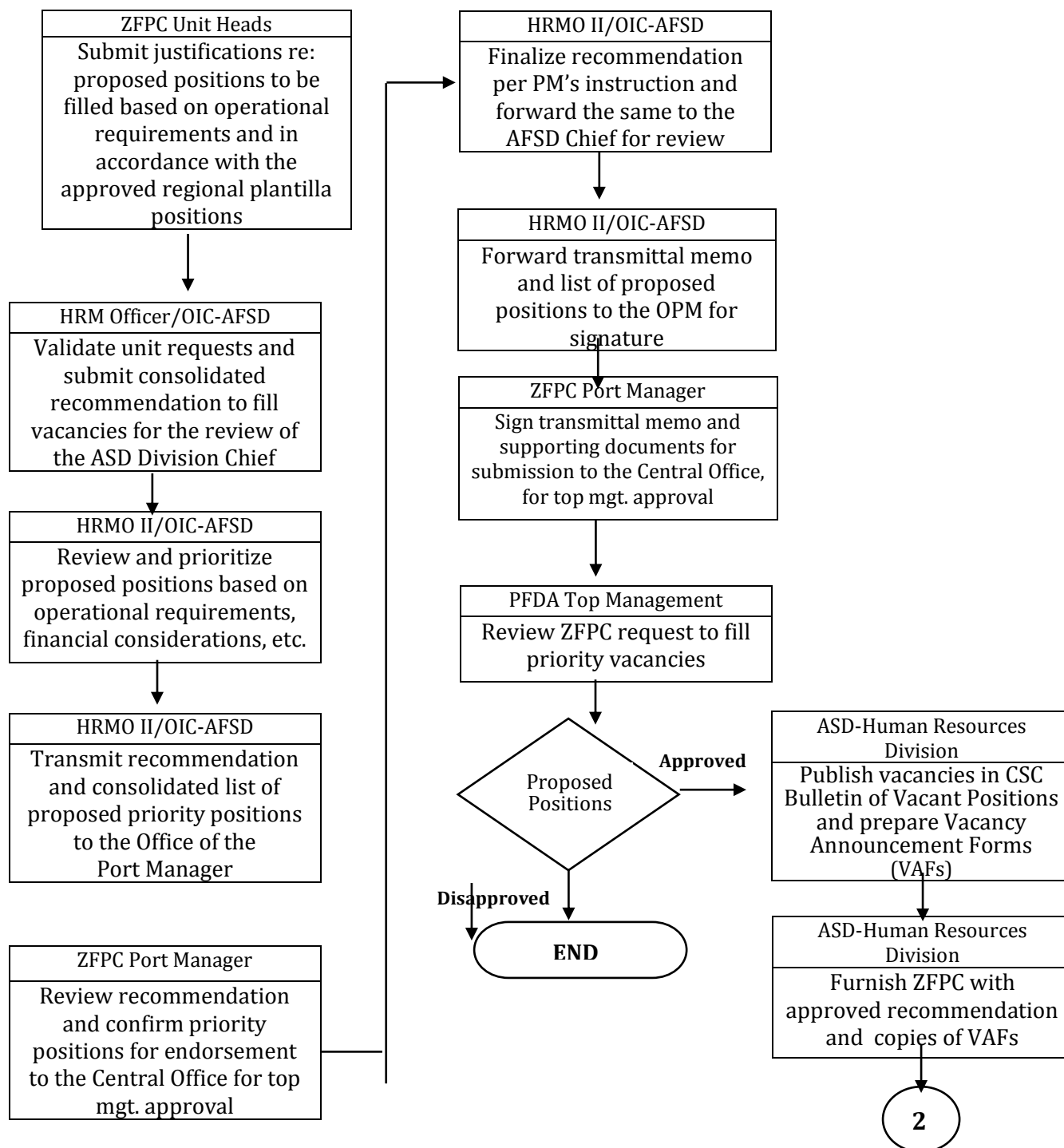
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**RECRUITMENT, PLACEMENT AND PROMOTION**  
**Part 1: Submission of Proposed Positions**





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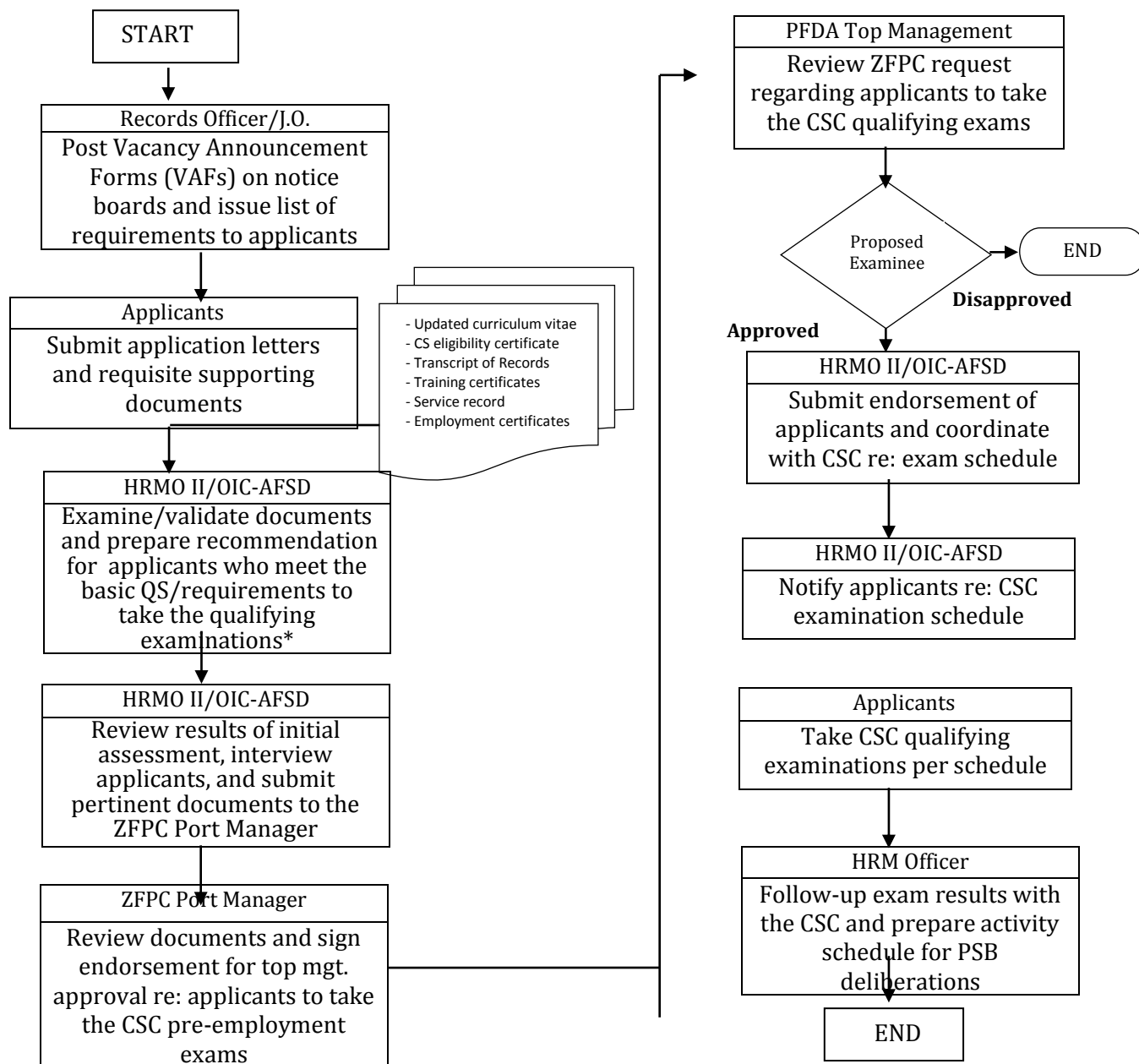
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RECRUITMENT, PLACEMENT AND PROMOTION  
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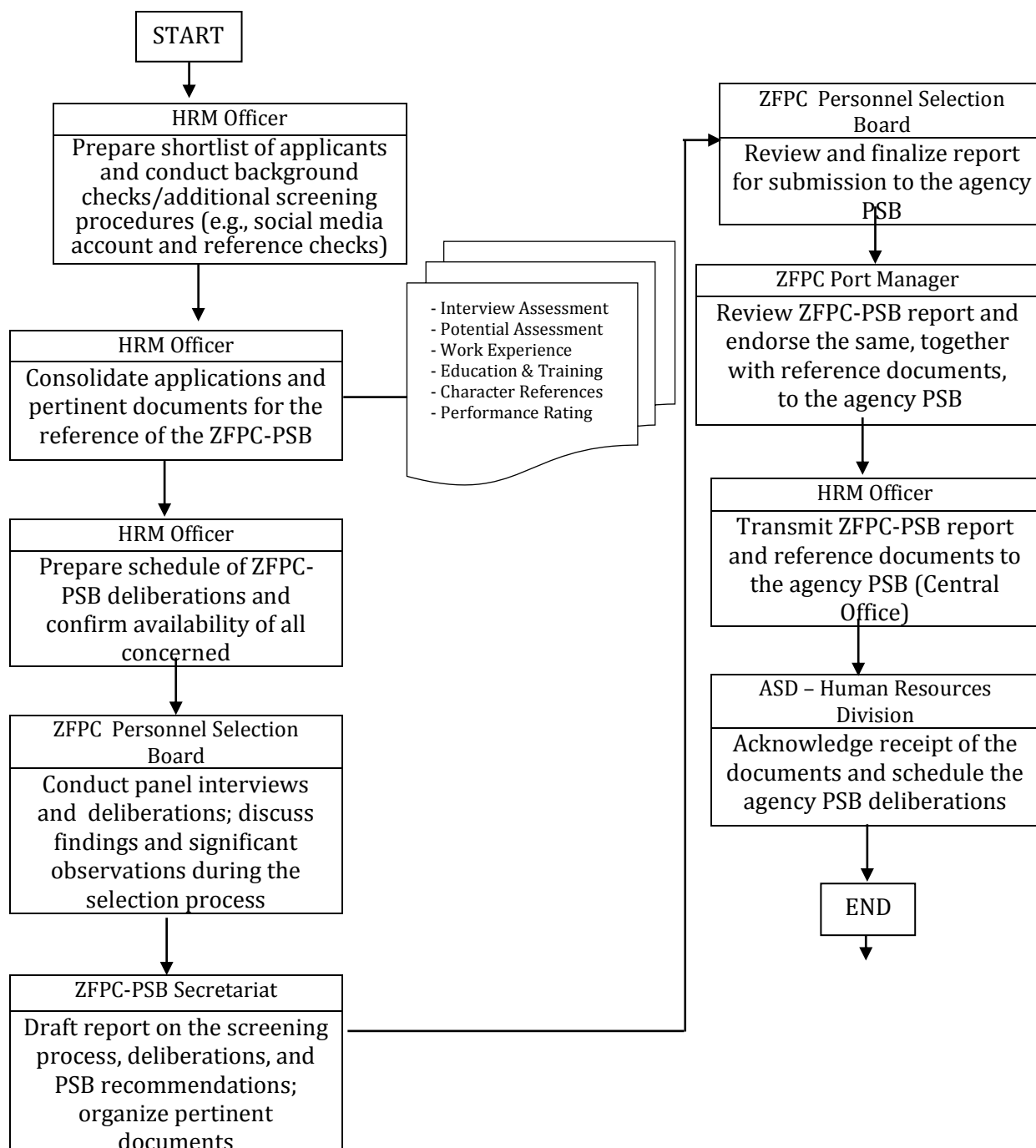


\* Pre-employment Test (PET), Promotional Test (PT), and Ethics-Oriented Personality Test (EOPT) as provided in CSC Memorandum Circular No. 6 (s. 2017), as well as other aptitude tests and practical examinations that may be administered by the HR unit and the units concerned.



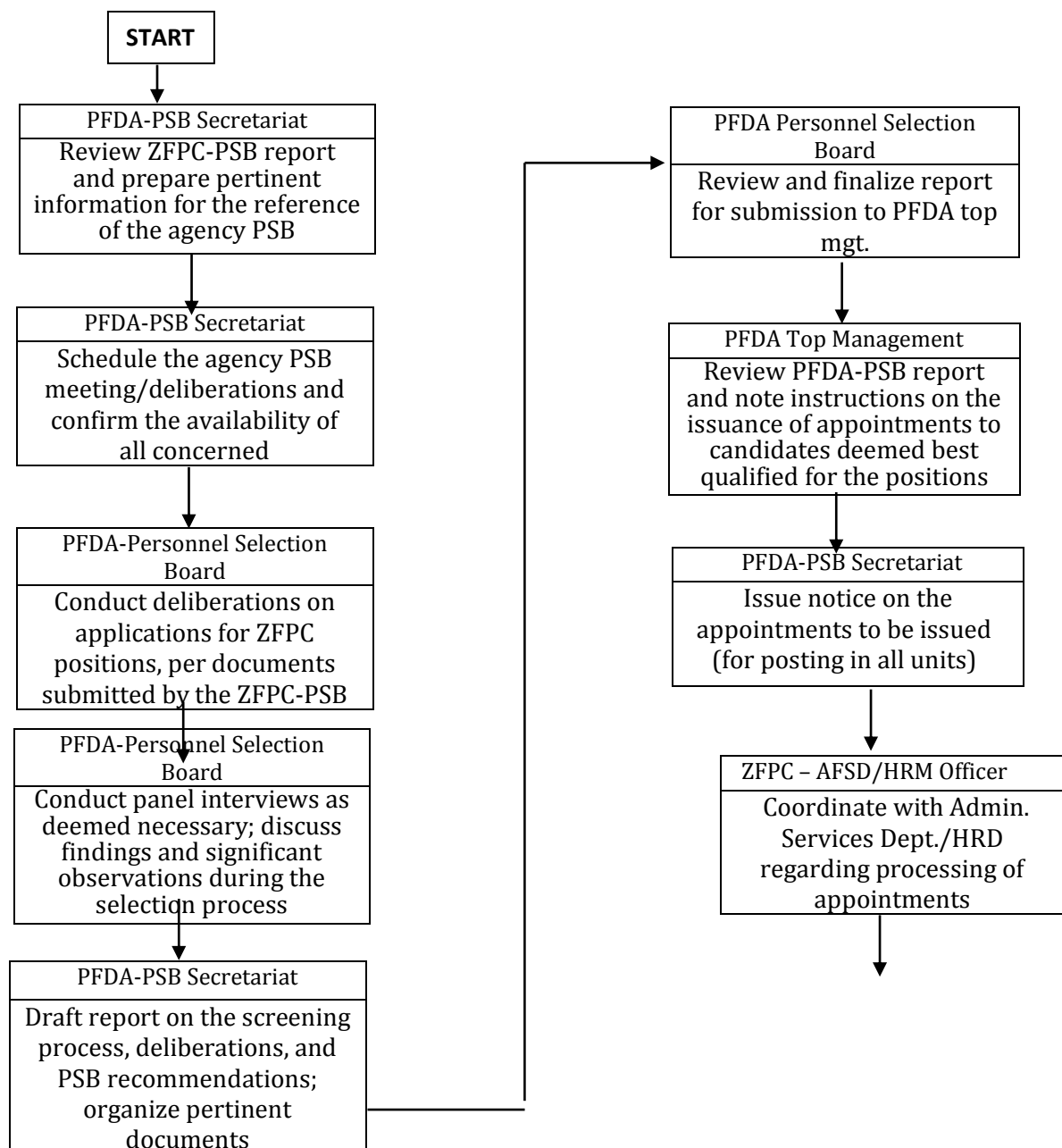
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**RECRUITMENT, PLACEMENT AND PROMOTION**  
**Part 3: Conduct of ZFPC - Personnel Selection Board (PSB) Deliberations**



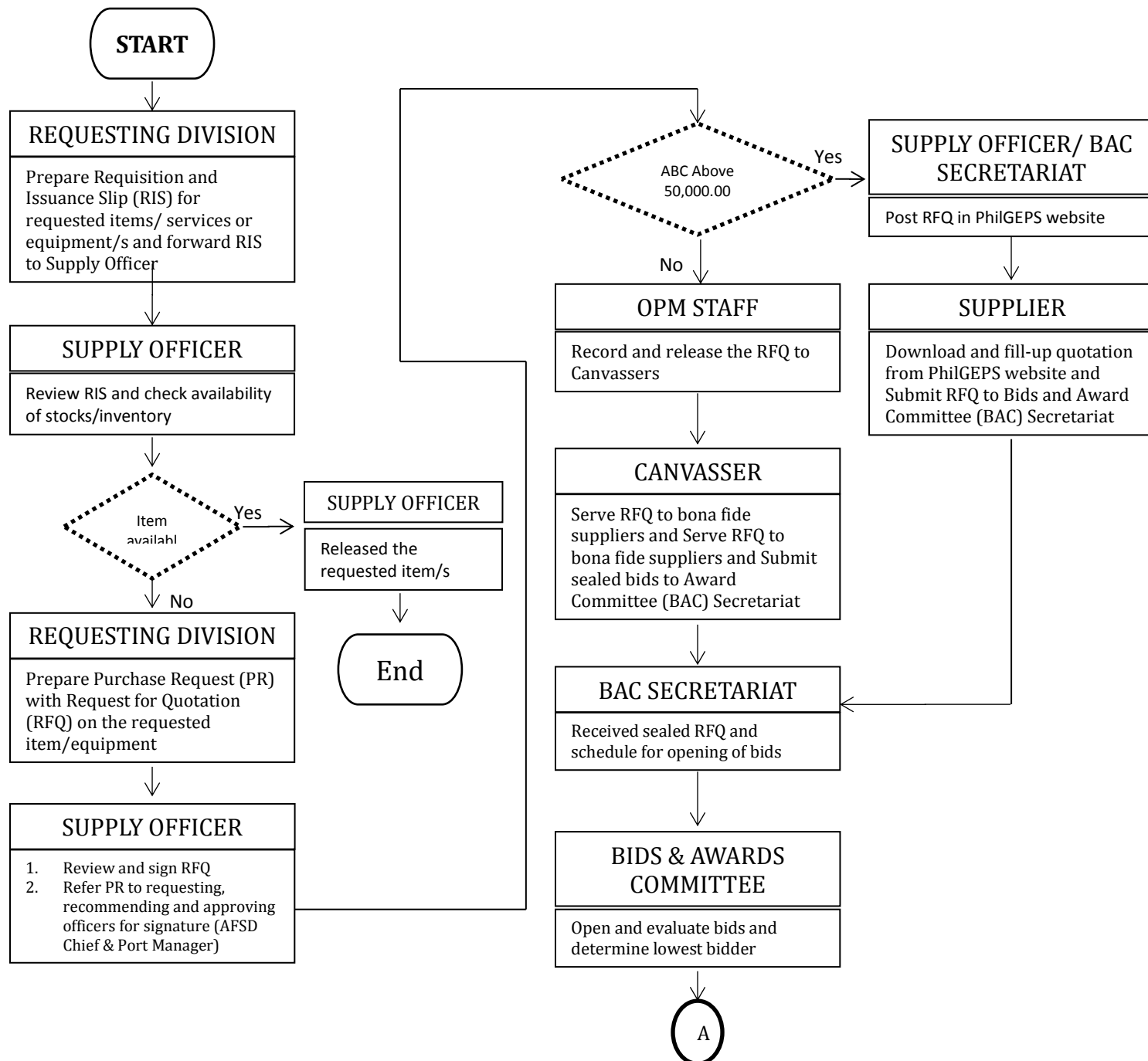
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**RECRUITMENT, PLACEMENT AND PROMOTION**  
**Part 4: Conduct of PFDA - Personnel Selection Board (PSB) Deliberations**



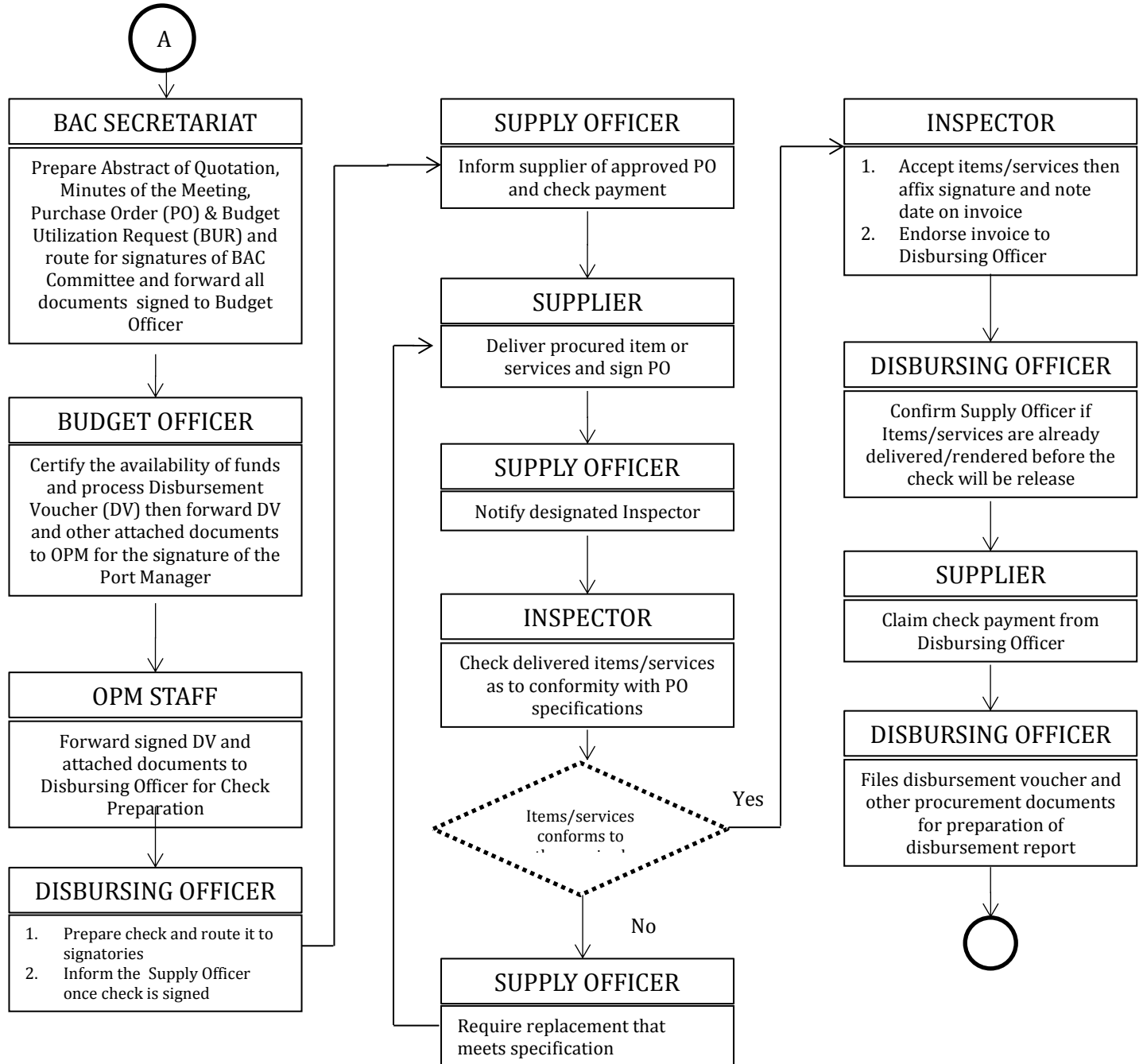
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**PROCUREMENT THROUGH SEALED CANVASS (CASH ON DELIVERY BASIS)**  
**Part 1**



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**PROCUREMENT THROUGH SEALED CANVASS (CASH ON DELIVERY BASIS)**  
**Part 2**

