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
 - o staffing review/audit and organizational diagnosis
- Procurement and Property Management
 - procurement planning
 - o 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



- 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.



- 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 be 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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- 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.



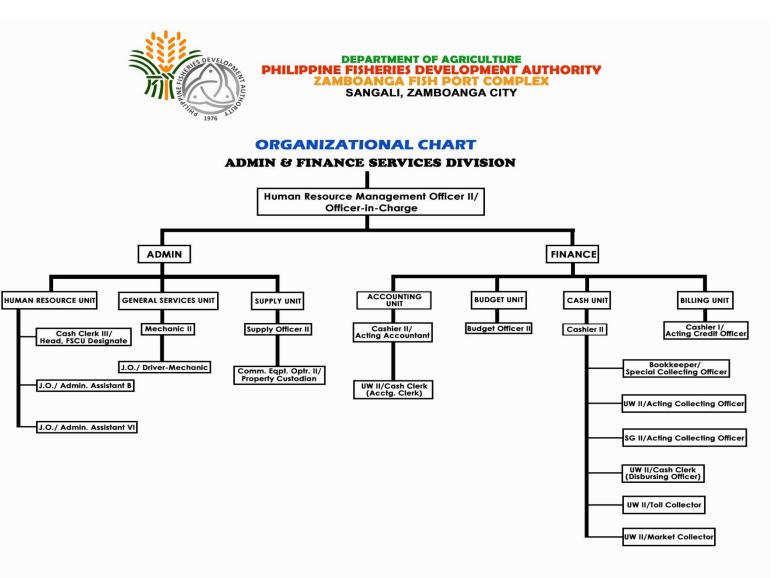
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- 9. Cash Clerk (Accounting Clerk) records & check documents per voucher & purchase order received from different unit and index the transaction and prepares monthly remittance to BIR
- 10. Cashier II receives collections from customers and sub-collecting 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.



- 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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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.



- 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



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/0.P.



- 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



- 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



- 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



- 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



- 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



- 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



- 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)



- 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.



- 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.



- 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 pickup 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 issucance 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



- 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.



- 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)



- 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 memorequest 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

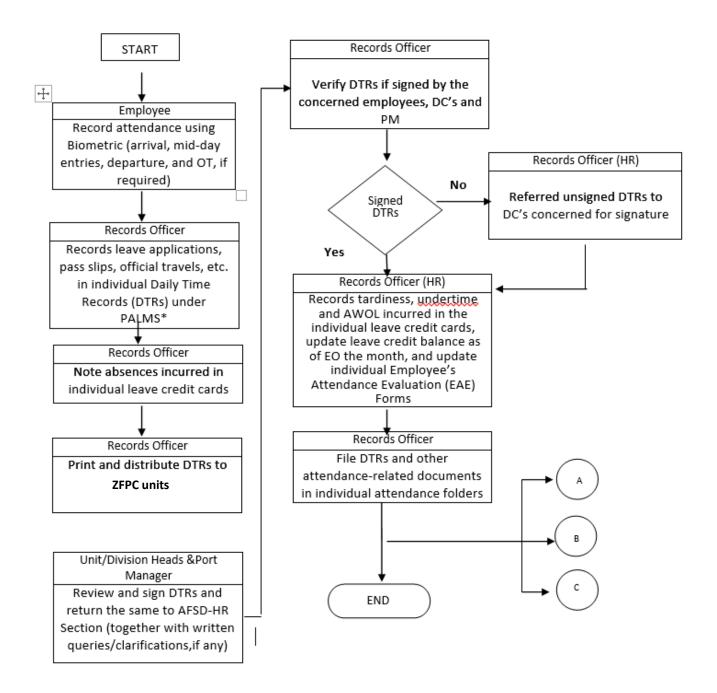


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- 13.2 The emoticons have two features of the face, the happy face for satisfied customer and sad face for not satisfied customer.
- 13.3 The emoticons at the Admin. Bldg. are located at the Cashier's window and at the ID processor AFSD staff's table, 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



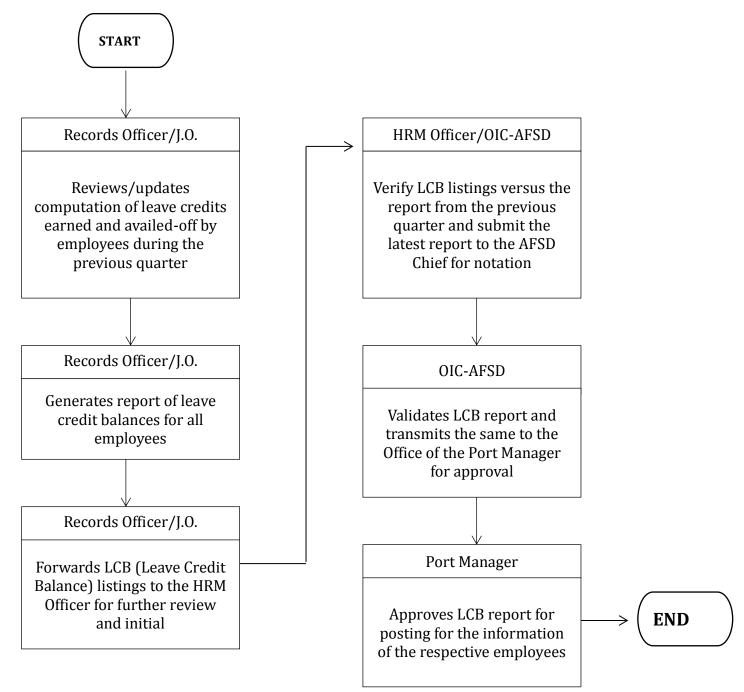
ATTENDANCE MONITORING AND LEAVE ADMINISTRATION

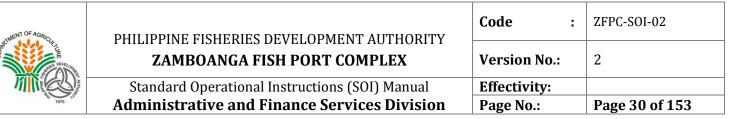




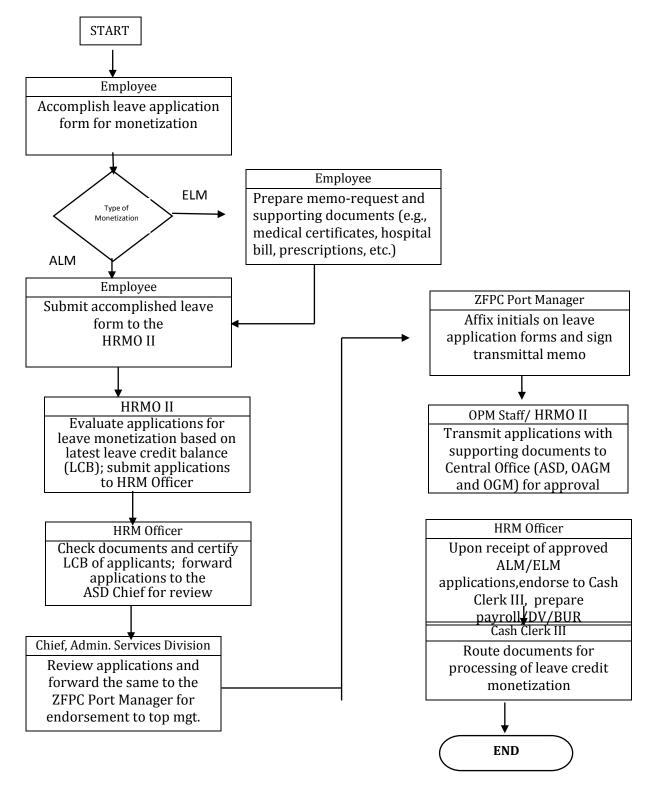
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PREPARATION AND ISSUANCE OF QUARTERLYLEAVE CREDIT BALANCE REPORT