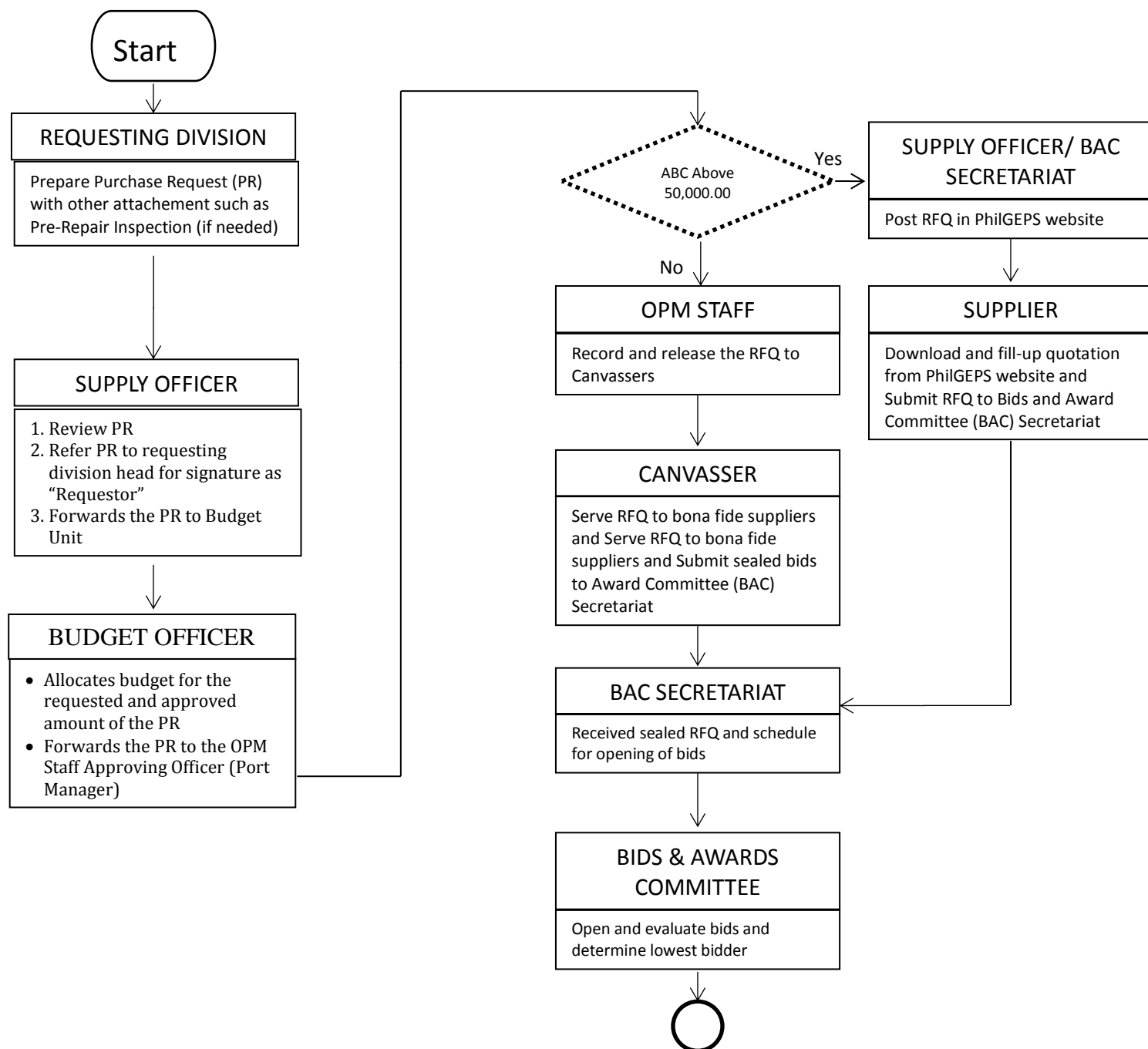


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PROCUREMENT THROUGH SEALED CANVASS (CASH ON DELIVERY BASIS)  
Part 3

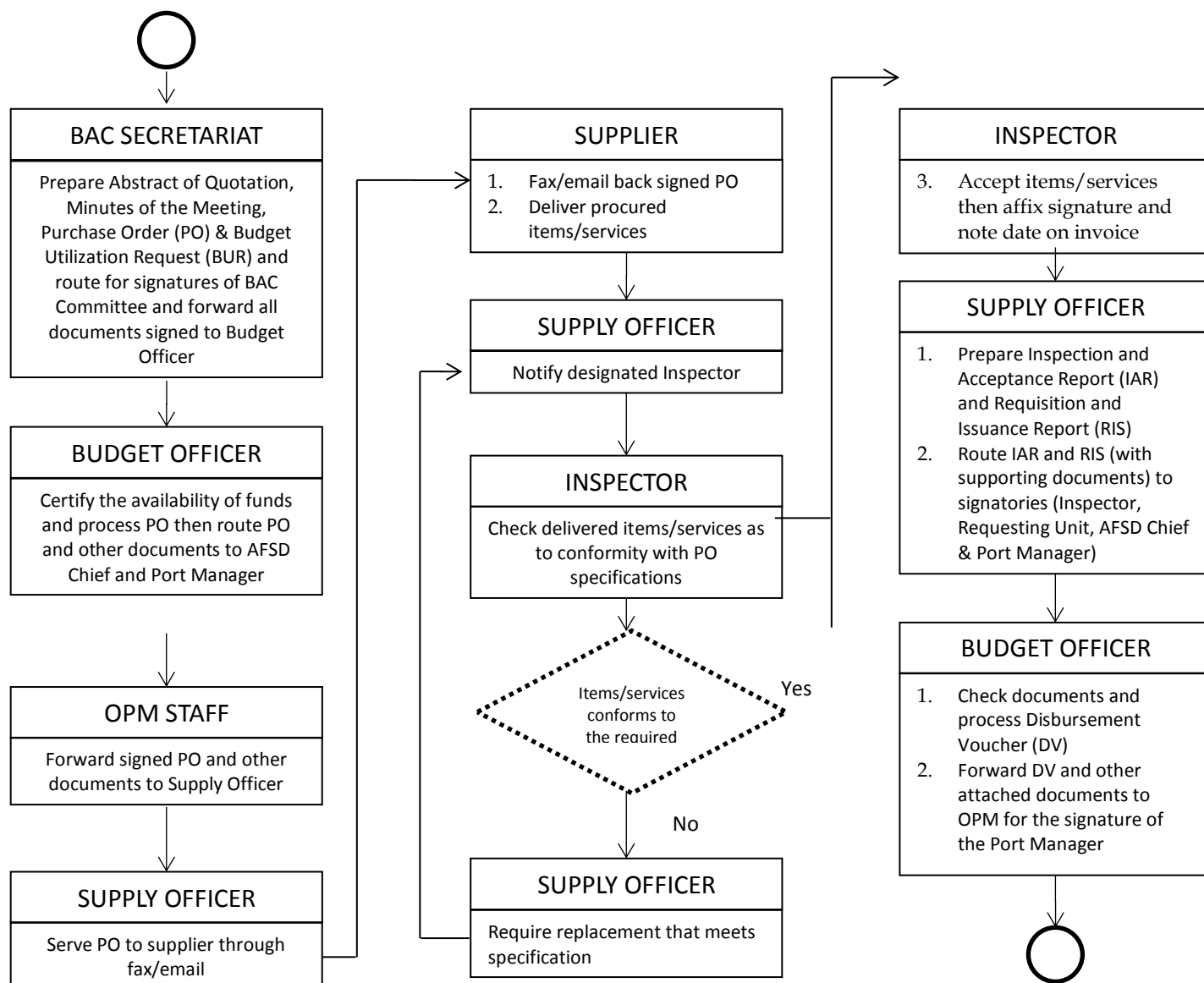
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**PROCUREMENT THROUGH SEALED CANVASS (NON-COD BASIS)**  
**Part 1**



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**PROCUREMENT THROUGH SEALED CANVASS (NON-COD BASIS)**  
**Part 2**

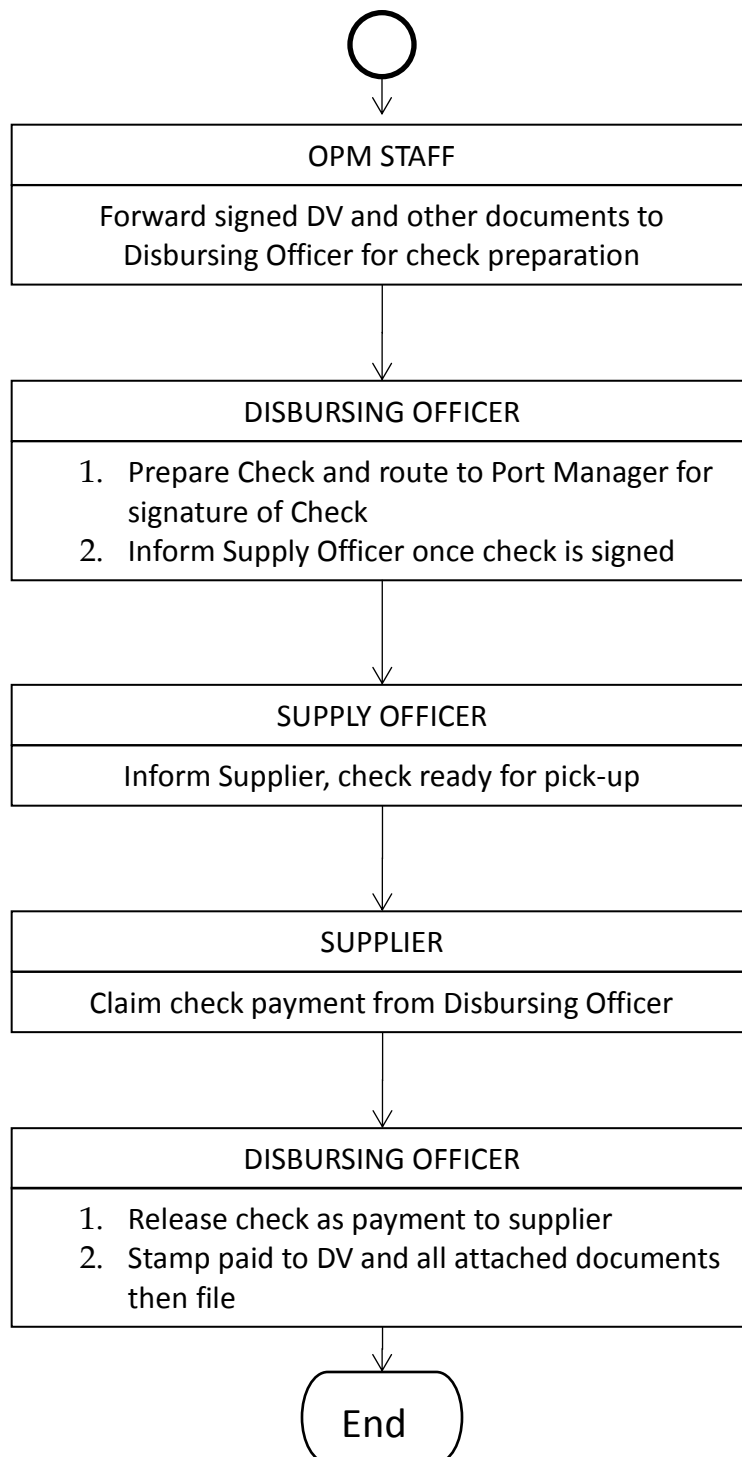




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## PROCUREMENT THROUGH SEALED CANVASS (NON-COD BASIS)

### Part 3





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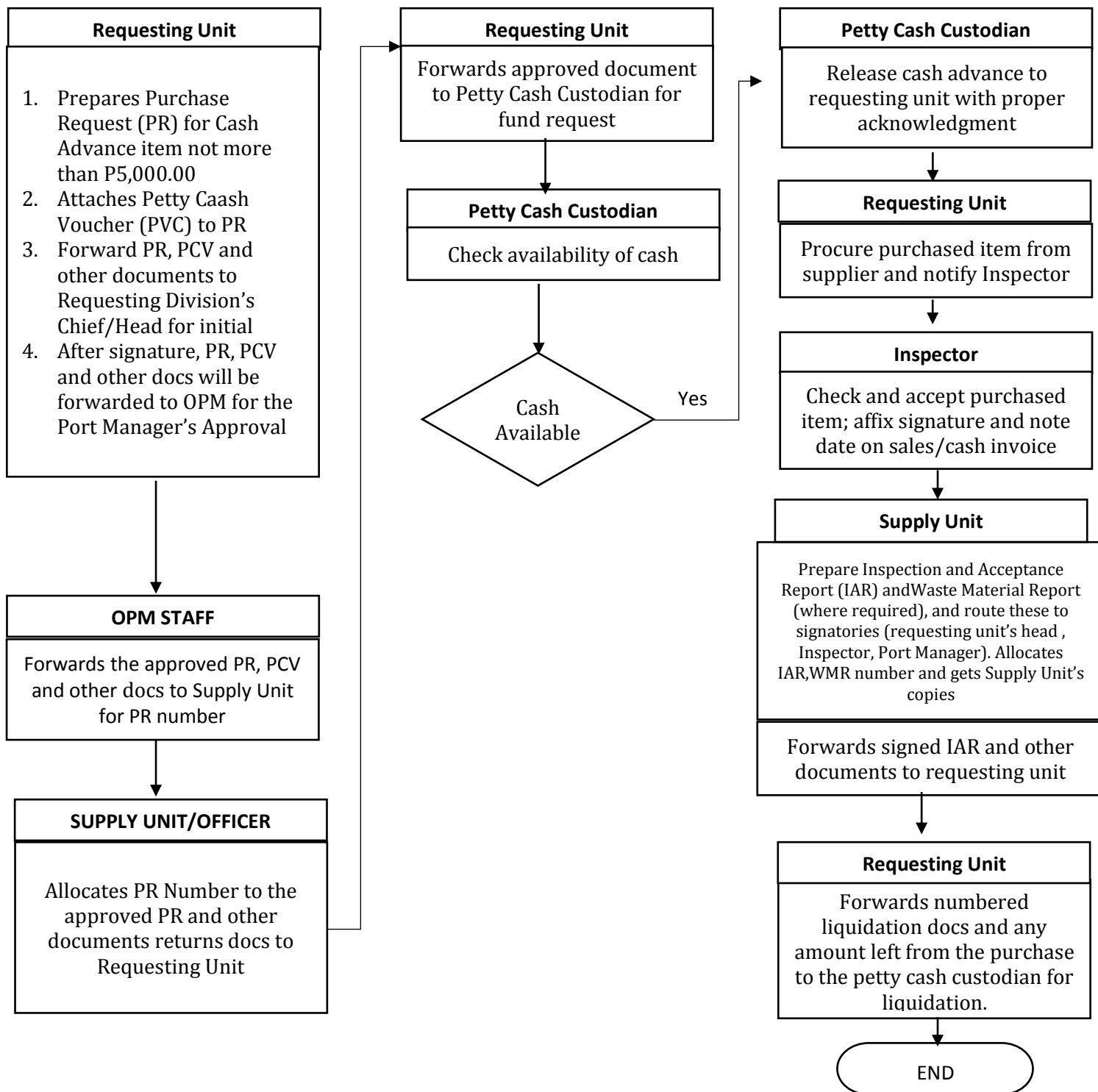
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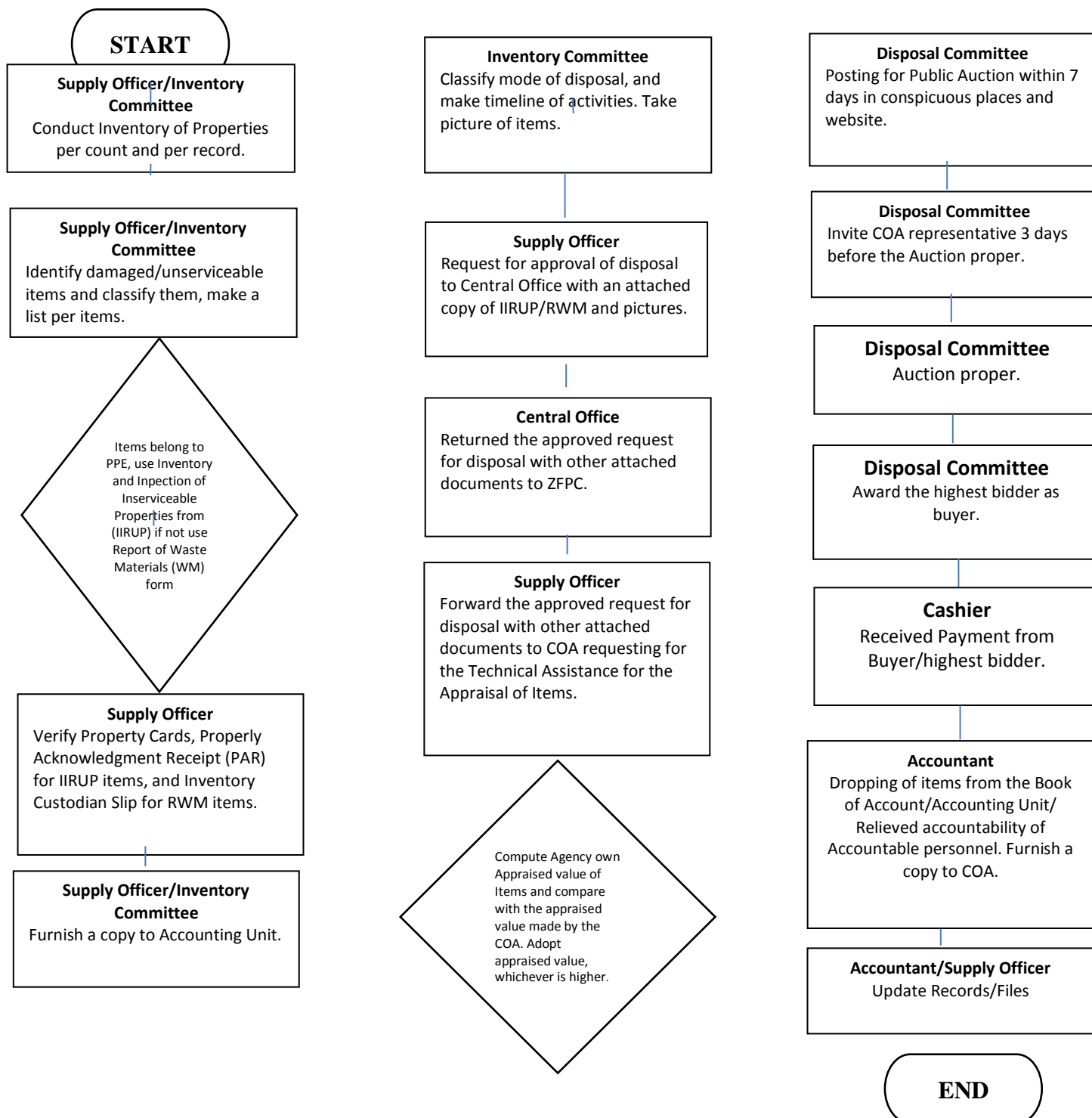
**START**

**PROCUREMENT THROUGH CASH ADVANCE**



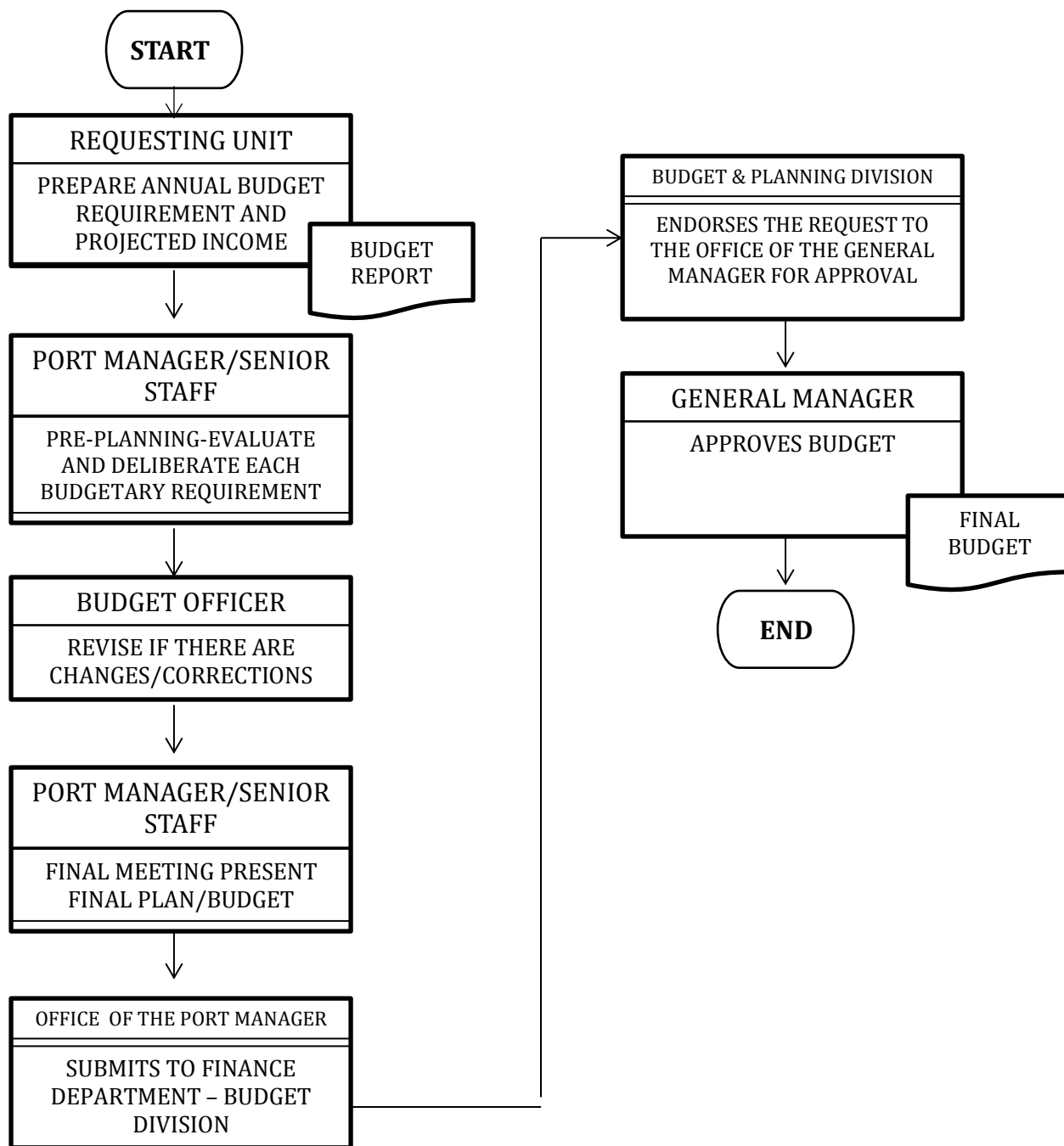
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## DISPOSAL OF UNSERVICEABLE PROPERTIES



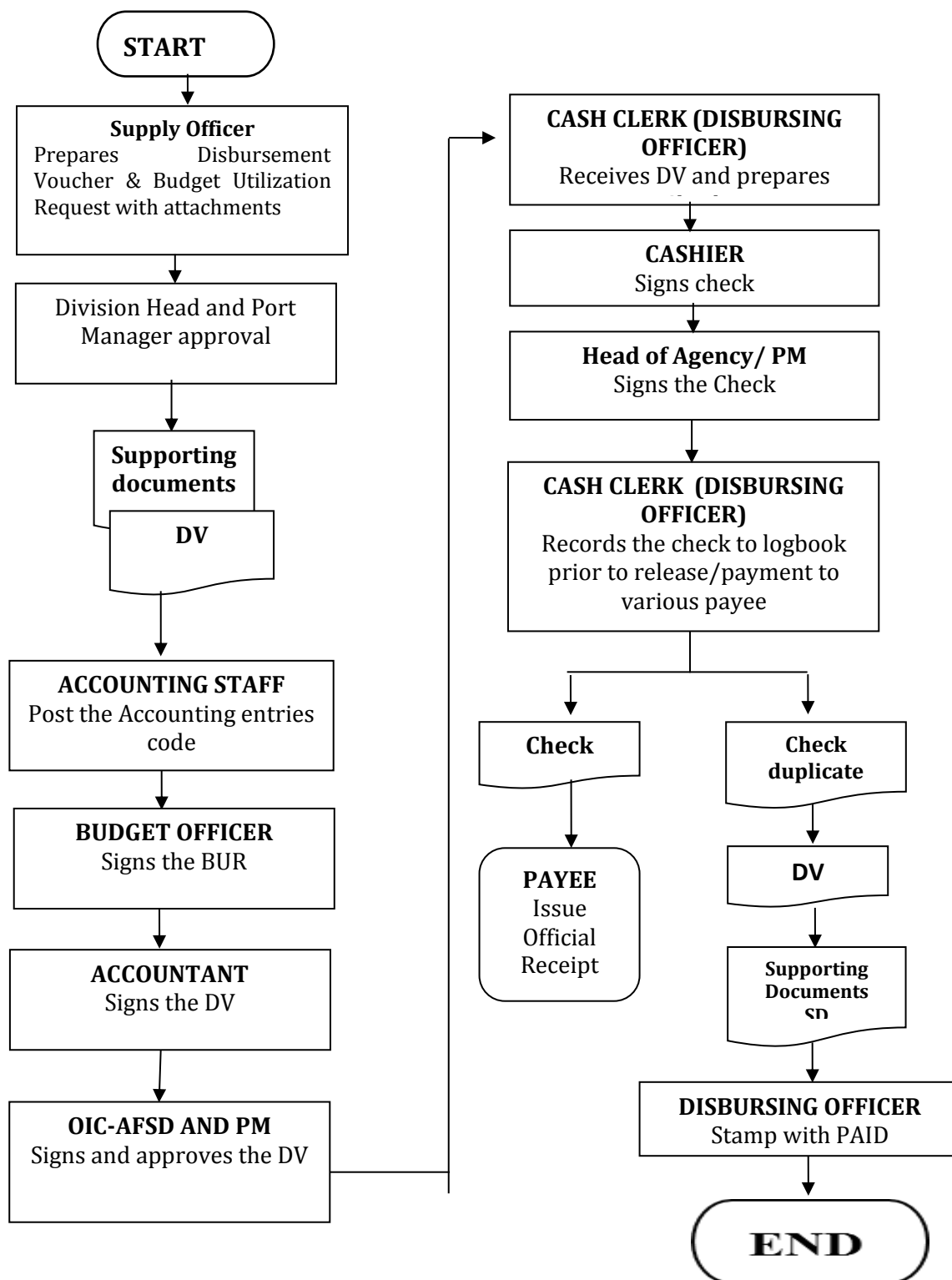
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## BUDGET PREPARATION



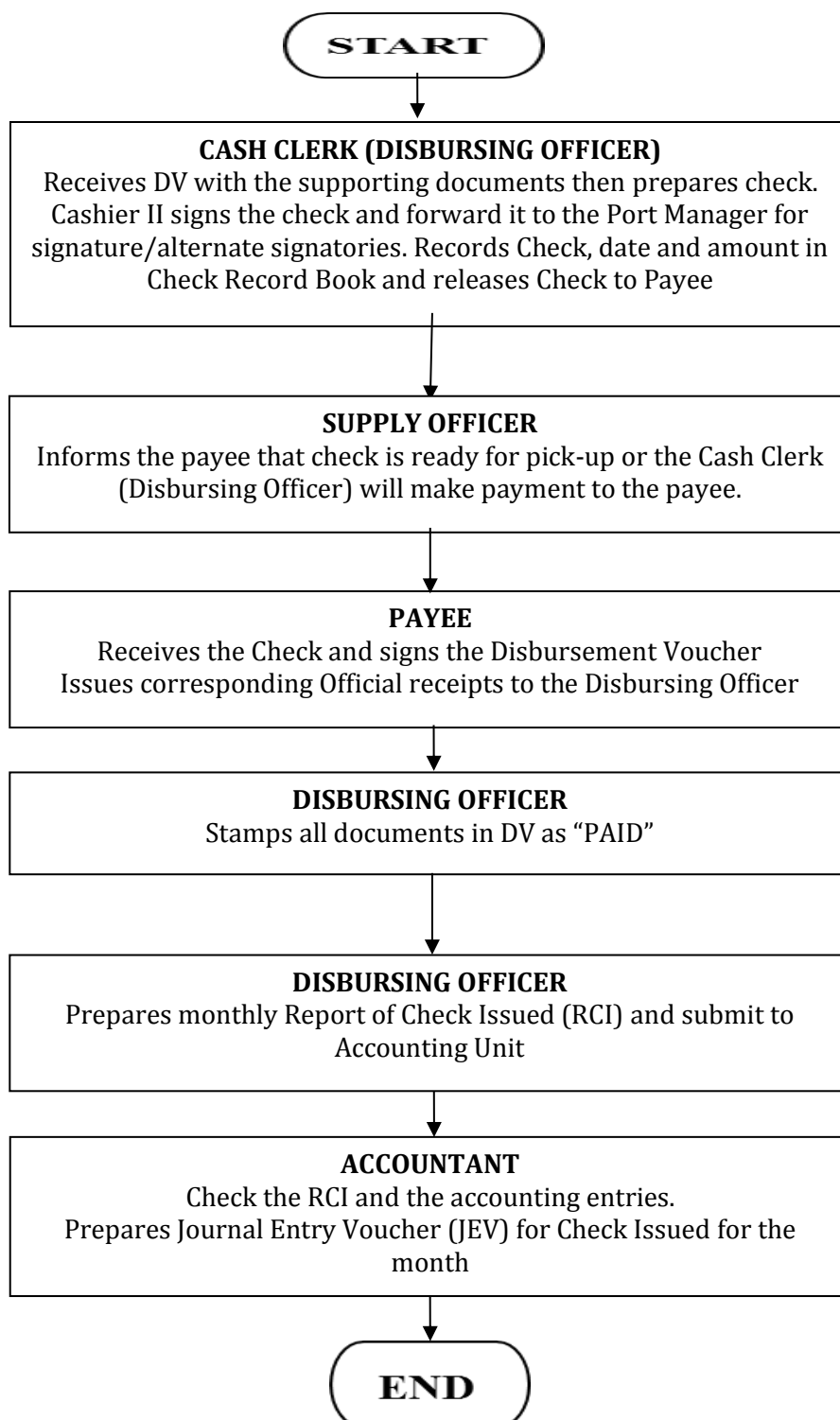
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## DETAILED PROCEDURES FOR DISBURSEMENTS & EXPENDITURES PROCESS



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## CHECK ISSUANCE





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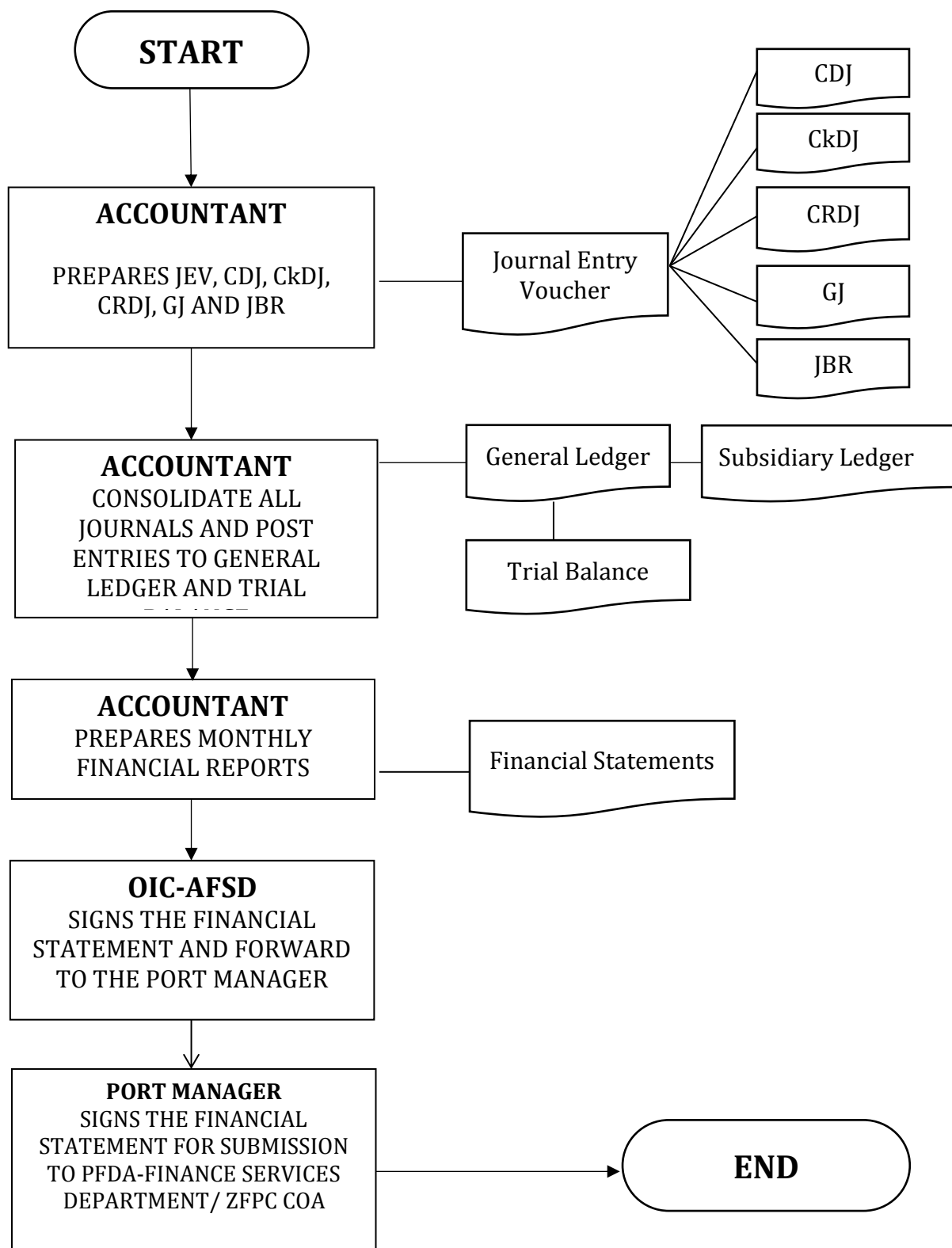
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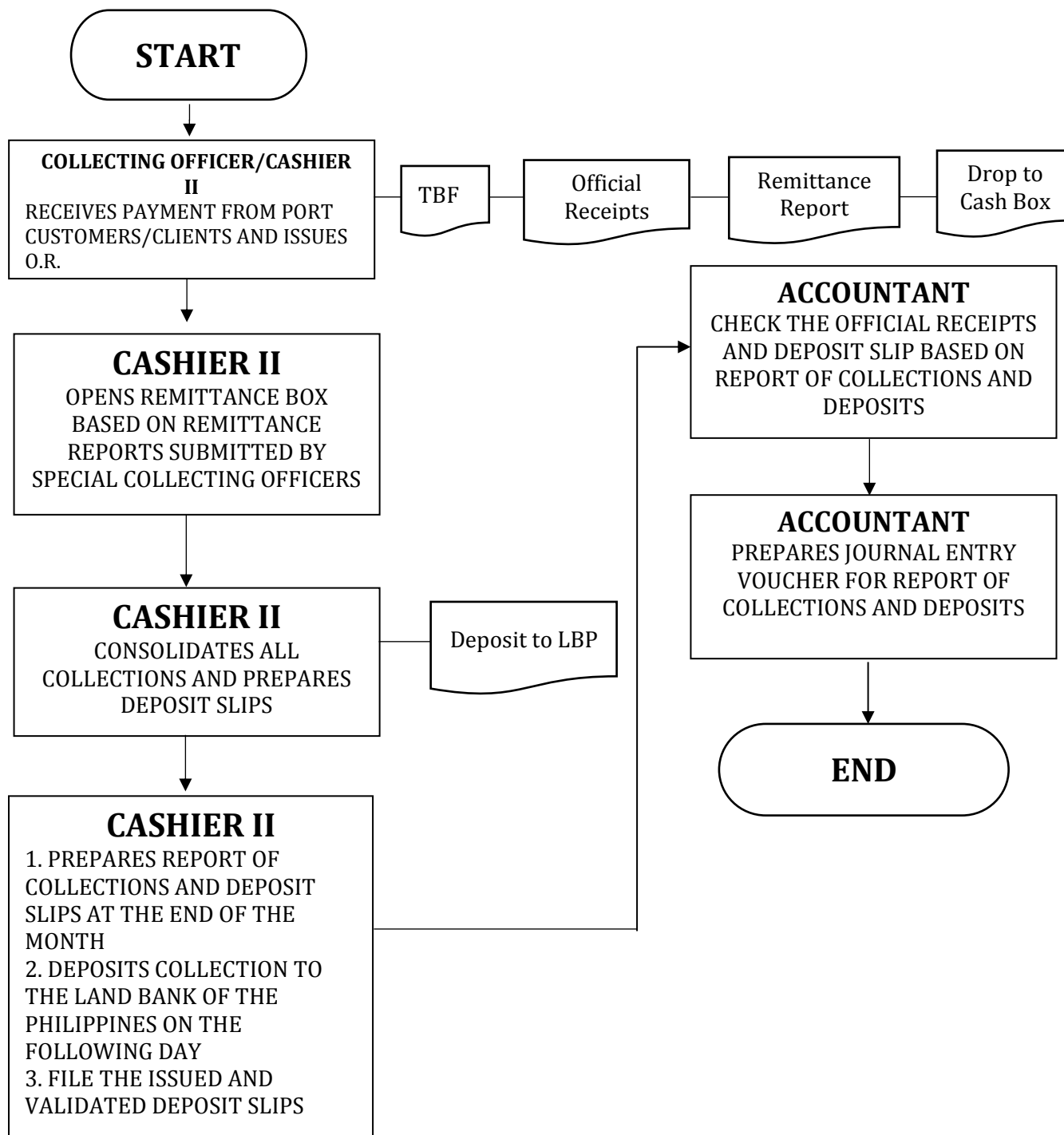
FINANCIAL STATEMENT PREPARATION





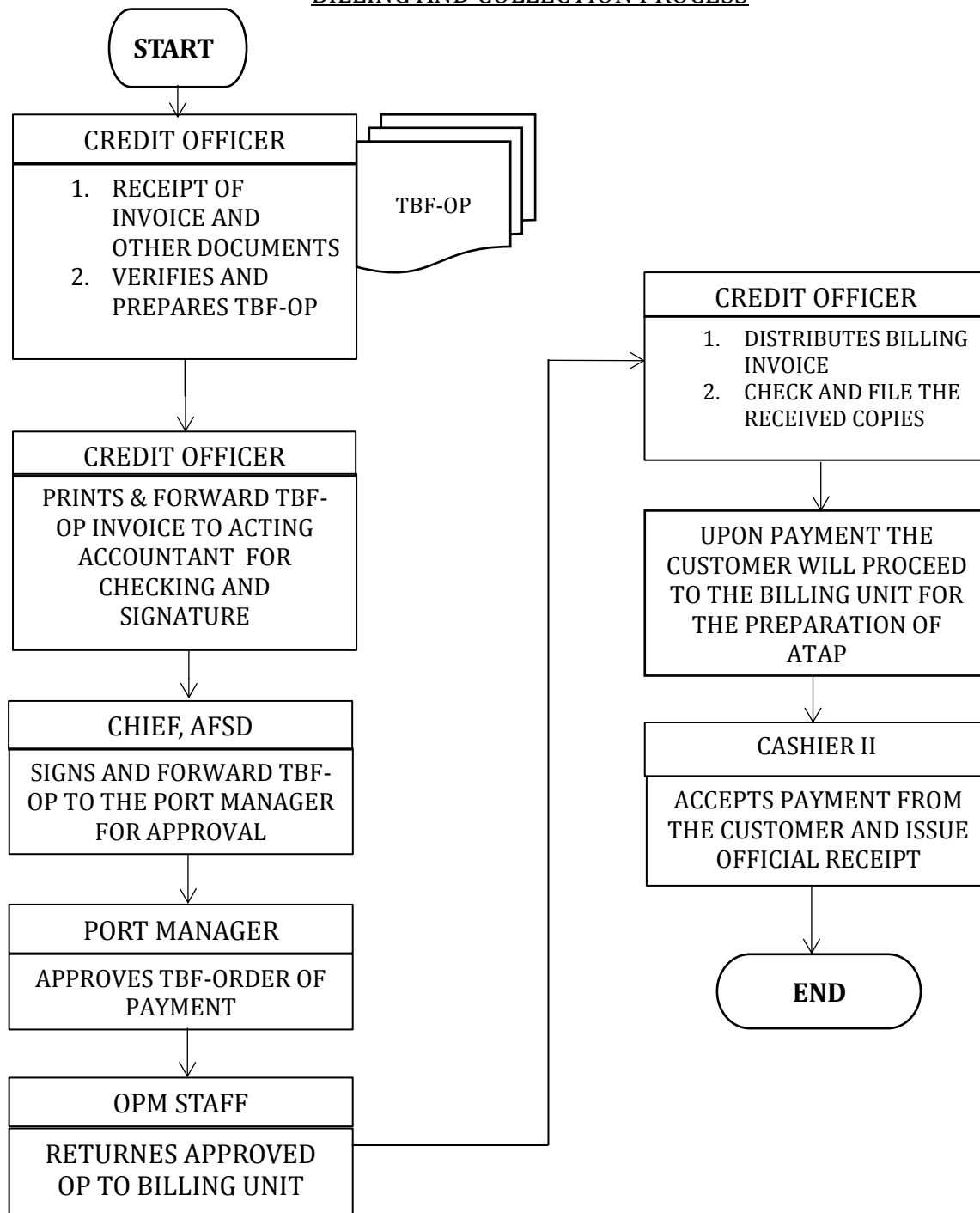
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### COLLECTION



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### BILLING AND COLLECTION PROCESS





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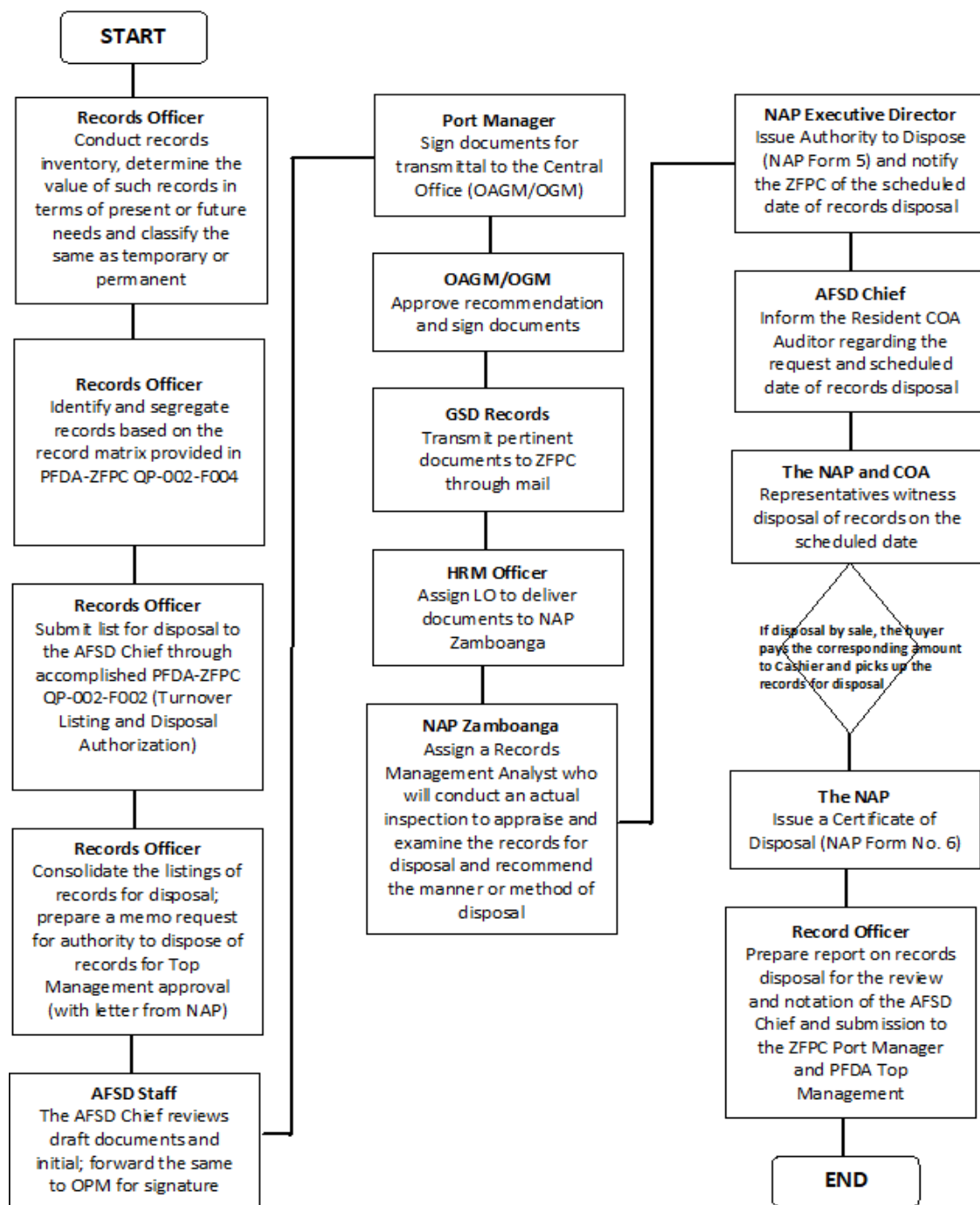
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RECORDS DISPOSAL  
**RECORDS DISPOSAL**





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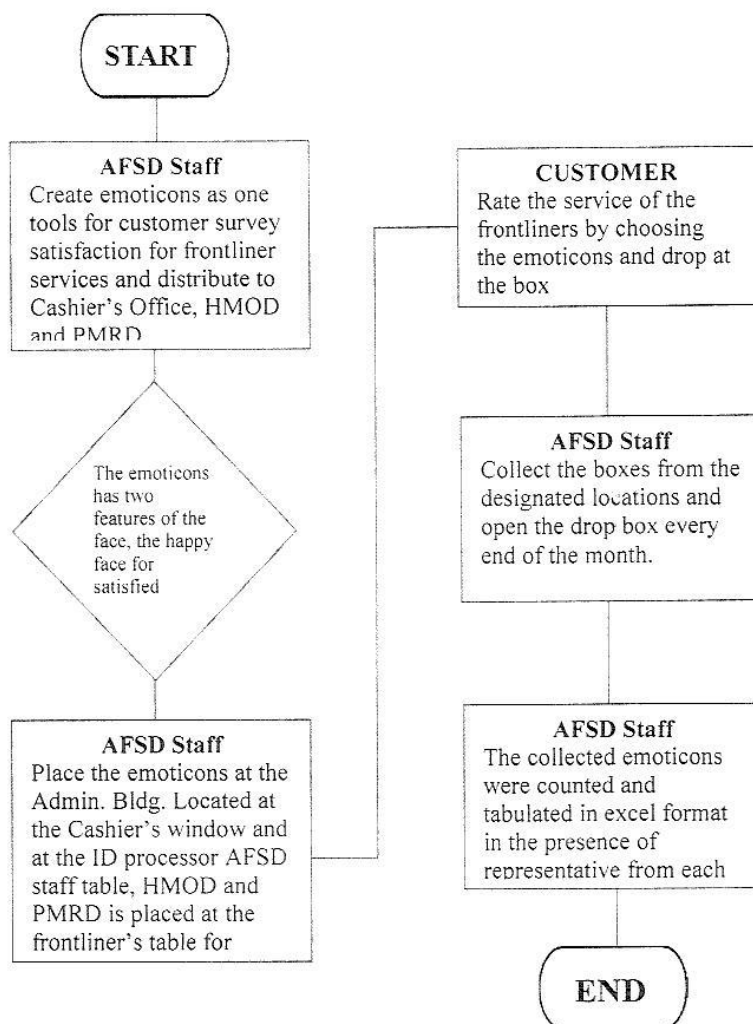
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**CUSTOMER SERVICE SATISFACTION SURVEY**



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#### IV. FORMS

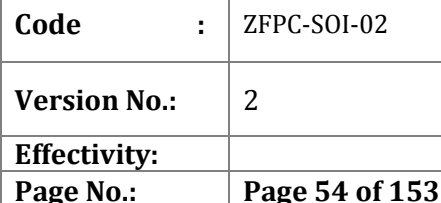
<b>ZFPC-SOI-02-F001</b> Republic of the Philippines Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Sangali, Zamboanga City <b>ROUTING SLIP</b>				
Name _____				
Source <u>Admin</u>				
<b><u>ATTACHED DOCUMENTS:</u></b>				
a	_____	e	_____	
b	_____	f	_____	
c	_____	g	_____	
d	_____	h	_____	
Received by:	D/Tm/Unit	Out by	D/Tm/Unit	Remarks


<b>ZFPC-SOI-02-F001</b> Republic of the Philippines Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Sangali, Zamboanga City <b>ROUTING SLIP</b>				
Name _____				
Source <u>Admin</u>				
<b><u>ATTACHED DOCUMENTS:</u></b>				
a	_____	e	_____	
b	_____	f	_____	
c	_____	g	_____	
d	_____	h	_____	
Received by:	D/Tm/Unit	Out by	D/Tm/Unit	Remarks

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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ZFPC-SOI-02-F 002

		<b>Republic of the Philippines</b> Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City		Fund: _____ Date : _____ DV No.: _____	
<b>DISBURSEMENT VOUCHER</b>					
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)				
Payee			TIN/Employee No.:	BURS No.	
Address	ZAMBOANGA CITY				
<b>Particulars</b>			<b>Responsibility Center</b>	<b>Project</b>	<b>Amount</b>
<b>Amount Due</b>					
<b>A. Certified:</b> Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.					
_____ <b>OIC-HMOD</b> Printed Name, Designation and Signature of Supervisor					
<b>B. Certified</b> <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper			<b>C. Approved for Payment</b>		
Signature			Signature		
Printed Name			Printed Name		
Position			Position		
OIC-AFSD			OIC, ZFPC		
Head, Accounting Unit/Authorized Representative			Agency Head/Authorized Representative		
Date			Date		
<b>D. Received Payment</b>					JEV No.
Check/ ADA No.:		Date:	Bank Name & Account Number:		
Signature:		Date:	Printed Name:		Date
Official Receipt No. & Date/Other Documents					




		Republic of the Philippines Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> Zamboanga Fish Port Complex Sangali, Zamboanga City			
<b>PURCHASE REQUEST</b>					
Department: PFDA - Zamboanga Fish Port Complex		PR No.:			
Section: Finance & Admin. Div. - Property Unit		Date :			
Stock No.	Unit	Item Description	Qty.	Estimated Unit Cost	Estimated Total Cost
		X-X Budget Allocated:			<b>Php0.00</b> vvvvvvvv
		<i>Budget Officer II</i>			
		<i>Purpose:</i>			
		<b>Requested by:</b>	<b>Approved by:</b>		
Signature:					
Printed Name:					
Designation:		OIC, Fin & Admin. Div.	Officer-In-Charge, ZFPC		

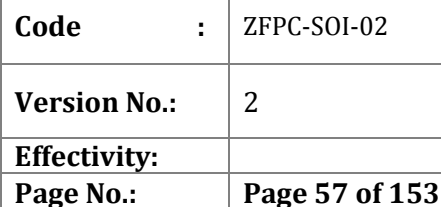




	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
		<b>Version No.:</b>	2
	Standard Operational Instructions (SOI) Manual <b>Administrative and Finance Services Division</b>	<b>Effectivity:</b>	
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ZFPC-SOI-02-F 005

 Republic of the Philippines Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>Zamboanga Fish Port Complex</b> <b>PETTY CASH VOUCHER</b>		No. Date:	
Payee/Office: <b>PFDA-ZFPC</b> Address: Sangali, Zamboanga City		Responsibility Center Code: 2	
<b>I. To be filled up upon request</b>		<b>II. To be filled up upon liquidation</b>	
<b>Particulars</b>	<b>Amount</b>	Total Amount Granted: <b>Php0.00</b>  Total Amount Paid per OR# -----  Amount Refunded: -----	
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X vvvvvvvvvvvv			
<b>A Requested by:</b>  Name of Requestor  <b>Approved by:</b>  Officer-In-Charge, ZFPC		<b>C Received Refund:</b>  Petty Cash Custodian	
<b>B Paid by:</b>  Petty Cash Custodian  <b>Cash Received:</b> _____ Signature over Printed Name of Payee Date:		<b>D Liquidation Submitted:</b>  _____ Signature of Payee Date:	





**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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ZFPC-SOI-02-F-007

<b>BUDGET UTILIZATION REQUEST AND STATUS</b>					Serial No.: _____	
<b>Republic of the Philippines</b> <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City 7000					Date: _____	
Fund: _____						
<b>Payee</b>						
<b>Office</b>						
<b>Address</b>						
<b>Responsibility Center</b>	<b>Particulars</b>	<b>Project</b>	<b>Object Code/Expenditures</b>	<b>Amount</b>		
<b>Total</b>				-		
<b>A. Certified</b>		<b>B. Certified</b>				
Charges to budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal		Budget available and utilized for the purpose/ adjustment necessary as indicated above				
<b>Signature</b>		<b>Signature</b>				
<b>Printed Name</b>		<b>Printed Name</b>				
<b>Position</b>	OIC-AFSD	<b>Position</b>	Budget Officer II			
	Head, Requesting Office / Authorized Representative		Head, Budget Unit / Authorized Representative			
<b>Date</b>		<b>Date</b>				
<b>C. STATUS OF UTILIZATION</b>						
<b>Reference</b>				<b>Amount</b>		
<b>Date</b>	<b>Particulars</b>	<b>BURS/JEV/RCI No.</b>	<b>Utilization (a)</b>	<b>Payable (b)</b>	<b>Payment (c)</b>	<b>Balances</b>
						<b>Utilization (a-b)</b>

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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ZFPC-SOI-02-F008

Republic of the Philippines  
Philippine Fisheries Development Authority  
**ZAMBOANGA FISH PORT COMPLEX**  
Sangali, Zamboanga City

**MINUTES OF BIDS AND AWARDS COMMITTEE MEETING**

DATE : \_\_\_\_\_  
TIME : \_\_\_\_\_

Present in the Meeting :

Chairman : \_\_\_\_\_  
Vice Chairman: \_\_\_\_\_  
Members : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AGENDA : \_\_\_\_\_  
\_\_\_\_\_

Purchase Request No.

- a - 3 Quotation were submitted to the Committee consideration.  
b - 3 Quotation were examined and processed by the Chairman and members of the Committee.

After thorough deliberation, the Committee decided to choose the offer of the following.

Items awarded to

which is deemed most economical and advantageous to the government.  
The winning bidder submitted all papers and documents required by the Committee.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Provisional Member

\_\_\_\_\_  
Secretary

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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ZFPC-SOI02-F009

Republic of the Philippines  
Department of Agriculture  
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
Philippine Fisheries Development Authority  
**ZAMBOANGA FISH PORT COMPLEX**  
Sangali, Zamboanga City

DATE 10/9/2019  
TIME : 10:00 AM

A B S T R A C T   O F   Q U O T A T I O N									
ITEM NO.	QTY	UNIT	ARTICLES	LOCAL NAME OF SUPPLIERS					
				Unit Price		Total Price		Unit Price	

Purpose :

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Provisional Member

\_\_\_\_\_  
Secretary

ZFPC-SOI-02-F 010



Republic of the Philippines  
Philippine Fisheries Development Authority  
**ZAMBOANGA FISH PORT COMPLEX**  
Sangali, Zamboanga City  
**PRE - REPAIR INSPECTION REPORT**

Requesting Unit: \_\_\_\_\_

Description of Property: \_\_\_\_\_

Type: \_\_\_\_\_ Brand/Model : \_\_\_\_\_

Serial No.: \_\_\_\_\_ Property No. : \_\_\_\_\_

Acquisition Date : \_\_\_\_\_ Acquisition Cost : \_\_\_\_\_

Estimated Amount of Repair : \_\_\_\_\_

Defects: Nature of the Repair required: \_\_\_\_\_

Parts to be replaced: \_\_\_\_\_

**Requested by :** \_\_\_\_\_ **Approved by :** \_\_\_\_\_

(Signature Over Printed Name)  
**OIC**

(Signature Over Printed Name)  
**Officer-in-charge, ZFPC**

Philippine Fisheries Development Authority  
**ZAMBOANGA FISH PORT COMPLEX**


REMARKS : \_\_\_\_\_

Pre - Inspected by : \_\_\_\_\_

\_\_\_\_\_  
**ZFPC Inspector**

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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ZFPC-SOI-02-F 011

 <p>Republic of the Philippine Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b> Sangali, Zamboanga City</p>					
<b>INSPECTION AND ACCEPTANCE REPORT</b>					
A Supplier : _____				IAR No: _____	
Requisitioning Office/Dept.: PFDA-ZFPC				Date: _____	
Stock No.	QTY.	Unit	Description	Unit Cost	Amount
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X					vvvvvvvvvv
P.R. No.:		P.O. No.:		OR/Invoice No.:	
B Date:		Date:		C Date:	
Date Accepted: _____			Date Inspected: _____		
<input type="checkbox"/> Complete Delivery <input type="checkbox"/> Partial Delivery (Pls. specify quantity)			<input type="checkbox"/> Inspected, verified and found in accordance with the specifications stated in the approved Purchase Order.		
Remarks: _____			Remarks: _____		
Supply Officer - II			ZFPC Inspector		
Conforme and Received By: _____			Noted: _____		
OIC-AFSD			Officer-in-Charge, ZFPC		

ZFPC-SOI-02-F 012

RIS No.: \_\_\_\_\_  
 PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
 Zamboanga Fish Port Complex  
 Sangali, Zamboanga City

Date: \_\_\_\_\_

**REQUISITION AND ISSUANCE SLIP**

QTY.	UNIT	ARTICLES AND DESCRIPTION	REMARKS
		X-X	
Purpose: _____			

Approved by:


 \_\_\_\_\_  
 Requisitioner

 \_\_\_\_\_  
 Supply Officer -II



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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ZFPC-SOI-02-F 013

 Republic of The Philippines Department of Agriculture <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>Zamboanga Fish Port Complex</b> <b>WASTE MATERIAL REPORT</b>					
Place of Storage: PFDA - Zamboanga Fish Port Complex					Date:
<b>ITEMS FOR DISPOSAL</b>					
ITEMS FOR DISPOSAL	QTY.	UNIT	DESCRIPTION	RECORDS OF SALES	
				O.R. No.	AMOUNT
Certified Correct:			Noted by:		
Supply Officer II			OFFICER-IN-CHARGE, ZFPC		
Witness to disposition: _____					
<b>CERTIFICATE OF INSPECTION</b>					
I hereby certify that the property enumerated above was disposed of as follows:					
Item _____ Destroyed					
Item _____ Sold at private sale					
Item _____ Sold at public auction					
Item _____ Transferred without cost to _____					
ZFPC Inspector: (Name and Signature)					







PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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**ZFPC-SOI-02-F015**

LIQUIDATION REPORT		No.:
<u>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</u>		Date:
Agency		Responsibility Center
PARTICULARS		AMOUNT
TOTAL		→ -
AMOUNT OF CASH ADVANCE PER DV NO. _____		→ -
AMOUNT REFUNDER PER OR NO. _____ <b>Dated</b> _____		→ -
AMOUNT TO BE REIMBURSED		⇒
A	Certified: Correctness of the above data	C
B	Certified: Purpose of travel/cash advance duly accomplished	Certified: Supporting documents complete and proper
Claimant	Officer in Charge Immediate Supervisor	Acting Accountant Head, Accounting Unit

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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ZFPC-SOI-02-F016

Republic of the Philippines  
Department of Agriculture

**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
 Zamboanga Fish Port Complex  
 Sangali, Zamboanga City  
**SUBJECT: TRIP TICKET**

Control No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Passengers name with corresponding signatures: \_\_\_\_\_

Purpose of the Trip \_\_\_\_\_

Government Vehicle to be used & Plate Number \_\_\_\_\_

Kind of Vehicle: \_\_\_\_\_ Time & Date of Departure: \_\_\_\_\_

Place Visited/destination: \_\_\_\_\_ Departure: \_\_\_\_\_ Arrival: \_\_\_\_\_

Estimated Fuel Balance in tank :	_____	Odometer reading beg.:	_____
Gasoline issued/diesel :	_____	Odometer reading end.:	_____
Total fuel in tank :	_____	Total Kilometer traveled:	_____
Fuel consumed during the trip :	_____		
Balance rem. In tank beginning :	_____		

\_\_\_\_\_  
Driver

Recommending Approval:

Approved by:

**OLIVIA S. DELA CRUZ**  
**Officer in Charge, AFSD**

**IGNACIO M. YAO, CPA, MAPA**  
**Officer in Charge, ZFPC**

ZFPC SOI-02-F017	
Republic of the Philippines PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Sangali, Zamboanga City	
ZFPC SOI _____	DATE: _____
	TIME: _____
<b>REQUEST FOR ISSUANCE OF FUEL/LUBRICANTS</b>	
Name of Requesting Party _____	
Unit/Division _____	
<b>VEHICLES :</b>	
FORKLIFT <input type="checkbox"/>	DUMPTRUCK-SDD 191 <input type="checkbox"/>
NAVARRA FOX-004 <input type="checkbox"/>	STAKE TRUCK-XKG 316 <input type="checkbox"/>
REVO -SFN 703 <input type="checkbox"/>	INSULATED VAN SGX 437 <input type="checkbox"/>
INSULATED VAN-SGD 697 <input type="checkbox"/>	OTHERS PURPOSE <input type="checkbox"/>
Remarks: _____	
NUMBERS OF LITERS REQUESTED _____ liters	
Approved by: _____	Signature of requesting party _____
Division Chief concerned/Shift Engineer _____	

ZFPC SOI-02-F017	
Republic of the Philippines PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Sangali, Zamboanga City	
ZFPC SOI _____	DATE: _____
	TIME: _____
<b>REQUEST FOR ISSUANCE OF FUEL/LUBRICANTS</b>	
Name of Requesting Party _____	
Unit/Division _____	
<b>VEHICLES :</b>	
FORKLIFT <input type="checkbox"/>	DUMPTRUCK-SDD 191 <input type="checkbox"/>
NAVARRA FOX-004 <input type="checkbox"/>	STAKE TRUCK-XKG 316 <input type="checkbox"/>
REVO -SFN 703 <input type="checkbox"/>	INSULATED VAN SGX 437 <input type="checkbox"/>
INSULATED VAN-SGD 697 <input type="checkbox"/>	OTHERS PURPOSE <input type="checkbox"/>
Remarks: _____	
NUMBERS OF LITERS REQUESTED _____ liters	
Approved by: _____	Signature of requesting party _____
Division Chief concerned/Shift Engineer _____	



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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**ZFPC-SOI-02-F018**

CIVIL SERVICE FORM NO. 48  
DAILY TIME RECORD

Name : \_\_\_\_\_

For the month of \_\_\_\_\_

Official hours of arrival/departure

Year: \_\_\_\_\_

(Reg.) \_\_\_\_\_

(Sat.) \_\_\_\_\_

DAY	AM		PM		TARDY	UNDER TIME
	Arrival	Departure	Arrival	Departure		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
Total :						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival in and departure from office.

**OLIVIA S. DELA CRUZ**

VERIFIED as to the prescribed office hours :

**IGNACIO M. YAO**  
Port Manager

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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ZFPC-SOI-02-F019

APPLICATION FOR LEAVE			
1. OFFICE/AGENCY	2. NAME (Last, First, M.I.)		
3. DATE OF FILING	4. POSITION	5. MONTHLY SALARY	
6. DETAILS OF APPLICATION			
6(a) TYPE OF LEAVE (Pls tick/encircle leave applied for.) <input type="checkbox"/> Vacation <input type="checkbox"/> To seek employment <input type="checkbox"/> Others (specify) _____ <input type="checkbox"/> Sick <input type="checkbox"/> Maternity/Paternity <input type="checkbox"/> Annual/Emergency Leave Monetization <input type="checkbox"/> Special Leave (specify) _____ <input type="checkbox"/> Emergency Leave (specify) _____ Others (specify) _____ 6(c) NUMBER OF WORKING DAYS APPLIED FOR _____		6(b) WHERE LEAVE WILL BE SPENT: (1) IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (specify) _____ (2) IN CASE OF SICK LEAVE <input type="checkbox"/> Out-Patient <input type="checkbox"/> In Hospital (specify) _____ (3) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested	
6(d) INCLUSIVE DATES		Signature of Applicant	
7. DETAILS OF ACTION ON APPLICATION			
7(a) CERTIFICATION OF LEAVE CREDITS  As of _____ Less this leave _____ Leave Balance _____		7(b) RECOMMENDATION <input type="checkbox"/> For Approval <input type="checkbox"/> For Disapproval due to _____ _____	
_____ Admin./Personnel Officer		_____ Authorized Recommending Officer	
7(c) APPROVED FOR _____ _____ days with pay _____ days without pay _____ Authorized Approving Officer		7(d) DISAPPROVED DUE TO _____ _____ _____	
NOTATIONS OF ADMIN./PERSONNEL UNIT			

ZFPC-SOI-02-020 PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY		
PASS SLIP NO. _____		
Mr./Ms. _____ is authorized to leave the office, as follows:		
Date/Day	Inclusive Period	HRD Notation
Purpose:	<input type="checkbox"/> Official	<input type="checkbox"/> Personal
Date Signed	Unit/Dept. Manager	
Instructions:		
1. Accomplish two copies of the PS (Copy 1 for the personnel unit, Copy 2 for the employee). Provide all pertinent information for evaluation purposes.		
2. Submit duly signed/approved PS within two days from date/s covered.		
<b>NOTE: Late submission of PS is not allowed except for highly justifiable reasons.</b>		

ZFPC-SOI-02-020 PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY		
PASS SLIP NO. _____		
Mr./Ms. _____ is authorized to leave the office, as follows:		
Date/Day	Inclusive Period	HRD Notation
Purpose:	<input type="checkbox"/> Official	<input type="checkbox"/> Personal
Date Signed	Unit/Dept. Manager	
Instructions:		
1. Accomplish two copies of the PS (Copy 1 for the personnel unit, Copy 2 for the employee). Provide all pertinent information for evaluation purposes.		
2. Submit duly signed/approved PS within two days from date/s covered.		
<b>NOTE: Late submission of PS is not allowed except for highly justifiable reasons.</b>		



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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ZFPC-SOI-02-F021

<b><u>REQUEST TO CHANGE DEDUCTION</u></b>	
Date requested: _____	
To Payroll Clerk:	
I would like to <b><u>change</u></b>	<b><u>delete</u></b>
my deduction in:	
a.) GSIS Conso Loan:	<input type="checkbox"/>
b.) GSIS Policy Loan	<input type="checkbox"/>
c.) GSIS Emergency Loan	<input type="checkbox"/>
d.) GSIS -Educ. Loan	<input type="checkbox"/>
e.) GSIS Opl. Loan	<input type="checkbox"/>
f.) HDMF -MPL/CAL	<input type="checkbox"/>
g.) LBP Loan	<input type="checkbox"/>
h.) others	<input type="checkbox"/>
Effective _____	
Remarks: _____	
Requested by: _____	
Signature over printed Name	
Noted by: _____	

<b><u>REQUEST TO CHANGE DEDUCTION</u></b>	
Date requested: _____	
To: Payroll Clerk:	
I would like to <b><u>change</u></b>	<b><u>delete</u></b>
my deduction in:	
a.) GSIS Conso Loan:	<input type="checkbox"/>
b.) GSIS Policy Loan	<input type="checkbox"/>
c.) GSIS Emergency Loan	<input type="checkbox"/>
d.) GSIS -Educ. Loan	<input type="checkbox"/>
e.) GSIS Opl. Loan	<input type="checkbox"/>
f.) HDMF -MPL/CAL	<input type="checkbox"/>
g.) LBP Loan	<input type="checkbox"/>
h.) others	<input type="checkbox"/>
Effective _____	
Remarks: _____	
Requested by: _____	
Signature over printed Name	
Noted by: _____	

ZFPC-SOI-02-022

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

**WORK ASSIGNMENT NOTICE**

Control No. \_\_\_\_\_

In the exigency of the service, the following employee is hereby instructed to report for work on the date/time specified below:

Mr./Ms.	Unit/Division:
Date/Day:	Inclusive Period/Time:
Nature of Work Assignment/Overtime: _____	

Supervisor's Certification: I certify that the work assignment is very urgent and it is necessary for the above-named employee to accomplish/complete the same beyond his/her regular reporting schedule due to the exigency of the service.

\_\_\_\_\_  
Division Chief II

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Port Manager

\_\_\_\_\_  
Date



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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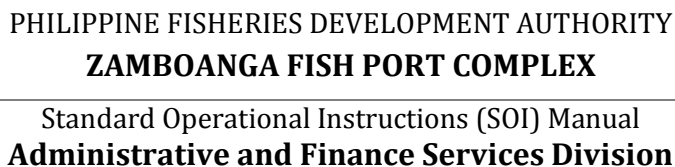
**Effectivity:**

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ZFPC-SOI-02-F023

Republic of the Philippines Department of Agriculture Philippine Fisheries Development Authority ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City TIN: 000 - 803 - 752 - 009	
<b>AUTHORITY TO ACCEPT PAYMENT</b>	
NAME: ADDRESS: ZAMBOANGA CITY ACCT. NO.	NO. 19 - 10 - DATE:
Amount Paid Principal P - LESS: INCOME TAX EXP. ADD: Fine & Penalties Fine & Penalties P -	ACCOUNT STATEMENT TOTAL AMOUNT TO DUE: PAYMENT BALANCE P -
OP No. <b>TBF</b> Check No. Date Issued O.R. No. Date Issued Issued By:	BALANCE BREAKDOWN:
BREAKDOWN OF PAYMENT: STAFF HOUSE POWER UTILIZATION FEE POWER PURCHASE ADJUSTMENT POWER DISTRIBUTION CHARGE GEN-SET WATER UTILIZATION FEE	PRESENT THIS TO THE CASHIER FOR ISSUANCE OF OFFICIAL RECEIPT
Prepared by: Acting Credit Officer	Certified by: Acting Accountant
Noted by: Officer-In-Charge, AFSD	





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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX  
Annual Procurement Plan for FY 2018

[illegible]

**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
Zamboanga Fish Port Complex  
Project Procurement Management Plan for CY 2019

Capital Outlay		PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
Code (PAP)	Procurement Program/Project			Ads Post of (B/REI)	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
TOTAL												
II. Goods and Services												
TOTAL												
III. Goods and Services - Repairs, Maintenance and Other Operating Requirements												
TOTAL												

Prepared by:

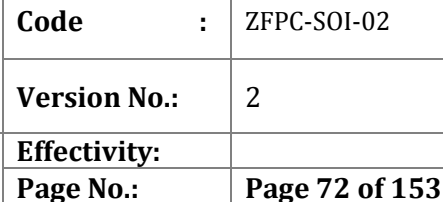
Submitted by:

**Budget Officer**

IGNACIO M. YAO  
Officer-In-Charge







This document is an UNCONTROLLED COPY unless stamped as CONTROLLED COPY duly signed by the QMR.





PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

Standard Operational Instructions (SOI) Manual  
**Administrative and Finance Services Division**

**Code** : ZFPC-SOI-02

**Version No.:** 2

**Effectivity:**

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**ZFPC-SOI-02-F-031**

CS Form No.  
Series of 2018



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
2/3 F PHILCOA BLDG. Annex  
Elliptical Road, Diliman, Quezon City

<b>I   PURPOSE</b>																																																																															
TO: <b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b>																																																																															
I hereby request clearance from money, property and work-related accountabilities for:																																																																															
Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation:																																																																															
<input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____																																																																															
Date of Effectivity: _____																																																																															
Office of Assignment: _____																																																																															
Position/SG/Step: _____ Name and Signature of Employee _____																																																																															
<b>II   CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>																																																																															
We hereby certify that this applicant is cleared <input type="radio"/> /not cleared <input type="radio"/> of work-related accountabilities from this Unit/Office/Dept.																																																																															
_____ Immediate Supervisor _____ Head of Office																																																																															
<b>III   CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>																																																																															
<table border="1"><thead><tr><th>Name of Unit/Office/Department</th><th>Cleared</th><th>Not Cleared</th><th>Name of Clearing Officer/Official</th><th>Signature</th></tr></thead><tbody><tr><td colspan="5"><b>1 Administration Services</b></td></tr><tr><td>Supply and Property Procurement and Management</td><td></td><td></td><td></td><td></td></tr><tr><td>a. Services</td><td></td><td></td><td></td><td></td></tr><tr><td>b. Human Resource Welfare &amp; Assistance</td><td></td><td></td><td></td><td></td></tr><tr><td>c. Agency-Accredited Union/Cooperative</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="5"><b>2 Library</b></td></tr><tr><td>a. Legal Office Library</td><td></td><td></td><td></td><td></td></tr><tr><td>b. Library Services</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="5"><b>3 Finance and Assets Management</b></td></tr><tr><td>a. Financial Services</td><td></td><td></td><td></td><td></td></tr><tr><td>b. Transaction, Processing &amp; Billing Services</td><td></td><td></td><td></td><td></td></tr><tr><td>c. Payroll &amp; Remittance Services</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="5"><b>4 Professional and Institutional Development</b></td></tr><tr><td>a. Scholarship Services</td><td></td><td></td><td></td><td></td></tr></tbody></table>					Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature	<b>1 Administration Services</b>					Supply and Property Procurement and Management					a. Services					b. Human Resource Welfare & Assistance					c. Agency-Accredited Union/Cooperative					<b>2 Library</b>					a. Legal Office Library					b. Library Services					<b>3 Finance and Assets Management</b>					a. Financial Services					b. Transaction, Processing & Billing Services					c. Payroll & Remittance Services					<b>4 Professional and Institutional Development</b>					a. Scholarship Services				
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<b>IV   CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>																																																																															
a. Internal Affairs Office/Legal Affairs Office																																																																															
<input type="checkbox"/> With pending administrative case																																																																															
<input type="checkbox"/> with ongoing investigation (no formal charge yet)																																																																															
<b>V   CERTIFICATION</b>																																																																															
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency.																																																																															
This certification includes no pending administrative case from this agency.																																																																															
<div style="text-align: right;"><b>ATTY. GLEN A. PANGAPALAN</b> General Manager, PFDA Signature over Printed Name of Agency Head</div>																																																																															



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

Standard Operational Instructions (SOI) Manual  
**Administrative and Finance Services Division**

**Code :** ZFPC-SOI-02

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ZFPC-SOI-02-F032

PFDA - EMPLOYEE ATTENDANCE EVALUATION FORM (CY \_\_\_\_)

NAME:

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Official Pass Slips													
Personal Pass Slips													
Compensatory Slips													
LEAVES OF ABSENCE													
Vacation													
Sick													
Special/Emergency													
Compensatory													
AWOL													
Others													
TOTAL													
LEAVE MONETIZATION													
TARDINESS													
No. of Times													
No. of Hours													
No. of Minutes													
UNDERTIME													
No. of Times													
No. of Hours													
No. of Minutes													
REMARKS													
(training, official travel, reassignment, detail, suspension, etc.)													



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
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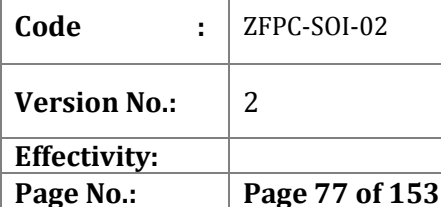
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ZFPC-SOI-02-F033

Annex A

**ATTENDANCE SHEET FOR MANUAL RECORDING OF DAILY ATTENDANCE**

Date/Day: 29-Aug-19		<b>ATTENDANCE SHEET</b>			Unit/Dept. ZAMBOANGA FISH PORT COMPLEX			
Instructions: Please print entries legibly. Record time of arrival, mid-day entries (Out/In) and time of departure. Affix signatures upon reporting for work and before going home. Inform Security Guard repertinent information for notation in "Remarks" column (e.g., Pass Slip, Compensatory Service Slip, etc.).								
	Names	IN	OUT	Signature	IN	OUT	Signature	REMARKS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
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29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
48								
49								
Security Guard-on-Duty:					Received at Admin/Personnel Unit:			



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
		<b>Version No.:</b>	2
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ZFPC-SOI-02-F036

## PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

Unit/Department : **FAD-CASH UNIT**

FORM 1

## REQUEST FOR AUTHORITY TO RENDER NIGHT-SHIFT SERVICES WITH NIGHT-SHIFT DIFFERENTIAL PAY PER DBM CIRCULAR NO. 8 S. 1995

NAME OF EMPLOYEE	POSITION DESIGNATION	PROPOSED SCHEDULE OF NIGHT-SHIFT SERVICES		PURPOSE / WORK TO BE ACCOMPLISHED
		Inclusive Dates	Number of Days	
I hereby certify that the night-shift services to be rendered by the above-named employees are necessary due to the exigencies of the service.		Certified as to Availability of Funds in the amount of P _____		APPROVED BY:
<b>IGNACIO M. YAO CPA, MAPA</b> OIC-ZFPC _____ Date		<b>MA. LORENA B. SALISALI</b> Acting Accountant _____ Date		<b>VICTOR L. LIZARDO</b> Manager, Administrative Services Dept _____ Date

ZFPC-SOI-02-F036

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
MONTHLY WORK SCHEDULE

FORM 2

UNIT / DIVISION : **FAD-CASH UNIT**

DATE	DAY	NAME OF EMPLOYEE	MONTHLY RATE	TIME PERIOD	No of Nightshifts: 4 hrs/shift	NO. OF HOURS	NDP RATE/HR.	AMOUNT
							<b>TOTAL</b>	<b>P -</b>
Recommending Approval: <b>OLIVIA S. DELA CRUZ</b> Division / Unit Head _____ Date			Certified Correct: <b>IGNACIO M. YAO CPA, MAPA</b> OIC-ZFPC _____ Date					







**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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Administrative and Finance Services Division**

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ZFPC-SOI-02-F 038

**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**

Zamboanga Fish Port Complex

**SUMMARY OF LEAVE CREDITS with EQUIVALENT MONETARY VALUE  
As of \_\_\_\_\_**

Names of personnel	Basic Salary	VL	SL	Total leave credits	Constant Factor	Total Money Value
1 Amar, William G.						-
2 Asmad, Alih S.						-
3 Balajula, Arcelita B.						-
4 Barretto, Oscar V.						-
5 Benito, Alexander I.						-
6 Cabual, Vicente M.						-
7 Casiño, Antonio Q.						-
8 Cofino, Mario B.						-
9 Cruz, Jesus dela I.						-
10 Dela Cruz, Olivia S.						-
11 Dela Rosa, Jaime A.						-
12 Dolotina, Ma. Raymund M.						-
13 Felix, Balti Benedik I						-
14 Fernandez, Ma. Ana L.						-
15 Fernandez, Roberto L.						-
16 Galvez, Felipe V.						-
17 Garcia, Arnold E.						-
18 Gequilan, Julito S.						-
19 Haruddin, Totoh A.						-
20 Hassim, Musin H.						-
21 Isidro, Felizardo T. Sr.						-
22 Jama, Makin F.						-
23 Lacuesta, Ma. Christine D.						-
24 Ligaton, Tita A.						-
25 Molina, Santiago Jr. A.						-
26 Rojas, Marcelino I.						-
27 Sabando, Jocelyn B.						-
28 Sakaluran, Nasser L.						-
29 Salazar, Pilar R.						-
30 Salisali, Ma. Lorena B.						-
31 Salvin, Jukni A.						-
32 Sebastian, Jose Diomede V						-
33 Tanagon, Teresita A.						-
34 Tumbo, Ma. Gilda F.						-
35 Uttoh, Evelyn S.						-
36 Uttoh, Samsuddin C.						-
37 Villareal, Orlie R.						-
38 Yao, Ignacio M.						-
<b>TOTAL</b>					<b>TOTAL</b>	<b>Php -</b>

Submitted by:

**OLIVIA S. DELA CRUZ**  
OIC-AFSD

Certified by:

**IGNACIO M. YAO, CPA, MAPA**  
OIC-ZFPC

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
		<b>Version No.:</b>	2
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**ZFPC-SOI-02-F039**

**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
 Zamboanga Fish Port Complex  
 Sangali, Zamboanga City

Annex I

\_\_\_\_\_  
(Date)

**CERTIFICATE OF COMPENSATORY OVERTIME CREDITS (COCs) EARNED**

This is to certify that Mr /Ms \_\_\_\_\_ (Unit/Div.)  
 rendered overtime/extra service in (Month, Year) \_\_\_\_\_ equivalent to Compensatory  
 Overtime Credits (COCs) as follows:

Date	Day	Overtime Service		COC Equivalent	
		Hours	Mins.	Hours	Mins.
TOTAL					

Per CSC-DBM Joint Circular No. 2-A (dated 01 March 2005), Mr/Ms  
 \_\_\_\_\_ is entitled to 17 hrs. & 15 mins. Compensatory Overtime Credits  
 (COCs) which he/she may use for compensatory leave/offsetting up to the end of the following  
 year. In no instance, however, shall the unexpended balance of his/her COCs exceed 120  
 hours.

Certified Correct:

Recommending Approval:

Approved:

\_\_\_\_\_  
HRMO

\_\_\_\_\_  
DIVISION CHIEF

\_\_\_\_\_  
PORT MANAGER

*Note: RAROS approved on 28 May 2010*



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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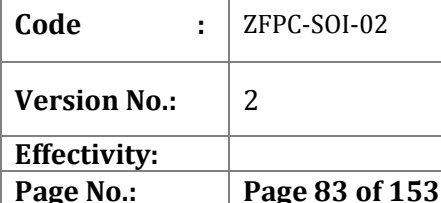
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ZFPC-SOI-02-F040

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex ACTUAL PERSONNEL DEPLOYMENT REPORT			
As of _____			
Unit/Section	Name of Employees	Per Plantilla/Remarks	Plantilla Position
<b>A. Office of the Port Manager</b>			
1	1		
2	2		
3	3		
<b>B. Administrative and Finance Services Division</b>			
4	1		
5	2		
6	3		
7	4		
8	5		
9	6		
10	7		
11	8		
12	9		
13	10		
14	11		
15	12		
16	13		
17	14		
18	15		
<b>C. Harbor and Market Operations Division</b>			
19	1		
20	2		
21	4		
22	5		
23	6		
24	7		
25	8		
<b>D. Port Maintenance and Refrigeration Division</b>			
26	1		
27	2		
28	3		
29	4		
30	5		
31	6		
32	7		
33	8		
34	9		
35	10		
36	11		
37	12		
38	13		
39	14		
40	15		
Total			
Submitted by:		Noted:	



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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**ZFPC-SOI-02-F043**

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

The undersigned commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the prescribed measures for the period \_\_\_\_\_

_____ Date Employee's	_____ Employer's Signature Over Printed Name	_____ Unit/Division
--------------------------	---	------------------------

Reviewed by		Approved by	
_____	_____	_____ Officer in Charge, ZFPC	_____
	_____ Date		_____ Date

5 - Outstanding  
 4 - Very Satisfactory  
 3 - Satisfactory  
 2 - Unsatisfactory  
 1 - Poor

MAJOR FINAL OUTPUT	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating			
			Q	E	T	Ave
MFO1:						
To get Average Rating (Ave.) per accomplishment: Divide total by the number of dimensions used						
<b>TOTAL RATING</b> (Add Average Ratings vertically)						
<b>FINAL AVERAGE RATING</b> (Divide Total Rating by the number of accomplishments)						

<b>REMARKS</b>			
Name:	Name:	Name:	Name:
Date :	Date :	Date :	Date :
Comments and Recommendations for Development Purposes:			
Discussed with:			
Assessed by:		Final Rating Approved by:	
Employee's Signature Over Printed Name	_____ Date	_____ Date	OIC, ZFPC _____ Date

Legend: **Q** - Quantity   **E** - Efficiency   **T** - Timeliness   **A** - Average Rating



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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**ZFPCSOI-02-F044**

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ADMINISTRATIVE & FINANCE SERVICES DEPARTMENT

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM CY 2016		
PERFORMANCE RATING MATRIX		
MAJOR FINAL OUTPUT 1: Cost Effective Uses of Funds		
Success Indicators	Rating	Performance Measure (Timeliness)
Success Indicators	Rating	Performance Measure (Timeliness)

DISCUSSED WITH

\_\_\_\_\_

REVIEWED BY

\_\_\_\_\_

Chief Finance & Admin. Division

DATE

DATE

APPROVED BY

\_\_\_\_\_  
**IGNACIO M. YAO, CPA, MAPA**  
Officer in Charge, ZFPC

\_\_\_\_\_  
DATE





PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX

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TRIAL BALANCE  
August 31, 2019

ZFPC-SOI-02-F045

Agency: PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY - ZFPC

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ACCOUNT TITLE	ACCOUNT CODE	DEBIT BALANCES	CREDIT BALANCES
<b>ASSETS</b>			
<b>Cash on Hand</b>			
Cash-Collecting Officers	1 01 01 010		
Petty Cash	1 01 01 020		
<b>Cash in Bank-Local Currency</b>			
Cash in Bank-Local Currency, Current Account	1 01 02 020		
Cash in Bank-Local Currency, Savings Account	1 01 02 030		
<b>Investments</b>			
<b>Other Investments</b>			
Other Investments	1 02 99 010		
Allowance for Impairment-Investments in Stocks	1 02 99 011		
<b>Receivables</b>			
<b>Loans and Receivable Accounts</b>			
Accounts Receivable	1 03 01 010		
Allowance for Impairment-Accounts Receivable	1 03 01 011		
<b>Other Receivables</b>			
Due from Officers and Employees	1 03 05 020		
<b>Inventories</b>			
<b>Inventory Held for Consumption</b>			
Office Supplies Inventory	1 04 04 010		
Allowance for Impairment-Office Supplies Inventory	1 04 04 011		
Accountable Forms Inventory	1 04 04 020		
Allowance for Impairment-Accountable Forms Inventory	1 04 04 021		
Fuel, Oil and Lubricants Inventory	1 04 04 080		
Allowance for Impairment-Fuel, Oil and Lubricants Inventory	1 04 04 081		
Other Supplies and Materials Inventory	1 04 04 990		
<b>Semi-Expendable Machinery and Equipment</b>	<b>1 04 05</b>		
<b>Semi-Expendable Furniture, Fixtures and Books</b>	<b>1 04 06</b>		
<b>Investment Property</b>			
<b>Land and Buildings</b>			
Investment Property, Buildings	1 05 01 020		
Accumulated Depreciation-Investment Property, Buildings	1 05 01 021		
<b>Total Current Assets</b>		-	-
<b>Property, Plant and Equipment</b>			
<b>Land Improvements</b>			
Other Land Improvements	1 06 02 990		
Accumulated Depreciation-Other Land Improvements	1 06 02 991		
Accumulated Impairment Losses-Other Land Improvements	1 06 02 992		
<b>Infrastructure Assets</b>			
Power Supply Systems	1 06 03 050		
Accumulated Depreciation-Power Supply Systems	1 06 03 051		
Accumulated Impairment Losses-Power Supply Systems	1 06 03 052		
<b>Buildings and Other Structures</b>			
<b>Buildings</b>			
Accumulated Depreciation-Buildings	1 06 04 010		
Accumulated Impairment Losses-Buildings	1 06 04 011		
Markets	1 06 04 040		
Accumulated Depreciation-Markets	1 06 04 041		
Accumulated Impairment Losses-Markets	1 06 04 042		
<b>Other Structures</b>			
Accumulated Depreciation-Other Structures	1 06 04 990		
Accumulated Impairment Losses-Markets	1 06 04 991		
Accumulated Impairment Losses-Markets	1 06 04 992		
<b>Machinery and Equipment</b>			
<b>Machinery</b>			
Accumulated Depreciation-Machinery	1 06 05 010		
Accumulated Impairment Losses-Machinery	1 06 05 011		
Office Equipment	1 06 05 020		
Accumulated Depreciation-Office Equipment	1 06 05 021		
Accumulated Impairment Losses-Office Equipment	1 06 05 022		
Information and Communication Technology Equipment	1 06 05 030		
Accumulated Depreciation-ICT Equipment	1 06 05 031		
Accumulated Impairment Losses-ICT Equipment	1 06 05 032		
Communication Equipment	1 06 05 070		
Accumulated Depreciation-Communication Equipment	1 06 05 071		
Accumulated Impairment Losses-Communication Equipment	1 06 05 072		
<b>Medical Equipment</b>			
Accumulated Depreciation-Medical Equipment	1 06 05 110		
Accumulated Impairment Losses-Medical Equipment	1 06 05 111		
Technical and Scientific Equipment	1 06 05 112		
Accumulated Depreciation-Technical and Scientific Equipment	1 06 05 140		
Accumulated Impairment Losses - Technical and Scientific Equipment	1 06 05 141		
Accumulated Impairment Losses - Technical and Scientific Equipment	1 06 05 142		
<b>Other Machinery and Equipment</b>			
Accumulated Depreciation-Other Machinery and Equipment	1 06 05 990		
Accumulated Impairment Losses - Other Machinery and Equipment	1 06 05 991		
Accumulated Impairment Losses - Other Machinery and Equipment	1 06 05 992		
<b>Transportation Equipment</b>			
<b>Motor Vehicles</b>			
Accumulated Depreciation-Motor Vehicles	1 06 06 010		
Accumulated Impairment Losses-Motor Vehicles	1 06 06 011		
Accumulated Impairment Losses-Motor Vehicles	1 06 06 012		
<b>Furniture's, Fixtures and Books</b>			
<b>Furniture and Fixtures</b>			
Accumulated Depreciation-Furniture and Fixtures	1 06 07 010		
Accumulated Impairment Losses - Furniture and Fixtures	1 06 07 011		
Accumulated Impairment Losses - Furniture and Fixtures	1 06 07 012		
<b>Books</b>			
Accumulated Depreciation-Books	1 06 07 020		
Accumulated Impairment Losses - Books	1 06 07 021		
Accumulated Impairment Losses - Books	1 06 07 022		
<b>Other Property, Plant and Equipment</b>			
<b>Other Property, Plant and Equipment</b>			
Accumulated Depreciation-Other Property, Plant and Equipment	1 06 98 990		
Accumulated Impairment Losses - Other Property, Plant and Equipment	1 06 98 991		
Accumulated Impairment Losses - Other Property, Plant and Equipment	1 06 98 992		
<b>Total Property, Plant and Equipment</b>		-	-





**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
**ZAMBOANGA FISH PORT COMPLEX**

**Standard Operational Instructions (SOI) Manual**  
**Administrative and Finance Services Division**

**Code :** ZFPC-SOI-02

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ACCOUNT TITLE	ACCOUNT CODE	DEBIT BALANCES	CREDIT BALANCES
<b>Construction in Progress</b>			
Construction in Progress, Buildings and Other Structures	1 06 99 030		
<b>Total Construction in Progress</b>		-	-
<b>Other Assets</b>			
<b>Advances</b>			
Advances for Operating Expenses	1 99 01 010		
Advances for Payroll	1 99 01 020		
Advances to Special Disbursing Officer	1 99 01 030		
Advances to Officers and Employees (Travel)	1 99 01 040		
<b>Prepayments</b>			
Prepaid Insurance	1 99 02 050		
Input Tax	1 99 02 060		
<b>Deposits</b>			
Guaranty Deposits	1 99 03 020		
<b>Other Assets</b>			
Other Assets	1 99 99 990		
<b>Total Intangible and Other assets</b>		-	-
<b>TOTAL ASSETS</b>		-	-
<b>LIABILITIES</b>			
<b>Financial Liabilities</b>			
<b>Payables</b>			
Accounts Payable	2 01 01 010		
Due to Officers and Employees	2 01 01 020		
<b>Tax Refunds Payable</b>			
Tax Refunds Payable	2 01 03 010		
<b>Inter-Agency Payables</b>			
<b>Inter-Agency Payables</b>			
Due to BIR	2 02 01 010		
Withholding Tax on Compensation	01		
Expanded Withholding Tax	02		
Withholding Tax on Govt Money Pay'ts (GMP) -Percentage Taxes	03		
Withholding Tax on GMP -Value Added Taxes (GVAT)	04		
	-		
Due to GSIS	2 02 01 020		-
Life and Retirement Premium	01		
ECC	02		
Salary Loan	03		
Policy Loan	04		
Others	99		
	-		
Due to Pag-IBIG	2 02 01 030		-
Pag-IBIG Premium	01		
Pag-IBIG Multi-Purpose Loan	02		
Pag-IBIG Housing Loan	03		
Others	99		
	-		
Due to PhilHealth	2 02 01 040		
Due to NGAs	2 02 01 050		
Due to Government Corporations	2 02 01 060		
<b>Intra-Agency Payables</b>			
<b>Intra-Agency Payables</b>			
Due to Central/Home/Head Office	2 03 01 060		
<b>Trust Liabilities</b>			
<b>Trust Liabilities</b>			
Guaranty/Security Deposits Payable	2 04 01 040		
Customers' Deposits Payable	2 04 01 050		
<b>Deferred Credits/Unearned Income</b>			
<b>Deferred Credits</b>			
Output Tax	2 05 01 030		
Other Deferred Credits	2 05 01 990		
<b>Unearned Revenue/Income</b>			
Other Unearned Revenue/Income	2 05 02 990		
<b>Other Payables</b>			
<b>Other Payables</b>			
Other Payables	2 99 99 990		-
<b>TOTAL LIABILITIES</b>		-	-
<b>EQUITY</b>			
<b>Government Equity</b>			
Government Equity			
Government Equity	3 01 01 020		
<b>Retained Earnings/(Deficit)</b>			
Retained Earnings/(Deficit)	3 07 01 010		
<b>TOTAL EQUITY</b>		-	-



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**ZAMBOANGA FISH PORT COMPLEX**

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ACCOUNT TITLE	ACCOUNT CODE	DEBIT BALANCES	CREDIT BALANCES
<b>REVENUES/INCOME</b>			
<b>Service and Business Income</b>			-
<b>Service Income</b>			
Permit Fees	4 02 01 010		
Processing Fees	4 02 01 130		
Accreditation Fees	4 02 01 210		
Sewerage/Garbage Fees	4 02 01 240		
Other Service Income	4 02 01 990		
<b>Business Income</b>			
Rent/Lease Income	4 02 02 050		
Road Network Fees	4 02 02 080		
Seaport System Fees	4 02 02 110		
Sales Revenue	4 02 02 160		
Interest Income	4 02 02 210		
Fines and Penalties-Business Income	4 02 02 230		
Royalty Fees	4 02 02 320		
Other Business Income	4 02 02 990		
<b>Total Service and Business Income</b>	-		
<b>EXPENSES</b>			
<b>Personnel Services</b>		-	
<b>Salaries and Wages</b>			
Salaries and Wages - Regular	5 01 01 010		
Salaries	1		
Monetization	2		
<b>Other Compensation</b>			
Personnel Economic Relief Allowance (PERA)	5 01 02 010		
Representation Allowance (RA)	5 01 02 020		
Transportation Allowance (TA)	5 01 02 030		
Clothing/Uniform Allowance	5 01 02 040		
Longevity Pay	5 01 02 120		
Overtime and Night Pay - Night Pay	5 01 02 130		
Year End Bonus	5 01 02 140		
Cash Gift	5 01 02 150		
Other Bonuses and Allowances	5 01 02 990		
<b>Personnel Benefit Contributions</b>			
Retirement and Life Insurance Premiums	5 01 03 010		
Pag-IBIG Contributions	5 01 03 020		
PhilHealth Contributions	5 01 03 030		
Employees Compensation Insurance Premiums	5 01 03 040		
<b>Other Personnel Benefits</b>			
Terminal Leave Benefits	5 01 04 030		
Other Personnel Benefits	5 01 04 990		
<b>Total Personnel Services</b>	-		
<b>Maintenance and Other Operating Expenses</b>		-	
<b>Traveling Expenses</b>			
Traveling Expenses - Local	5 02 01 010		
<b>Training and Scholarship Expenses</b>			
Training Expenses	5 02 02 010		
<b>Supplies and Materials Expenses</b>			
Office Supplies Expenses	5 02 03 010		
Accountable Forms Expenses	5 02 03 020		
Fuel, Oil and Lubricants Expenses	5 02 03 090		
Semi-Expendable Machinery & Equipment Expenses	5 02 03 210		
Other Supplies and Materials Expenses	5 02 03 990		
<b>Utility Expenses</b>			
Water Expenses	5 02 04 010		
Electricity Expenses	5 02 04 020		
<b>Communication Expenses</b>			
Postage and Courier Services	5 02 05 010		
Telephone Expenses	5 02 05 020		
Internet Subscription Expenses	5 02 05 030		
<b>Professional Services</b>			
Legal Services	5 02 11 010		
Auditing Services	5 02 11 020		
Other Professional Services	5 02 11 990		



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ACCOUNT TITLE	ACCOUNT CODE	DEBIT BALANCES	CREDIT BALANCES
<b>General Services</b>			
Environment/Sanitary Services	5 02 12 010		
Janitorial Services	5 02 12 020		
Security Services	5 02 12 030		
Other General Services	5 02 12 990		
<b>Repairs and Maintenance</b>			
Repairs and Maintenance - Investment Property	5 02 13 010		
Repairs and Maintenance - Land Improvements	5 02 13 020		
Repairs and Maintenance - Infrastructure Assets	5 02 13 030		
Repairs and Maintenance - Buildings and Other Structures	5 02 13 040		
Repairs and Maintenance - Machinery and Equipment	5 02 13 050		
Repairs and Maintenance - Transportation Equipment	5 02 13 060		
Repairs and Maintenance - Other Property, Plant and Equipment	5 02 13 990		
<b>Taxes, Insurance Premiums and Other Fees</b>			
Taxes, Duties and Licenses	5 02 15 010		
Fidelity Bond Premiums	5 02 15 020		
Insurance Expenses	5 02 15 030		
Income Tax Expenses	5 02 15 040		
<b>Other Maintenance and Operating Expenses</b>			
Representation Expenses	5 02 99 030		
Transportation and Delivery Expenses	5 02 99 040		
Other Maintenance and Operating Expenses	5 02 99 990		
	-		
<b>Non-Cash Expenses</b>			
<b>Depreciation</b>			
Depreciation - Investment Property, Buildings			
Depreciation - Land Improvements	5 05 01 020		
Depreciation - Infrastructure Assets	5 05 01 030		
Depreciation - Buildings and Other Structures	5 05 01 040		
Depreciation - Machinery and Equipment	5 05 01 050		
Depreciation - Transportation Equipment	5 05 01 060		
Depreciation - Other Property, Plant and Equipment	5 05 01 990		
<b>Amortization</b>			
	-		
<b>Total</b>		-	-
<b>TOTAL LIABILITIES and EQUITY</b>		-	-
<b>GRAND TOTALS</b>		-	-

Prepared by:

Certified Correct:



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<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>Zamboanga Fish Port Complex</b> <b>STATEMENT OF FINANCIAL POSITION</b> <b>As at August 31, 2019</b>	
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash on Hand</b>	
Cash-Collecting Officers	
Petty Cash	-
<b>Cash in Bank-Local Currency</b>	
Cash in Bank-Local Currency, Current Account	
Cash in Bank-Local Currency, Savings Account	-
<b>Investments</b>	
<b>Other Investments</b>	
Other Investments	-
<b>Receivables</b>	
<b>Loans and Receivable Accounts</b>	
Accounts Receivable	
<i>Allowance for Impairment-Accounts Receivable</i>	
Net	-
<b>Other Receivables</b>	
Due from Officers and Employees	
Other Receivables	-
<b>Inventories</b>	
<b>Inventory Held for Consumption</b>	
Office Supplies Inventory	
<i>Allowance for Impairment-Office Supplies Inventory</i>	
Accountable Forms Inventory	
<i>Allowance for Impairment-Accountable Forms Inventory</i>	
Fuel, Oil and Lubricants Inventory	
<i>Allowance for Impairment-Fuel, Oil and Lubricants Inventory</i>	
Other Supplies and Materials Inventory	-
<b>Investment Property</b>	
<b>Land and Buildings</b>	
Investment Property, Buildings	
<i>Accumulated Depreciation-Investment Property, Buildings</i>	-
<b>Total Current Assets</b>	-
<b>Non-Current Assets</b>	
<b>Property, Plant and Equipment</b>	
<b>Land Improvements</b>	
Other Land Improvements	
<i>Accumulated Depreciation-Other Land Improvements</i>	-
<b>Power Supply Systems</b>	
<i>Accumulated Depreciation-Power Supply Systems</i>	-
<b>Buildings and Other Structures</b>	
Buildings	
<i>Accumulated Depreciation-Buildings</i>	-
<b>Markets</b>	
<i>Accumulated Depreciation-Markets</i>	-
<b>Other Structures</b>	
<i>Accumulated Depreciation-Other Structures</i>	-

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<b>Machinery and Equipment</b>	
Machinery	-
Accumulated Depreciation-Machinery	-
	-
Office Equipment	
Accumulated Depreciation-Office Equipment	-
	-
Information and Communication Technology Equipment	
Accumulated Depreciation-ICT Equipment	-
	-
Communication Equipment	
Accumulated Depreciation-Communication Equipment	-
	-
Medical Equipment	
Accumulated Depreciation-Medical Equipment	-
	-
Technical and Scientific Equipment	
Accumulated Depreciation-Technical and Scientific Equipment	-
	-
Other Machinery and Equipment	
Accumulated Depreciation-Other Machinery and Equipment	-
	-
<b>Transportation Equipment</b>	
Motor Vehicles	
Accumulated Depreciation-Motor Vehicles	-
	-
<b>Furnitures, Fixtures and Books</b>	
Furniture and Fixtures	
Accumulated Depreciation-Furniture and Fixtures	-
	-
Books	
Accumulated Depreciation-Books	-
	-
<b>Other Property, Plant and Equipment</b>	
Other Property, Plant and Equipment	
Accumulated Depreciation-Other Property, Plant and Equipment	-
	-
<b>Construction in Progress</b>	
Construction in Progress, Buildings and Other Structures	-
	-
<b>Total Other Property, Plant and Equipment</b>	-
<b>Intangible Assets</b>	
<b>Other Assets</b>	
<b>Advances</b>	
Advances for Operating Expenses	
Advances for Payroll	
Advances to Special Disbursing Officer	
Advances to Officers and Employees (Travel)	-
	-
<b>Prepayments</b>	
Advances to Contractors	-
Prepaid Interest	
Prepaid Insurance	
Input Tax	-
	-
<b>Deposits</b>	
Guaranty Deposits	-
	-



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<b>Other Assets</b>	
Other Assets	
	-
<b>Total Non-Current Assets</b>	-
<b>TOTAL ASSETS</b>	-
<b>LIABILITIES AND EQUITY</b>	
<b>LIABILITIES</b>	
<b>Financial Liabilities</b>	
<b>Payables</b>	
Accounts Payable	
Due to Officers and Employees	
<b>Tax Refunds Payable</b>	
Tax Refunds Payable	
<b>Inter-Agency Payables</b>	
<b>Inter-Agency Payables</b>	
Due to BIR	
Due to GSIS	
Due to Pag-IBIG	
Due to PhilHealth	
Due to NGAs	
Due to Government Corporations	
<b>Intra-Agency Payables</b>	
<b>Intra-Agency Payables</b>	
Due to Other Funds	
<b>Due to Central/Home/Head Office</b>	
<b>Trust Liabilities</b>	
<b>Trust Liabilities</b>	
Guaranty/Security Deposits Payable	
Customers' Deposits Payable	
<b>Deferred Credits/Unearned Income</b>	
<b>Deferred Credits</b>	
Output Tax	
<b>Unearned Revenue/Income</b>	
Other Unearned Revenue/Income	
<b>Other Payables</b>	
Other Payables	
<b>TOTAL LIABILITIES</b>	-
<b>EQUITY</b>	
Government Equity	
Retained Earnings/(Deficit)	
Net Income	
<b>TOTAL EQUITY</b>	-
<b>TOTAL LIABILITIES AND EQUITY</b>	-
<b>Certified Correct:</b>	<b>Approved by:</b>



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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**  
**CONDENSED STATEMENT OF COMPREHENSIVE INCOME**  
**For The Eighth Month Ended August 31, 2019**

**INCOME**

Service Income -  
Business Income -

**TOTAL INCOME** -

**EXPENSES**

Personnel Services -  
Maintenance and Other Operating Expenses  
Traveling Expenses -  
Training and Scholarship Expenses -  
Supplies and Materials Expenses -  
Utility Expenses -  
Communication Expenses -  
Professional Services -  
General Services -  
Repairs and Maintenance -  
Taxes, Insurance Premiums and Other Fees -  
Other Maintenance and Operating Expenses -  
Depreciation -  
Total MOOE, Financial and Non-Cash Expenses -

**TOTAL EXPENSES** -

**PROFIT(LOSS) BEFORE TAX** -

Income Tax Expense -

**COMPREHENSIVE INCOME(LOSS)** -

**Certified Correct:**

*Acting Accountant*

**Approved by:**





**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

**Standard Operational Instructions (SOI) Manual  
Administrative and Finance Services Division**

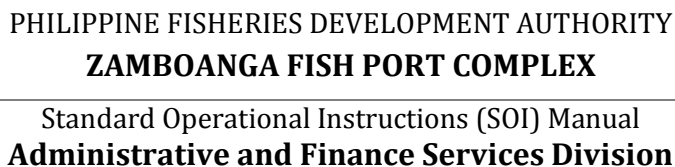
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX DETAILED STATEMENT OF COMPREHENSIVE INCOME For The Eighth Month Ended August 31, 2019		
	This Month	To Date
<b>INCOME</b>		
<b>Service Income</b>		
Processing Fees		
Accreditation Fees		
Sewerage/Garbage Fees		
Other Service Income		
<b>Total Service Income</b>	-	-
<b>Business Income</b>		
Rent/Lease Income		
Road Network Fees		
Seaport System Fees		
Sales Revenue		
Interest Income		
Fines and Penalties-Business Income		
Royalty Fees		
Other Business income		
<b>Total Business Income</b>	-	-
<b>Total Service and Business Income</b>	-	-
<b>TOTAL INCOME</b>	-	-
<b>EXPENSES</b>		
<b>Personnel Services</b>		
<b>Salaries and Wages</b>		
Salaries and Wages - Regular		
Salaries and Wages - Casual/Contractual		
<b>Total Salaries and Wages</b>	-	-
<b>Other Compensation</b>		
Personal Economic Relief Allowance (PERA)		
Representation Allowance (RA)		
Transportation Allowance (TA)		
Clothing/Uniform Allowance		
Longevity Pay		
Overtime and Night Pay - Night Pay		
Year End Bonus		
Cash Gift		
Other Bonuses and Allowances		
<b>Total Other Compensation</b>	-	-
<b>Personnel Benefit Contributions</b>		
Retirement and Life Insurance Premiums		
Pag-IBIG Contributions		
PhilHealth Contributions		
Employees Compensation Insurance Premiums		
Provident/Welfare Fund Contributions		
<b>Total Personnel Benefit Contributions</b>	-	-
<b>Other Personnel Benefits</b>		
Terminal Leave Benefits		
Other Personnel Benefits	-	-
<b>Total Other Personnel Benefits</b>	-	-
<b>Total Personnel Services</b>	-	-
<b>Maintenance and Other Operating Expenses</b>		
<b>Traveling Expenses</b>		
Traveling Expenses - Local		
Traveling Expenses - Foreign		
<b>Total Traveling Expenses</b>	-	-
<b>Training and Scholarship Expenses</b>		
Training Expenses		
Scholarship Grants/Expenses		
<b>Total Training and Scholarship Expenses</b>	-	-
<b>Supplies and Materials Expenses</b>		
Office Supplies Expenses		
Accountable Forms Expenses		
Fuel, Oil and Lubricants Expenses		
Semi-Expendable Machinery and Equipment		
Semi-Expendable Furniture's, Fixtures and Books		
Other Supplies and Materials Expenses		
<b>Total Supplies and Materials Expenses</b>	-	-
<b>Utility Expenses</b>		
Water Expenses		
Electricity Expenses		
<b>Total Utility Expenses</b>	-	-





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<b>Communication Expenses</b>		
Postage and Courier Services		
Telephone Expenses		
Internet Subscription Expenses		
<b>Total Communication Expenses</b>	-	-
<b>Professional Services</b>		
Legal Services		
Auditing Services		
Consultancy Services		
Other Professional Services		
<b>Total Professional Services</b>	-	-
<b>General Services</b>		
Environment/Sanitary Services		
Janitorial Services		
Security Services		
Other General Services		
<b>Total General Services</b>	-	-
<b>Repairs and Maintenance</b>		
Repairs and Maintenance - Land Improvements		
Repairs and Maintenance - Infrastructure Assets		
Repairs and Maintenance - Buildings and Other Structures		
Repairs and Maintenance - Machinery and Equipment		
Repairs and Maintenance - Transportation Equipment		
Repairs and Maintenance - Other PPE		
<b>Total Repairs and Maintenance</b>	-	-
<b>Taxes, Insurance Premiums and Other Fees</b>		
Taxes, Duties and Licenses		
Fidelity Bond Premiums		
Insurance Expenses		
Income Tax Expenses		
<b>Total Taxes, Insurance Premiums and Other Fees</b>	-	-
<b>Other Maintenance and Operating Expenses</b>		
Representation Expenses		
Transportation and Delivery Expenses		
Other Maintenance and Operating Expenses		
<b>Total Other Maintenance and Operating Expenses</b>	-	-
<b>Total Maintenance and Other Operating Expenses</b>	-	-
<b>Financial Expenses</b>		
Financial Expenses		
Interest Expenses		
Guarantee Fees		
Bank Charges		
Commitment Fees		
Other Financial Charges		
<b>Total Financial Expenses</b>	-	-
<b>Non-Cash Expenses</b>		
<b>Depreciation</b>		
Depreciation - Investment Property, Buildings		
Depreciation - Land Improvements		
Depreciation - Infrastructure Assets		
Depreciation - Buildings and Other Structures		
Depreciation - Machinery and Equipment		
Depreciation - Transportation Equipment		
Depreciation - Other Property, Plant and Equipment		
<b>Total Depreciation</b>	-	-
<b>Impairment Loss-Receivables</b>	-	-
<b>Losses</b>		
Loss on Foreign Exchange (FOREX)		
Loss on Sale of Property, Plant and Equipment		
Loss of Assets		
<b>Total Losses</b>	-	-
<b>Total Non-Cash Expenses</b>	-	-
<b>TOTAL EXPENSES</b>	-	-
<b>PROFIT(LOSS) BEFORE TAX</b>	-	-
Income Tax Expenses	-	-
<b>COMPREHENSIVE INCOME (LOSS)</b>	-	-

Certified Correct:

Approved by:



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DEPARTMENT OF AGRICULTURE  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**  
Bgy. Sangali, Zamboanga City Tel/Fax No. 9550750

**ZFPC-SOI-02-FO49**

**CASH FLOW STATEMENT**

For the Eighth Month Ended August 31, 2019

	<u>This Month</u>	<u>To Date</u>
<b>Cash Flow From Operating Activities:</b>		
<b>Cash Inflow:</b>		
Fund Transfer from Corporate Fund	P -	P -
<b>Collections:</b>		
Receivables		
Cash Sales		
Interest Income		
Deposits and Advances		
Bidders Bond Payable		
Output Tax		
<b>Total Cash Inflows</b>	<b>P -</b>	<b>P -</b>
<b>Cash Outflow</b>		
Fund Transfer to Corporate Fund		
<b>Disbursements:</b>		
Capital Outlay		
Equipment Outlay		
Inventory	P	
Prepaid Expenses		
Prior Year Adjustments		
Operating Expenses		
Accounts Payables		
Deposits and Advances		
<b>Total Cash Outflow</b>	<b>P -</b>	<b>P -</b>
<b>Total Cash Provided by Operating Activities</b>	<b>P -</b>	<b>P -</b>
<b>Cash Flow from Investing Activities:</b>		
<b>Cash Outflow:</b>		
Purchase/Construction of Fixed Assets	P	
<b>Total Cash Outflow</b>	<b>P -</b>	<b>P -</b>
<b>Total Cash used by Investing Activities</b>	<b>P -</b>	<b>P -</b>
<b>Cash Provided from Financing Activities:</b>		
<b>Cash Outflow:</b>		
Payment re: Home Office Expenses	P -	P -
<b>Total Cash Outflow</b>	<b>P -</b>	<b>P -</b>
<b>Total Cash used by Financing Activities</b>	<b>P -</b>	<b>P -</b>
<b>Cash Provided by Operating, Investing &amp; Financing Activities</b>	<b>P -</b>	<b>P -</b>
<b>Cash Balance Beginning - July 1</b>		
<b>Cash Balance Ending- July 31</b>	<b>P -</b>	<b>P -</b>

Prepared by:

Certified Correct:



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
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Department of Agriculture  
Philippine Fisheries Development Authority  
ZAMBOANGA FISHING PORT COMPLEX

Bank Reconciliation Statements  
August 31, 2019

LBP-WMSU C/A No. 3232-1008-41

Balance per Book	P	_____
Add: Unrecorded Interest Income Net of Tax		_____
Adjusted Balance per Book		_____
		_____
Balance per Bank	P	_____

LBP -Veterans C/A No. 1952-1016-13

Balance per Book	P	_____
Add: Unrecorded Interest Income Net of Tax		_____
Adjusted Balance per Book		_____
		_____

Balance per Bank	P	_____
Less: Outstanding Checks		_____

Adjusted Balance per Bank	P	_____
Add: Erroneous Entry		_____
Adjusted Balance per Bank		_____
		_____

LBP S/A No. 1951-1221-88

Balance per Book	P	_____
Adjusted Balance per Book	P	_____

Balance per Bank	P	_____
Less: Advanced Partial Deposit of Accounts Receivable		_____

Adjusted Balance per Bank	P	_____
---------------------------	---	-------

Prepared by:

Certified True and Correct:

Noted :



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

**Standard Operational Instructions (SOI) Manual  
Administrative and Finance Services Division**

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Republic of the Philippines Department of Agriculture Philippine Fisheries Development Authority <b>ZAMBOANGA FISH PORT COMPLEX</b>		
Schedule of Balance Sheet August 31, 2019		
<b>1 01 01 010 COLLECTING OFFICERS</b>		
Ma. Gilda F. Tumbo	P	_____
<b>103 DISBURSING OFFICERS</b>		
Ma. Gilda Tumbo	P	_____
<b>1 01 01 020 PETTY CASH FUND</b>		
Ma. Christine Lacuesta	P	_____
Ma. Gilda Tumbo - Military Expenses	P	_____
<b>Total</b>	P	_____
<b>1 01 02 020 CASH-IN-BANK - Current Account</b>		
LBP(WMSU) - C/A No. 3232-1008-41	P	_____
LBP(Veterans) - C/A No. 1952-1016-13	P	_____
<b>Total</b>	P	_____
<b>1 01 02 030 CASH-IN-BANK - Savings Account</b>		
LBP(Veterans) - S/A No. 1951-1221-88	P	_____
<b>1 02 99 990 INVESTMENTS IN STOCKS</b>		
Phil. Long Distance & Telephone Co.	P	_____
<b>1 03 01 010 ACCOUNTS RECEIVABLE</b>		
<b>Active Clients:</b>		
<b>In-active Clients:</b>		
Less: Allowance for Doubtful Accounts		
Net Total	P	_____
<b>1 03 01 011 ALLOWANCE FOR DOUBTFUL ACCOUNTS</b>		
<b>Client</b>	<b>Amount</b>	
	P	_____
<b>Total</b>	P	_____
<b>1 03 05 020 DUE FROM OFFICERS AND EMPLOYEES</b>		
<b>-01 TELEPHONE BILLS</b>		_____
<b>-02 WELFARE ASSISTANCE</b>		_____
<b>TOTAL</b>	P	_____



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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1 04 04 010	OFFICE SUPPLIES INVENTORY	P	
1 04 04 020	ACCOUNTABLE FORMS INVENTORY	P	
	See attached Accountable Forms Inventory	P	
1 04 04 080	GASOLINE, OIL AND LUBRICANTS INVENTORY	P	
	Diesel	P	
1 04 04 990	Other Supplies and Materials Inventory	P	
1 05 01 020	Investment Property, Buildings		
<b>PROPERTY PLANT AND EQUIPMENT</b>			
	See attached Schedule of Fixed Assets	P	
1 06 99 030	CONSTRUCTION-in-PROGRESS		
1 99 02 050	PREPAID INSURANCE		
	<b>Particulars</b>		<b>Amount</b>
	<b>Total</b>	P	-
1 99 02 060	OTHER PREPAID EXPENSES	P	
	Input Tax	P	
1 99 03 020	GUARANTY DEPOSITS	P	
1 99 99 990	OTHER ASSETS		
2 01 01 010	ACCOUNTS PAYABLE/VOUCHERS PAYABLE		
	Maintenance and Other Operating Expenses (2018)		
	Maintenance and Other Operating Expenses (2019)	P	
2 01 01 020	DUE TO OFFICERS AND EMPLOYEES		
	Personal Services (2014)		
	Personal Services (2017)		
	Personal Services (2018)		
	Personal Services (2019)	P	
2 01 03 010	TAX REFUND PAYABLE		
	<b>Total</b>	P	-
2 02 01 010	Due to BIR		
	Withholding Tax Compensation	P	
	Expanded Withholding Tax ( Creditors)		
	Gov't Money Payments (GMP)-Percentage Taxes		
	Gross Money Payments ( VAT or % Tax)		
	<b>Total</b>	P	-
2 02 01 020	Due to GSIS	P	
	Life and Retirement Premium (PS)		
	Life and Retirement Premium (GS)		
	ECC		
	Salary Loan (ConsoLoan)		
	Policy Loan-Regular		
	Optional Insurance Premium		
	Educational Loan		
	Emergency Loan		
	Cash Advance		
	Policy Loan-Optional/Unlimited installments		
	Emergency Loan Assistance (ELA)		
	Summer One Month Salary Loan (SOS)		
	Educational-Child Plan		
	<b>Total</b>	P	-



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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2 02 01 030	<b>Due to PAG-IBIG</b>			
	Contributions (Personal Share)		P	
	Contributions (Govt Share)			
	Multi-Purpose Loan Installments ( MPL)			
	Housing Loan Installments			
	<b>Total</b>		P	-
2 02 01 040	<b>Due to PHILHEALTH</b>			
	Due to Philhealth - (Personal Share)		P	
	Due to Philhealth - (Govt Share)			
	<b>Total</b>		P	
2 02 01 050	<b>DUE TO OTHER NGA's</b>			
	Bureau of Fisheries Saving Loan Assn.		P	
2 02 01 060	<b>DUE TO OTHER GOCCs</b>			
	Landbank Salary Loan		P	
2 03 01 060	<b>HOME OFFICE CURRENT</b>			
	PFDA-Central Office		P	
2 04 01 040	<b>PERFORMANCE BIDDERS BOND PAYABLE</b>			
	Old Account Balance		P	
2 04 01 050 / 2 05 02 990	<b>GUARANTY DEPOSITS PAYABLE/DEFERRED CREDITS TO INCOME</b>			
	Client	Guaranty Deposits	Deferred Credits	Remarks
Sub-Total		-	-	
Retention and Reservation Fees				
Sub-Total		-	-	
GRAND TOTAL		-	-	
2 05 01 030	<b>Output Tax</b>		P	
2 99 99 990	<b>OTHER PAYABLES</b>			
Total			P	-
Prepared by: _____				



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ANNEX 3 - Report of the Aging of Cash Advances  
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES  
As of August 31, 2019

UNIT: ZAMBOANGA FISH PORT COMPLEX

Name	Particulars	Reference (Check No. & Date)	Total Amount	>30 days	61-365 days	Remarks
<b>A. Advances for Travel and Purposes</b>						
1. Local Travel						
2. Foreign Travel						
3. Special Activities						
Balance Forwarded			-			
<b>B. Advances to Regular Disbursing Officers</b>						
1. Payroll						
2. Seminar/ Conferences						
3. Expenses						
<b>TOTAL</b>			-	-	-	

Approved by:

Certified Correct:

Prepared by:

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
PROPERTY, PLANT & EQUIPMENT  
As of August 31, 2019

UNIT: ZAMBOANGA FISH PORT COMPLEX

This account consists of the following:

Particulars	Land and Land Improvement	Infrastructure Assets	Buildings & Other Structures	Machineries and Equipment	Transportation Equipment	Furnitures, Fixtures & Books	Other Property, Plant and Equipment	Construction in Progress	Total
Cost: January 01, 2018	-	-	-	-	-	-	-	-	-
Additions - PFDA	-	-	-	-	-	-	-	-	-
Additions - Trust Fund assets	-	-	-	-	-	-	-	-	-
Transfer from Other Ports	-	-	-	-	-	-	-	-	-
Liquidation of Fund transferred to LGU	-	-	-	-	-	-	-	-	-
Donations received	-	-	-	-	-	-	-	-	-
CIP Transfer to PPE	-	-	-	-	-	-	-	-	-
CIP - Projects turned over to LGUs	-	-	-	-	-	-	-	-	-
De-recognition in books due to donations/sale	-	-	-	-	-	-	-	-	-
Adjustments/Reclass to other assets	-	-	-	-	-	-	-	-	-
01/31/2018	-	-	-	-	-	-	-	-	-
Less:	-	-	-	-	-	-	-	-	-
Accumulated Depreciation, Dec. 31, 2018	-	-	-	-	-	-	-	-	-
Depreciation Charges during the year-Jan.-Dec. 2019	-	-	-	-	-	-	-	-	-
Transfer from Other Ports	-	-	-	-	-	-	-	-	-
De-recognition in the books- (due to donations/sale of unserviceable units	-	-	-	-	-	-	-	-	-
Adjustments	-	-	-	-	-	-	-	-	-
December 31, 2019	-	-	-	-	-	-	-	-	-
<b>Net Book Value - June 01, 2019</b>	-	-	-	-	-	-	-	-	-
<b>Net Book Value - June 30, 2019</b>	-	-	-	-	-	-	-	-	-

Prepared by:

Certified Correct:





PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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Retained Earnings/(Deficit)  
As of August 31, 2019

DATE	PARTICULARS	NOMINAL ACCOUNT	AMOUNT (Debit) Credit	CONTRA-ACCOUNT
	<b>Balance Beginning</b>			
<b>Balance</b>			-	

Prepared by:

**ZFPC-SOI-02-FO55**

HOME OFFICE CURRENT ACCOUNT  
As of August 31, 2019

DATE	PARTICULARS	AMOUNT (Debit) Credit	BALANCE
01/01/2019	Beg. Balance		

Prepared by:



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ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City					
SCHEDULE OF INCOME For the Eighth Month Ended August 31, 2019					
				<u>This Month</u>	<u>To Date</u>
<b>4 Revenue</b>					
<b>4 02 Service and Business Income</b>					
<b>4 02 01 Service Income</b>					
<b>4 02 01 130 Processing Fees - Filing Fees</b>	P	P	P		
<b>4 02 01 210 Accreditation Fees</b>					
-01 Accreditation Fees					
-02 Permit to Conduct Business Fee					
-03 ID Issuance Fee					
<b>Total</b>		-	-	-	-
<b>4 02 01 240 Sewerage/ Garbage Fees</b>		This Month	To Date		
Garbage Fee	P	P		-	-
PMRD					
HMOD					
Waste Water Treatment Fee					
<b>Total</b>				-	-
<b>4 02 01 990 Other Service Income</b>					
Delivery Fee					
Ice Crusher Fee					
<b>Total</b>				-	-
<b>Total Service Income</b>				-	-
<b>4 02 02 Business Income</b>					
<b>4 02 02 050 Rent/Lease Income</b>					
-01 Land					
Industrial Area					
Commercial Area					
Net Mending					
Food Service Area					
<b>Total</b>				-	-
Building					
-03 Market					
Market Hall					
Mezzanine					
Market Space					
Market Bay					
<b>Total</b>				-	-
-04 Refrigeration Building					
Cold Storage/ Chillroom					
Chillroom					
Processing Area					
Office Space/ Stockroom					
Receiving Area					
Space Outside Refrigeration Building					
<b>Total</b>				-	-
-06 Other Building					
Staff House					
<b>Total</b>				-	-
-07 Machineries and Equipment					
Contact Freezer					
Forklift					
Generator Set					
Insulated Van					
Freezing Tray					
<b>Total</b>				-	-
<b>Total Rent/Lease Income</b>				-	-
<b>4 02 02 080 Road Network Fees</b>					
-01 Entrance Fee					
Entrance Fee					
Vehicle Sticker Fee					
Ice Crusher Entry Fee					
<b>Total</b>				-	-
-02 Parking Fee					
Parking Fee					
Parking Sticker Fee					
<b>Total</b>				-	-
<b>Total Road Network Fees</b>				-	-



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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<b>4 02 02 110 Seaport System Fees</b>			
-01	Port Entry Fee		
-02	Berthing Fee		
	Berthing Fee		
	Anchorage Fee		
	Port Usage Fee		
	Total		
-03	Vessel Repair Fee		
-04	Wharfage Fee		
	Wharfage Fee		
	Wharfage Fee-WMPC		
	Total		
	<b>Total Seaport System Fees</b>		
<b>4 02 02 160 Sales Revenue</b>			
<b>4 02 02 200 Dividend Income</b>			
<b>4 02 02 210 Interest Income</b>			
<b>4 02 02 230 Fines and Penalties-Business Income</b>			
	PMRD		
	HMOD		
<b>4 02 02 320 Royalty Fees</b>			
-01	Royalty Fee		
<b>4 02 02 990 Other Business Income</b>			
	Income from Market Operation		
-01	Market Fee		
-02	Unloading Fee		
-03	Transshipment Fee		
-04	Buyer/Seller Fee		
	Total		
-09	Other Market Operation Fee		
	Vendor Fee		
	Total		
	Other Fish Port Business Income		
-11	Power Supply System Fees		
	Power Utilization Fee		
	PMRD		
	HMOD		
	Power Factor		
	Power Connection Fee		
	Plug-in Fee		
	20 footer		
	40 footer		
	Total		
-12	Waterworks System Fees		
	Water Utilization Fee		
	PMRD		
	HMOD		
	Water Connection Fee		
	Total		
-13	Fuel Conveyance Fee		
-14	Ice Conveyance Fee		
-15	Water Conveyance Fee		
-16	Easement Fee		
-17	Retainer's Fee		
-99	Miscellaneous Business Income		
	<b>Total Other Business Income</b>		
	<b>Total Business Income</b>		
	<b>TOTAL SERVICE AND BUSINESS INCOME</b>		
Prepared by:			



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Republic of the Philippines  
Department of Agriculture  
Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Revised Sales on Account Report  
For the month of

Particular	Plug-In Fee	Port Facility Usage					Contact Freezer	Cold Storage	Chill Room	Forklift	Processing Buying station	Ice Sales	DELIVERY FEE	Garbage Fee	Ice Crusher Usage	OFFICE SPACE RENTAL	Misc. Rental	INSULATED VAN RENTAL	TOTAL
		Water	Waste Water	Power	Gen. Set	POWER FACTOR													
		(P)	(P)	(P)	(P)		(P)	(P)	(P)	(P)		(P)		(P)	(P)	(P)	(P)		(P)
PORT MAINTENANCE AND REFRIGERATION DIVISION																			.
TOTAL PMRD SALES	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
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Name of Client	Gatepass Sticker (P)	Berthing Fee (P)	Port Usage Fee (P)	Wharfage Fee (P)	Market/ Parking Fee (P)	Water (P)	Royalty Shedding (P)	Easement Fee (P)	Transshipment Fee (P)	Fuel Conv. Fee (P)	Entrance Fee (P)	Entrance FEE (P)	WATER CONV. FEE (P)	TOTAL (P)
HARBOR & MARKET OPERATIONS DIV.														
<b>Sub-Total</b>														

Name of Client	Water Utilization Fee	Power Utilization Fee	PDC	PPA	Gen set	Staff House Rental	Canning Factory	Lease Area Industrial land	Market Hall Rental	Market Bay Rental	Garbage Fee	Food Stall	Total
<b>Sub-Total</b>													
Total HMCO Sales													
Add: Total PMRD Sales													
<b>GRAND TOTAL</b>													

Acting Credit Officer  
 Chief Fin. & Admin Division



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
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Department of Agriculture  
Philippine Fisheries Development Authority  
**ZAMBOANGA FISH PORT COMPLEX**  
Status of Accounts Receivable  
As of

Name of Clients	Prior Year AVR		Collections Prior Yrs.		Balance		Total Prior Year Balance (5+6)	2019 Current Billings		Collections of Current Bills		Balance of Current Bills (8-9)		Total Accounts Receivable (7+10)		Collection Efficiency	
	2017 & Below	2018	2017 & Below	2018	2017 & Below	2018		2019 Current Billings	2019 Current Billings	Current Bills	Current Bills	Current Bills	Current Bills	Receivable (7+10)	Receivable	Prior Accounts	Current Accounts
Active Clients:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Sub-Total/Average (%)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>INACTIVE CLIENTS</b>																	
Sub-Total/Average (%)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Doubtful Accounts:																	
Sub-Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Allow. For Doubtful Accts.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NET AMOUNT</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prepared By:																	
Certified By:																	
Noted by:																	



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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Department of Agriculture  
Philippine Fisheries Development Authority  
**ZAMBOANGA FISH PORT COMPLEX**  
Sarangani, Zamboanga City  
Aging of Accounts Receivable  
As of



	Total Amount	Current Account		2018	2017	2016	2015 Below	REMARK
		January-July	August					
<b>ACTIVE CLIENTS</b>								
<b>TOTAL</b>	-	-	-	-	-	-	-	-
<b>IN-ACTIVE CLIENTS</b>								
<b>SUB-TOTAL</b>	-	-	-	-	-	-	-	-
<b>DOUBTFUL ACCOUNTS</b>								
<b>Sub-Total</b>	-	-	-	-	-	-	-	-
<b>Total Accounts Receivable</b>	-	-	-	-	-	-	-	-
Less: Allowance for Doubtful Accounts	-	-	-	-	-	-	-	-
<b>Net Realizable Value</b>	-	-	-	-	-	-	-	-





**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

**Schedule of Taxes, Duties & Licenses**  
Period Ended August 31, 2019

UNIT: ZAMBOANGA FISH PORT COMPLEX

Month	Particulars						Total
	BIR	EMB-DENR IX	LBP	Others			
2019							
January							-
February							-
March							-
April							-
May							-
June							-
Total	-	-	-	-	-	-	-

Prepared by:

Certified correct:

**ZFPC-SOI-02-FO61**

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

**Schedule of Income Tax Expenses**

UNIT: ZAMBOANGA FISH PORT COMPLEX

Month	Particulars						Total
	Clients						
2019							
January							-
February							-
March							-
April							-
May							-
June							-
July							-
August							-
Total	-	-	-	-	-	-	-

Prepared by:

Certified correct:

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b> <b>Standard Operational Instructions (SOI) Manual</b> <b>Administrative and Finance Services Division</b>	<b>Code :</b>	ZFPC-SOI-02
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**Philippine Fisheries Development Authority**  
**Zamboanga Fish Port Complex**

**Schedule of Other Bonuses and Allowances**  
**As of August 31, 2019**

Rice Allowance  
Other Bonuses and Allowances  
-*Social Amelioration Benefit (SAB)*  
-*Mid-Year Bonus (MYB)*

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-  
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**Breakdown of Other Maintenance and Operating Expenses**  
**As of August 31, 2019**

Anniversary Expenses  
Year-end Thanksgiving Celebration  
Medical/Laboratory Fee  
Reproduction/Developing/Xerox/Risograph  
Registration of Vehicles  
Emission Test  
Promotional Materials  
Printing of Gatepass Stickers  
ID Materials  
Gender and Development

P

\_\_\_\_\_  
-  
=====

Prepared by:

**MA. LORENA B. SALISALI**  
Acting Accountant

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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Republic of the Philippines  
Department of Agriculture  
Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Sangali, Zamboanga City

**COMPARATIVE REPORT OF COLLECTIONS**  
August 2019 vs August 2018

	August 2019	August 2018	VARIANCE INC./(DEC.)	% INC./(DEC.)
<b>CASH INCOME</b>				
<b>4 Revenue</b>				
<b>4 02 Service and Business Income</b>				
<b>4 02 01 Service Income</b>				
4 02 01 13/ Processing Fees - Filing Fees P				
4 02 01 21/ Accreditation Fees				
-01 Accreditation Fees				
-02 Permit to Conduct Business Fee				
-03 ID Issuance Fee				
<b>Total</b>				0%
4 02 01 24/ Sewerage/ Garbage Fees				
Garbage Fee				
Waste Water Treatment Fee				
<b>Total</b>				0%
4 02 01 99/ Other Service Income				
Delivery Fee				
Ice Crusher Fee				
<b>Total</b>				0%
<b>Total Service Income</b>				0%
<b>4 02 02 Business Income</b>				
<b>4 02 02 05/ Rent/Lease Income</b>				
-01 Land				
Industrial Area				
Commercial Area				
<b>Total</b>				0%
Building				
-03 Market				
Market Hall				
Market Space				
<b>Total</b>				0%
-04 Refrigeration Building				
Cold Storage/ Chillroom				
Chillroom				
<b>Total</b>				0%
-06 Other Building				
Staff House				
Restroom				
<b>Total</b>				0%
-07 Machineries and Equipment				
Contact Freezer				
Forklift				
<b>Total</b>				0%
<b>Total Rent/Lease Income</b>				0%
<b>4 02 02 08/ Road Network Fees</b>				
-01 Entrance Fee				
Entrance Fee				
Vehicle Sticker Fee				
<b>Total</b>				0%
-02 Parking Fee				
Parking Fee				
Parking Sticker Fee				
<b>Total</b>				0%
<b>Total Road Network Fees</b>				0%
<b>4 02 02 11/ Seaport System Fees</b>				
-01 Port Entry Fee				
-02 Berthing Fee				
<b>Total</b>				
-03 Vessel Repair Fee				
-04 Wharfage Fee				
<b>Total</b>				
<b>Total Seaport System Fees</b>				0%
<b>4 02 02 16/ Sales Revenue</b>				0%
<b>4 02 02 20/ Dividend Income</b>				

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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4 02 02 210 Interest Income			
4 02 02 230 Fines and Penalties-Business Income			
PMRD			
HMOD			
Total	_____	_____	
4 02 02 320 Royalty Fees			
-01 Royalty Fee	_____	_____	
4 02 02 990 Other Business Income			
Income from Market Operation			
-01 Market Fee			
-02 Unloading Fee			
-03 Transshipment Fee			
-04 Buyer/Seller Fee	_____	_____	
Total	_____	_____	
-09 Other Market Operation Fee	_____	_____	
Vendor Fee	_____	_____	
Total	_____	_____	
Other Fish Port Business Income			
-11 Power Supply System Fees			
Power Utilization Fee			
PMRD			
HMOD			
Power Connection Fee			
Plug-in Fee			
20 footer			
40 footer	_____	_____	
Total	_____	_____	
-12 Waterworks System Fees			
Water Utilization Fee			
PMRD			
HMOD			
Water Connection Fee	_____	_____	
Total	_____	_____	
-13 Fuel Conveyance Fee			
-14 Ice Conveyance Fee			
-15 Water Conveyance Fee			
-16 Easement Fee			
-17 Retainer's Fee	_____	_____	
-99 Miscellaneous Business Income			
<b>Total Other Business Income</b>	_____	_____	0%
<b>Total Business Income</b>	_____	_____	0%
<b>TOTAL CASH INCOME</b>	_____	_____	0%
<b>COLLECTION OF ACCOUNT</b>			
1 03 01 010 Accounts Receivable	_____	_____	
<b>OTHER COLLECTIONS</b>			
1 03 05 020 01 Due from Officers & Employees- Telephone			
1 03 05 020 02 Due from Officers & Employees- Wel. Assis.			
Refund of:			
1 99 01 030 Advances to Special Disbursing Officer			
1 99 01 040 Advances to Officers and Employees (Travels)			
2 05 01 030 Output Tax			
2 04 01 050 Customers' Deposits Payable			
2 05 02 990 Other Unearned Revenue/Income			
2 99 99 990 10 Bid Documents	_____	_____	
<b>TOTAL CASH COLLECTIONS</b>	_____	_____	

Prepared by:



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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<b>JOURNAL ENTRY VOUCHER</b>				
<b><u>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</u></b>				
Entity Name : ZAMBOANGA FISH PORT COMPLEX		JEV No. : _____		
Fund : _____		Date : _____		
Responsibility Center	<b>ACCOUNTING ENTRIES</b>			
	Accounts and Explanation	Account Code	P	Amount
				Debit
	<b>TOTAL</b>		-	-
Prepared by:		Certified Correct:		
Acting Accountant		OIC-AFSD		



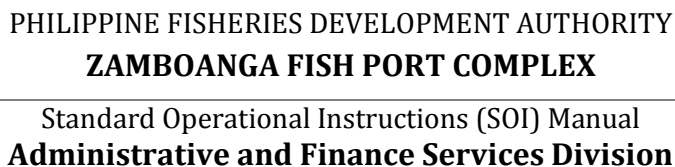












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**ZFPC-SOI-02-F070**

## GENERAL LEDGER

**Philippine Fisheries Development Authority- ZFPC**  
**Agency**

**Account Title:** \_\_\_\_\_ **Account Code:** \_\_\_\_\_

[illegible]



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
**ZAMBOANGA FISH PORT COMPLEX**  
Region IX, Zamboanga Peninsula  
Zamboanga City

#### **NOTES TO FINANCIAL STATEMENTS**

##### **1. General /Agency Profile**

1.1 The Philippine Fisheries Development Authority (PFDA), under which Zamboanga Fish Port Complex belongs, was created on August 11, 1976. It is mandated to strengthen the government's developmental thrusts in fisheries through a program that would balance production with adequate post-harvest support facilities. ZFPC, situated in a 12.5 hectare complex in Barangay Sangali, Zamboanga City, is the second fish port complex completed under the Nationwide Fishing Package I, financed by the Japanese Government through the Overseas Economic Cooperation Fund. The establishment and operationalization of the port on May 11, 1988 provided the fishing industry in Western Mindanao, particularly Zamboanga City, with much needed post-harvest facilities to systematize fish marketing and distribution.

1.2 The mission of Philippine Fisheries Development Authority is to provide services and supports the development of fishing industry through the provision of fish ports, refrigeration, processing, marketing and ancillary facilities to the fish producers, operators, traders, buyers, processors and exporters.

##### **2. Basis of Financial Statements Presentation**

2.1 The statements have been prepared in accordance with generally accepted state accounting principles and standards.

2.2 The agency started implementing the National Government Accounting System (NGAS) effective July of CY 2005 and the accounts were converted to the New Government Chart of Accounts (NGCA). The PFDA started the adoption of the Philippine Financial Reporting Standards (PFRS) and the conversion to the Revised Chart of Accounts prescribed under Commission on Audit (COA) Circular No. 2015-010 dated December 01, 2015.

##### **3. Summary of Significant Accounting Policies**

3.1 The agency uses the one fund accounting system and kept double-entry basis in conformity with generally accepted accounting principles and in accordance with pertinent laws and regulations.

3.2 Likewise, agency uses the modified accrual basis of accounting. All expenses are recognized when incurred and reported in the financial statements in the period to which they relate.

3.3 Petty Cash Fund (PCF) account is maintained under Imprest System. All replenishment is directly charge to expense account.

3.4 Acquisition of expendable and semi-expendable items are charged directly to expense account.

3.5 Prepaid Insurances for vehicles, buildings and infrastructures are recorded at Asset Method with corresponding monthly adjustment as the insurances lapses.

3.6 The Land has a total reclaimed land area of 12.5 hectares with raw land still available for lease, of which was officially turned over by DPWH on May 11, 1988 which pave the way for PFDA's formal operation.

The property, plant and equipment are recorded at acquisition or construction cost. Depreciation is computed based on Straight line method. In conformity with COA Circular No. 2004-003 dated October 4, 2004, the computation of the depreciation expense start on the following month after the purchase/completion of the PPE, irrespective of the date within the month. A residual value equivalent to 10% of the cost has been provided for every asset that is recorded for depreciation. The estimated useful lives applied for computation are also based on the circular on which it provides. Any adjustments arising from the establishment of residual value and revision of useful life has been charged to the current and subsequent month's depreciation expense of the particular asset.

3.7 For assets under construction, the account is debited only as bills are received/paid, based on the percentage of completion and/or contract.

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**4. Cash and other Cash Accounts**

This account is broken down as follows with comparative figures for 2017:

	2018	2017	Increase (Decreased)
Cash on Hand and in Banks:			
Cash-Collecting Officer			-
Cash-Disbursing Officer			-
Cash-Petty Cash Fund			-
Cash in Banks			-
Total Cash on Hand and in Banks	-	-	-

**5. Receivables (Net)**

This account is broken down as follows with comparative figures for 2017:

	2018	2017	Increase (Decreased)
<b>Receivables:</b>			
Accounts Receivable			-
Due from Officers & Employees			-
Other Receivables			-
<b>Total Receivables</b>	-	-	-
<b>Less: Allowance for Doubtful Accounts</b>			-
<b>TOTAL RECEIVABLES (net)</b>	-	-	-

**6. Investment in Stocks**

The Investment in stocks represents the 10% Preferred Stock, 200 shares holdings in Philippine Long Distance Company.

**7. Property, Plant and Equipment**

This account is broken down as follows with comparative figures for 2017:

	2018	2017	Increase (Decreased)
<b>Property, Plant and Equipment</b>			
Land Improvements			-
Electrical ,Power & Energy Structures			-
Office Buildings			-
Markets and Slaughterhouses			-
Other Structures			-
Office Equipment			-
Furnitures & Fixtures			-
IT Equipment & Software			-
Machineries			-
Communication Equipment			-
Medical, Dental and Laboratory			-
Technical & Scientific Equipment			-
Other Machineries & Equipment			-
Motor Vehicles			-
Other Property,Plant & Equipment			-
Construction in Progress			-
<b>Total Property, Plant and Equipment</b>	-	-	-
<b>Less: Accumulated Depreciation</b>			
Land Improvements			-
Electrical ,Power & Energy Structures			-
Office Buildings			-
Markets and Slaughterhouses			-
Other Structures			-
Office Equipment			-
Furnitures & Fixtures			-
IT Equipment & Software			-
Machineries			-
Communication Equipment			-
Medical, Dental and Laboratory			-
Technical & Scientific Equipment			-
Other Machineries & Equipment			-
Motor Vehicles			-
Other Property,Plant & Equipment			-
<b>Total Accumulated Depreciation</b>	-	-	-
<b>TOTAL PROPERTY,PLANT &amp; EQUIP</b>	-	-	-



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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**8. Liabilities**

This account is broken down as follows with comparative figures for 2017:

	2018	2017	Increase (Decreased)
Liabilities:			
Accounts Payable			-
Due from Officers and Employees			-
Inter-Agency Payable:			-
Due to BIR			-
Due to GSIS			-
Due to PAG-IBIG			-
Due to PHILHEALTH			-
Due to Other NGA's			-
Due to Other GOCC's			-
Intra-Agency Payable:			
Home Office Current			-
Other Liability Accounts			
Guaranty Deposits Payable			-
Performance/Bonds Payable			-
Tax Refund Payable			-
Other Payables			-
Output Tax			-
Deferred Credits to Income			-
<b>TOTAL Liabilities:</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Certified Correct by:**

**Approved by:**

**MA. LORENA B. SALISALI**  
Acting Accountant

**IGNACIO M. YAO, CPA, MAPA**  
OIC-ZFPC



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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**Republic of the Philippines**  
**Department of Agriculture**  
**Philippine Fisheries Development Authority**  
**Zamboanga Fish Port Complex**

**Statement of Management Responsibility for Financial Statements**

The Management of the **Philippine Fisheries Development Authority-Zamboanga Fish Port Complex, Sangali, Zamboanga City** is responsible for all information and representation contained in the Statement of Financial Position as of *December 31, 2018* and the related Statement of Financial Performance and Statement of Cash Flows for the period then ended. The financial statements have been prepared in conformity with generally accepted accounting principles and reflect amounts that are based on best estimates and informed judgment of management with an appropriate consideration of materiality.

In this regard, management maintains a system of accounting and reporting which provides for the necessary internal controls to ensure that transactions are properly authorized and recorded, assets are safeguarded against unauthorized use or disposition and liabilities recognized.

MA. LORENA B. SALISALI  
Acting Accountant

ATTY. GLEN A. PANGAPALAN  
General Manager, PFDA

**By:**

IGNACIO M. YAO, CPA, MAPA  
OIC-ZFPC





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**REPORT OF CHECKS ISSUED**  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**

[illegible]





PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX

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MONTHLY REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS  
Philippine Fisheries Development Authority - Zamboanga Fish Port Complex  
Agency

For the month of:

Accountable Forms		Beginning Balance		Receipt		Issuance		Ending Balance	
Name of Forms	Number	Qty.	INCLUSIVE SERIAL NOS. FROM TO	Qty.	INCLUSIVE SERIAL NOS. FROM TO	Qty.	INCLUSIVE SERIAL NOS. FROM TO	Qty.	INCLUSIVE SERIAL NOS. FROM TO
A. WITH MONEY VALUE									
Buyer & Seller Fee Ticket									
Buyer & Seller Fee Ticket									
TOLL TICKETS									
a. Pedicab									
b. 1. Light Vehicle (New)									
2. Light Vehicle (Old)									
c. 1. Medium Vehicle (New)									
2. Medium Vehicle (Old)									
d. 1. Heavy Vehicle (New)									
2. Heavy Vehicle (Old)									
e. 1. Market Fee Ticket (New)									
2. Market Fee Ticket (Old)									
f. Unloading Fee Ticket (Old)									
B. WITHOUT MONEY VALUE									
ASSESSMENT SLIP									
CASH SALES SLIP									
SERVICE INVOICE									
FISH UNLOADING & MARKET TRANSACTION REPORT (FUMTR)									
OFFICIAL RECEIPT									

CERTIFICATION:  
I hereby certify that the foregoing is a true statement of all accountable forms received, issued and transferred by me during the period above-stated and that the beginning and ending balances are correct.

Noted by:

Chief, Admin. & Fin. Division

Accountable Officer







PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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Republic of the Philippines  
Philippine Fisheries Development Authority  
ZAMBOANGA FISH PORT COMPLEX  
Sangali, Zamboanga City

**WITHHOLDING TAX OF ZFPC EMPLOYEES**  
**For the month of**

No.	NAME OF EMPLOYEES	MONTHLY RATE	PAYROLL	Night Diffi	TOTAL TAX WITHELD
1	AMAR, Willam G.				-
2	AMORES, Teresita C.				-
3	ASMAD, Alih S.				-
4	BALAJULA, Arcelita B.				-
5	BARRETO, Oscar				-
6	BENITO, Alexander I.				-
7	CABUAL, Vicente M.				-
8	CASINIO, Antonio Q.				-
9	COFINO, Mario B.				-
10	DELA CRUZ, JESUS dela I.				-
11	DELA CRUZ, Olivia dela S.				-
12	DELA ROSA, Jaime dela A.				-
13	DOLOTINA, Ma. Raymund M.				-
14	FELIX, Balti Benedik I.				-
15	FERNANDEZ, MA. Ana L.				-
16	FERNANDEZ, Roberto L.				-
17	GALVEZ, Felipe V.				-
18	GARCIA, Arnold E.				-
19	GEQUILAN, Julito S.				-
20	HARUDIN, Totoh A.				-
21	HASSIM, Mussin H.				-
22	ISIDRO, Felizardo T.				-
23	JAMA, Makin F.				-
24	LACUESTA, Ma. Christine D.				-
25	LIGATON, Tita A				-
26	MOLINA , Santiago A. Jr.				-
27	ROJAS, Marcelino I.				-
28	SABANDO, Jocelyn B.				-
29	SAKALURAN, Nasser I.				-
30	SALAZAR, Pilar R.				-
31	SALI-SALI, Ma. Lorena B.				-
32	SALVIN, Jukni				-
33	SEBASTIAN, Jose Diomedes I.				-
34	TUMBO, Ma. Gilda F.				-
35	UTTOH, Evelyn S.				-
36	UTTOH, Samsuddin C.				-
37	VILLAREAL, Orlie R.				-
38	YAO, Ignacio M.				-
	<b>TOTAL TAX WITHELD</b>	-			-

**Tota Tax to be remitted**

-

Prepared by:

Certified correct:





PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
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**ZAMBOANGA FISH PORT COMPLEX**  
**STATUS OF CY 2017 CAPITAL OUTLAY**  
**As of December 31, 2017**

Project Title	APPROVED BUDGET	UTILIZATION	BALANCE	REMARKS (Indicate whether for award of contract, project is on going w/ ____% accomplishment or just started, project completed, etc.)
TOTAL				

Prepared by:

Noted :

Budget Officer II

Officer-in-Charge





**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX  
STATUS OF FUNDS  
As of May 31, 2019**

<b>PARTICULAR</b>	<b>Prior Year Balance</b>	<b>Fund Transferred As of May 31</b>	<b>Total</b>	<b>Total Disbursement As of May 31</b>	<b>BALANCE TOTAL</b>
<b>I PERSONAL SERVICES:</b>					
Salaries					
Monetization					
P E R A					
Representation allowance					
Transportation Allowance					
Uniform Allowance(GAA)					
Uniform Allowance(ESIAs)					
Rice Allowance					
Cash Gift					
Year End Benefits					
Social Amelioration Benefit					
Mid-Year Bonus					
Loyalty/Longevity Pay					
Performance Based Bonus(CY2016)					
Productivity Enhancement Incentive					
Nighshift Differential Pay					
Collective Negotiation Agreement Incentive					
Fish Subsidy					
Life & Retirement Premium					
Pag-Ibig Contribution					
Philhealth Contribution					
ECC Contribution					
Personnel Dev't. Award					
Terminal Leave Pay					
Death Benefit					
<b>II MAINT.&amp; OTHER EXPENSES</b>					
Traveling Expenses					
Training and Scholarship Expenses					
Supplies & Materials Expenses					
Utility Expenses					
Communication Expenses					
Professional Services					
General Services					
Repairs and Maintenance					
Taxes, Insurance Premiums & Other Fees					
Other Maintenance & Operating Expenses					
<b>TOTAL CURRENT EXPENSES</b>	-	-	-	-	-
<b>III TOTAL CAPITAL/EQUIPT. OUTLAY</b>					
	-	-	-	-	-

**Prepared by:**

**MA. ANA L. FERNANDEZ  
Budget Officer II**

**Certified By:**

**IGNACIO M. YAO, CPA MAPA  
Officer-in-Charge**

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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**UNIT** ZAMBOANGA FISH PORT COMPLEX  
**SUBJECT** Breakdown of Other Expenses  
**Period** As of May 31, 2019

D E T A I L S	DISBURSEMENT As of May 31
<b>SUPPLIES AND MATERIALS</b>	
Office Supplies Expenses	
Accountable Forms Expenses	
Gasoline, Oil & Lubricants	
Other Supplies Expenses	
Other Supplies Expenses- others	
Semi-Expendable Expenses	
Communication Equipment	
IT Equipment & Software	
<b>UTILITY EXPENSES</b>	
Power Expenses	
<b>COMMUNICATION EXPENSES</b>	
Postage and Deliveries	
Telephone Expenses-Landline	
Telephone Expenses-Mobile	
Internet Services	
<b>PROFESSIONAL SERVICES</b>	
Legal Services	
Auditing Services	
Other Professional Services ( Job Order)	
<b>GENERAL SERVICES</b>	
Environmental/Sanitary Services	
Janitorial Services	
Security Services	
Other General Services(Laborer's Fee, Driver's Fee ect.)	
<b>REPAIRS AND MAINTENANCE</b>	
Land Improvements	
Reservoir, Pumping Station & Conduits	
Water Supply System	
Power Supply System - Electrification	
Building	
Market	
Machineries and Equipment	
Repairs and Maintenance - Machineries	
Office Equipment	
IT Equipment & Software	
Repairs and Maintenance - Technical & Scientific Equipment	
Electrical Equipment- Transmission Lines	
Other Machineries & Equipment	
Transportation & Equipment	
Repairs and Maintenance - Motor Vehicles	
Furniture and Fixtures	
Other Property, Plant and Equipment	
Repairs and Maintenance - Other Prop., Plant & Equipment	
<b>TAXES, INSURANCE PREM. &amp; OTHER FEES</b>	
Duties - Discharge Permit	
Renewal of VAT Registration/Penalty on printing of service invoice	
Fidelity Bond Premiums	
Insurance Expenses	
Motor Vehicles	
Bldg., Facilities & Equipment	
Other Fees	
<b>OTHER MAINT. &amp; OPERATING EXPENSES</b>	
Representation Expenses	
Port Manager's Expenses	
Visitors/Guest Expenses(Hotel Accomodation)	
Transportation and Delivery Expenses	
<b>Other Maintenance and Operating Expenses</b>	
Anniversary Expenses	
Year End Thanksgiving Celebration	
Workshop/Seminars/Meetings	
Medical /Laboratory Fee	
Reproduction/Developing	
Registration of Vehicles	
Emmision Test	
Port Maint/HCCP/GMP/SSOP	
Promotional Activities	
Printing of gate pass sticker/Inventory Sticker	
Materials for permit to work/accreditation ID	
Gender and Development	
Fabrication of Keys	
Retirees and Service Awardees Token	



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

Standard Operational Instructions (SOI) Manual  
**Administrative and Finance Services Division**

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ZFPC-SOI-02-F084

ZAMBOANGA FISH PORT COMPLEX  
 Status of Equipment Outlay  
 CY 2019

Equipment Item	Quantity Purchased	Unit Price	Total Cost (Gross Amount)	Total Cost as Recorded in the Balance Sheet	Remarks (State whether for canvass, paid, accts. Payable, or included in the List of Budget Utilization Not Yet Due & Demandable)

Prepared by:

Certified Correct::

**MA. ANA L. FERNANDEZ**  
 Budget Officer II

**IGNACIO M. YAO**  
 Chief, Fin. & Admin. Div.



**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
ZAMBOANGA FISH PORT COMPLEX**

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**ZFPC-SOI-02-F085**

**UNIT** ZAMBOANGA FISH PORT COMPLEX  
**SUBJECT** 4th Quarter  
**MONTH** Oct, Nov, Dec, 2019

PARTICULAR	No. of Personnel	M O N T H S			
		Oct	Nov	Dec	TOTAL
<b>I PERSONAL SERVICES:</b>		-	-	-	-
Salaries					-
Monetization					-
P E R A					-
Representation Allowance					-
Transportation Allowance					-
Uniform Allowance(GAA)					-
Productivity Enhancement Incentive					-
Rice Allowance					-
Social Amelioration Benefit					-
Overtime Pay					-
Performance Based Bonus					-
Nightshift Differential Pay					-
Mid Year Bonus					-
Cash Gift					-
Year End Bonus					-
Life & Retirement Premium					-
Pag-Ibig Contribution					-
Philhealth Premium					-
ECC					-
Terminal Leave Benefits					-
<b>II MAINTENANCE &amp; OTHER EXPENSES</b>		-	-	-	-
Traveling Expenses					-
Trainings & Scholarship Expenses					-
Supplies & Materials Expenses					-
Utility Expenses- Electricity					-
Communication Expenses					-
Professional Services					-
General Services					-
Repairs & Maintenance					-
Taxes, Insurance Premiums & Other Fees					-
Representation Expense					-
Other Maintenance & Operating Expenses					-
<b>TOTAL CURRENT OPERATING EXP.</b>		-	-	-	-

**Prepared by:**

**MA. ANA L. FERNANDEZ**  
Budget Officer II

**Certified By:**

**IGNACIO M. YAO, CPA MAPA**  
Officer-in-Charge



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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ZFPC-SOI-02-F086

ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET  
FY 2019

Organization: Zamboanga Fish Port Complex  
Total GAD Budget P100,000

1 Gender Issue /GAD Mandate	2 Cause of Gender Issue	3 GAD Result Statement /GAD Objective	4 Relevant Organization MFO/PAP or PPA	5 GAD Activity	6 Performance Indicators /Targets	7 GAD Budget	8 Source of Budget	9 Responsible Unit/Office
Client-Focused								
Organization Focused								

TOTAL GAD BUDGET

Approved by :

Prepared by:

IGNACIO M. YAO  
Officer-in-Charge

MA. ANA L. FERNANDEZ  
Budget Officer II





	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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**ZFPC-SOI-02-F088**



Republic of the Philippines  
 DEPARTMENT OF AGRICULTURE  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
 ZAMBOANGA FISH PORT COMPLEX  
 Bgy. Sangali, Zamboanga City Tel. No. (062) 955-0750  
 TIN: 000 – 803 – 752 - 009

Date:

Name of the Company

Sir/Madam

Please be informed that effective April 01, 2019 (anniversary date), we are escalating monthly Lease Area Rental by FIVE PERCENT (5%) INCLUSIVE Vat as provided for in Section II, paragraph II of our lease contract. Your monthly will be as follows.

LEASE AREA	SQUARE METER	MONTHLY RATE	ADD 5%	TOTAL	VAT @ 12%	TOTAL MONTHLY PAYMENT
<b>TOTAL</b>						

Thank you for your continuous support and usual understanding.

Very truly yours,

IGNACIO M. YAO CPA, MAPA  
 Officer-In-Charge, ZFPC



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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**ZFPC-SOI-02-F089**

Philippine Fisheries Development Authority  
ZAMBANGA FISH PORT COMPLEX

FUEL CONSUMPTION FOR THE MONTH OF \_\_\_\_\_ with (ADJUSTED PRICE)

Vehicle & Plate Number -

DATE	Invoice Number	Discription	Number of liters /qrts requested		INVOICE PRICE/LITER	ADJUSTED PRICE/LITER	Total Price per invoice
TOTAL per Vehicle			ltrs.				

Vehicle & Plate Number -

DATE	Invoice Number	Discription	Number of liters /qrts requested		INVOICE PRICE/LITER	ADJUSTED PRICE/LITER	Total Price per invoice
TOTAL per Vehicle			ltrs.				

**GRAND TOTAL**

Total billing as per statement of account -

Conorme:

\_\_\_\_\_  
SUPPLIER

Prepared by:

\_\_\_\_\_



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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Republic of the Philippines  
 Department of Agriculture  
 PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**Zamboanga Fish Port Complex**  
 Brgy. Sangali, Zamboanga City  
 TIN : 000-803-752-009

ZFPC-SOI-02-F 091

## PTCB FORM

Permit To Conduct Business

Date :

Form No :

### PERSONAL INFORMATION

ID Number :

First Name :

Middle Name :

Last Name :

Citizenship :

Birthdate :

TIN Number :

Address :

**SANGALI, ZAMBOANGA CITY**

Contact Number :

Email Address :

### Contact person in case of emergency :

Name :

Address :

Contact Number : -

Accreditation No	Business / Personnel Name	Client Group	Fee
------------------	---------------------------	--------------	-----

Accreditation No	Plate Number	Vehicle Type	Fee
------------------	--------------	--------------	-----

Accreditation No	Vessel Name	Vessel Type	GRT	Fee
------------------	-------------	-------------	-----	-----

*To be Filled-Up by the Cashier*

Date : \_\_\_\_\_

OR No. : \_\_\_\_\_

\_\_\_\_\_  
Cashier / Collecting Officer

### Assessment

PERMIT TO CONDUCT  
BUSINESS

ID ISSUANCE FEE

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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Republic of the Philippines  
 Department of Agriculture  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
**Zamboanga Fish Port Complex**  
 Brgy. Sangali, Zamboanga City  
 TIN : 000-803-752-009

ZFPC-SOI-02-F 092

Date :

<b>APPLICATION FORM</b> <b>ACCREDITATION</b>		<b>Form No :</b>
		<b>Accreditation No :</b>
<b>PERSONAL INFORMATION</b>		
ID Number :		
First Name :	Middle Name :	Last Name :
Citizenship :	Birthdate :	TIN Number :
Address : <b>SANGALI, ZAMBOANGA CITY</b>		
Contact Number :	Email Address :	
<b>Contact person in case of emergency ;</b>		
Name :		
Address :		
Contact Number :		
<b>BUSINESS INFORMATION</b>		
Client Group :	Class :	
Company Name :	TIN Number :	
Company Address : <b>ZAMBOANGA FISH PORT COMPLEX, SANGALI, ZAMBOANGA CITY</b>		
<b>VEHICLES</b>		
Plate Number	Class	Amount
<b>ASSESSMENT OF FEES</b>		
ACCREDITATION FEE		₱ :
<b>TOTAL</b>		₱

I here by affirm to the truthfulness of the foregoing information and further agree to follow all port rules and regulations. I understand that any misinformation herein and any violation of port rules and may be a ground for disapproval of this application and / or revocation of the Certificate of Accreditation and Permit that may be granted by the PFDA.

*To be Filled-Up by the Cashier*

Date : \_\_\_\_\_  
 OR No. : \_\_\_\_\_

\_\_\_\_\_  
 Applicant Name

\_\_\_\_\_  
 Evaluator

\_\_\_\_\_  
 Cashier / Collecting Officer



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
**Zamboanga Fish Port Complex**  
Brgy. Sangali, Zamboanga City  
TIN : 000-803-752-009

This certifies that

## BASILAN FISHERFOLKS AND FARMERS MPC

*PLANT MANAGER*  
SAMAL VILLAGE, MALUSO, BASILAN

is a business registered in this office pursuant to the provision of Section I of Philippine Fish Market Authority (PFMA) Board Resolution No. 5 dated February 27, 1979 and in compliance with the applicable rules and regulations prescribed by the  
**Philippine Fisheries Development Authority**

This certificate issued to

**BENZAR Y. ASULA**

is subject to continuing compliance with the above mentioned law of the agency unless voluntarily cancelled.

In testimony whereof, I hereby sign this

## CERTIFICATE OF ACCREDITATION

and issue the same on January 10, 2019, in Brgy. Sangali, Zamboanga City

  
**IGNACIO M YAO**  
Port Manager

**Z-CoA-B-19-0009**

	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code</b> :	ZFPC-SOI-02
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ZFPC-SOI-02-F 094



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
**Zamboanga Fish Port Complex**  
Brgy. Sangali, Zamboanga City  
TIN : 000-803-752-009

This certifies that

## **BASILAN FISHERFOLKS AND FARMERS MPC**

*SAMAL VILLAGE, MALUSO, BASILAN*

is a business registered in this office pursuant to the provision of Section I of Philippine Fish Market Authority (PFMA) Board Resolution No. 5 dated February 27, 1979 and in compliance with the applicable rules and regulations prescribed by the  
**Philippine Fisheries Development Authority**

This certificate issued to

**BENZAR Y. ASULA**

is subject to continuing compliance with the above mentioned law of the agency unless voluntarily cancelled.

In testimony whereof, I hereby sign this

## **PERMIT TO CONDUCT BUSINESS**

and issue the same on January 10, 2019, in **Brgy. Sangali, Zamboanga City**

  
**IGNACIO M YAO**  
Port Manager

**Z-PTCB-B-19-0012**



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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ZFPC-SOI-02-F095

SCHEDULE OF ACTUAL ACCOUNTS PAYABLE			
As of September 30, 2019			
Personnal Services		P	-
MOOE		P	-
Total		P	-



	<b>PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY</b> <b>ZAMBOANGA FISH PORT COMPLEX</b>	<b>Code :</b>	ZFPC-SOI-02
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**ZFPC-SOI-02-F96**

**PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY**  
**PERFORMANCE EVALUATION REPORT (NON-ORGANIC PERSONNEL)**

Ratee's Name  
Unit/Dept.

Designation  
Rating Period

	WEIGHTS	Rating	WEIGHTED SCORE
<b>A. PERFORMANCE APPRAISAL (50%)</b>			
1 Quality of Work	20%		
2 Productivity and Efficiency	20%		
3 Job Knowledge and Skills	12%		
4 Creativity, Initiative and Resourcefulness	8%		
<b>B. BEHAVIORAL APPRAISAL (30%)</b>	8%		
1 Courtesy and Human Relations	7%		
2 Cooperation	5%		
3 Self-Discipline, Work Ethics and Responsibility	5%		
4 Dependability and Reliability	5%		
5 Orderliness in the Work Area			
<b>C. COMPLIANCE WITH ADMIN. REQUIRE</b>			
1 Punctuality and Attendance	5%		
2 House Rules and Other Office Regulations	3%		
3 Dress Code/Grooming	2%		

**RATING SCALE/Description:**

- |                      |  |
|----------------------|--|
| 1. Poor              | Performance/output is below level of acceptability   |
| 2. Unsatisfactory    | Performance/output is inadequate/of substandard quality, unable to fulfill responsibilities  |
| 3. Satisfactory      | Performance/output is acceptable and results are fully achieved  |
| 4. Very Satisfactory | Performance/output is often exceeds average standard of expectation  |
| 5. Outstanding       | Performance/output consistently exceeds average standard of expectation; ratee demonstrates willingness and capability to assume additional responsibilities |

**DESCRIPTION OF RATEE'S BASIC FUNCTIONS/RESPONSIBILITIES AND OUTPUTS:**

_____	
_____	
_____	
Rater/Signature: _____	Postion: _____
Recommendations: _____	_____
_____	
Ratee/Signature; _____	Date: _____
Comments: _____	_____
_____	
Unit Head/Manager: _____	Date: _____
Comments: _____	_____
_____	



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
**ZAMBOANGA FISH PORT COMPLEX**

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PFDA – PSB FORM 4

ZFPC-SOI-02-F097

COMPARATIVE ASSESSMENT FORM			Position Title:						
			Item No.		Salary Grade:		Position Level:		
			Unit/Department – Division:						
NAMES OF CANDIDATES	Present Salary Grade	Civil Service Eligibility	EVALUATION RATINGS					Final Rating	Remarks
			Performance	Education & Training	Experience	PCP Traits	Potential		

The PFDA Personnel Selection Board (PSB) hereby attests to the results of the screening and evaluation made per the deliberations held on \_\_\_\_\_.

1 <sup>st</sup> Level Representative/Alternate	2 <sup>nd</sup> Level Representative/Alternate	CECILE B. PANALIGAN Chief, Human Resources Division	Noted:  EDUARDO M. CHU General Manager
Unit Head/Department Manager	MARIETTA N. ALBANO Manager, Admin. Services Dept.	CLARO V. MARANAN Asst. General Manager and Chair, PSB	



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY  
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ZFPC-SOI-02-F098

Competency Rating Legend			COMPETENCY EVALUATION SUMMARY														Leadership Competencies				
			Core Competencies																		
	UNIT	UNIT HEAD	Results and Action Orientation	Meticulousness and Attention to Detail	Teamwork	Organizational Awareness	Customer Focus	Flexibility	Embracing Change	Accountability	Commitment to Ethical Work Values	Professional Demeanor	Ability to Learn	Initiative	Risk Management	Resource Management	Strategic Management	Performance Management	Managing Staff Development		
AFSD		Zamboanga Fish Port Complex																			
		1 YAO, IGNACIO M.																			
		2 AMORES, TERESITA A.																			
		3 BALAJULA, ARCELITA B.																			
		4 CRUZ, OLIVIA DELA S.																			
		5 FERNANDEZ, MA. ANA L.																			
		6 LACUESTA, MA. CHRISTINE D.																			
		7 LIGATON, TITA A.																			
		8 ROJAS, MARCELINO I.																			
		9 SABANDO, JOCELYN B.																			
		10 SALAZAR, PIJAR R.																			
		11 SALISALI, MA. LORENA B.																			
		12 SALVIN, JUKINI A.																			
		13 TUMBO, MA. GILDA F.																			
	14 UTTOH, EVELYN S.																				
HMDD		15 CABUAL, VICENTE M.																			
		16 FELIX, BALTI BENEDIK I.																			
		17 GALVEZ, FELIPE JR. V.																			
		18 GARCIA, ARNOLD E.																			
		19 JAMIA, MAKIN F.																			
		20 SAKALURAN, NASSER L.																			
		21 SAMSAMI, UTTOH I.																			
		22 UTTOH, SAMSUDDIN C.																			
		23 FERNANDEZ, ROBERTO L.																			
		24 AMAR, WILLIAM G.																			
		25 ASMAD, ALIH S.																			
		26 BARRETTO, OSCAR V.																			
		27 BENITO, ALEXANDER I.																			
		28 CASINO, ANTONIO Q.																			
	29 COFINO, MARIO B.																				
PNRD		30 CRUZ, JESUS DELA I.																			
		31 DOLOTINA, MA. RAYMUND M.																			
		32 GEQUILAN, JULITO S.																			
		33 HARUDDIN, TOTOH A.																			
		34 HASSIM MUSIN H.																			
		35 SIDRO, FELIZARDO SR. T.																			
		36 MOLINA, SANTIAGO JR. A.																			
		37 ROSA JAIME DELA A.																			
		38 SEBASTIAN JOSE DIOMIDES V.																			
		39 VILLAREAL, ORLIE R.																			