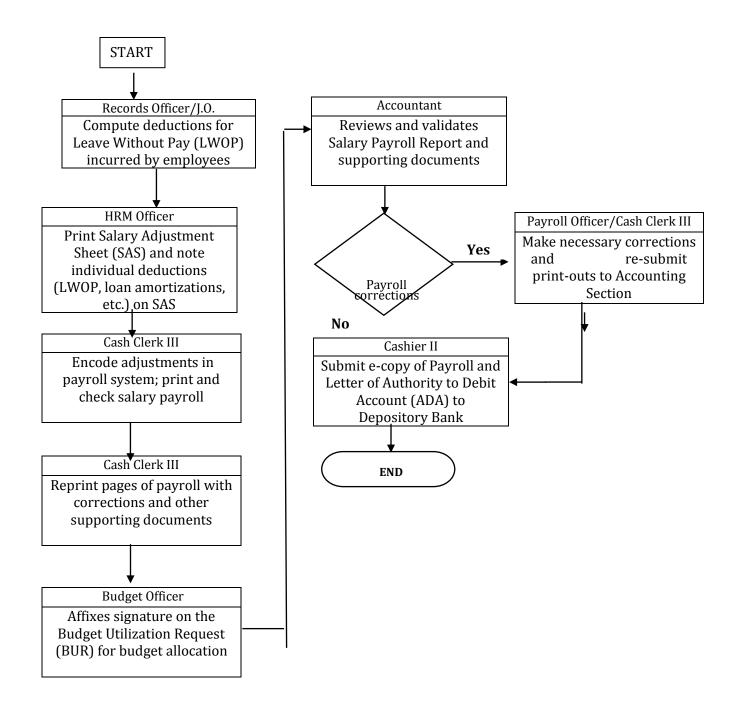
LEAVE CREDIT MONETIZATION



SALARY PAYROLL PREPARATION AND PROCESSING

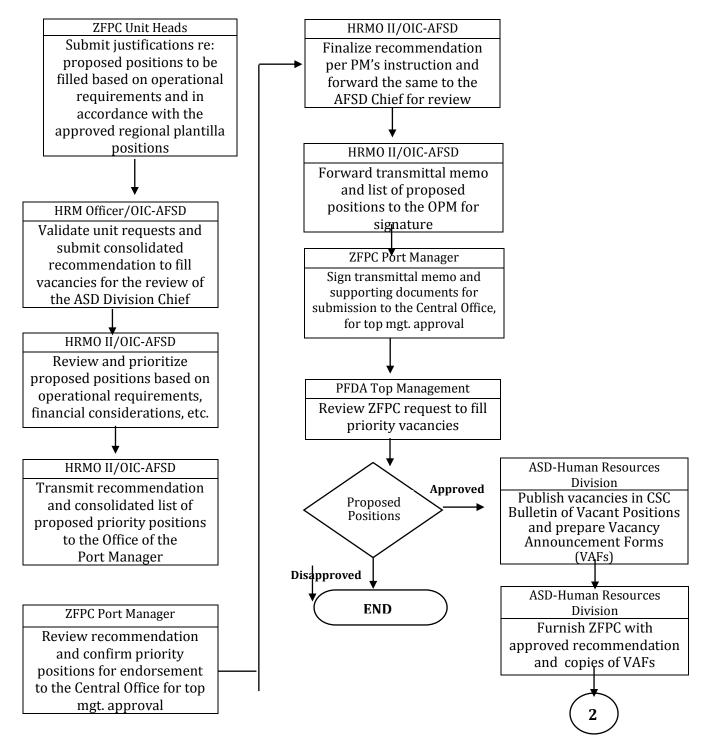


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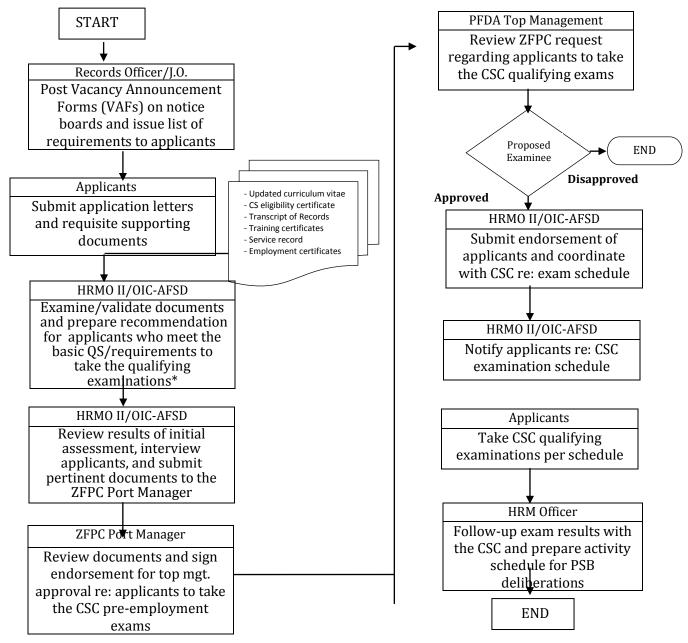
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RECRUITMENT, PLACEMENT AND PROMOTION Part 1: Submission of Proposed Positions



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RECRUITMENT, PLACEMENT AND PROMOTION Part 2: Screening and Preliminary Evaluation of Applicants

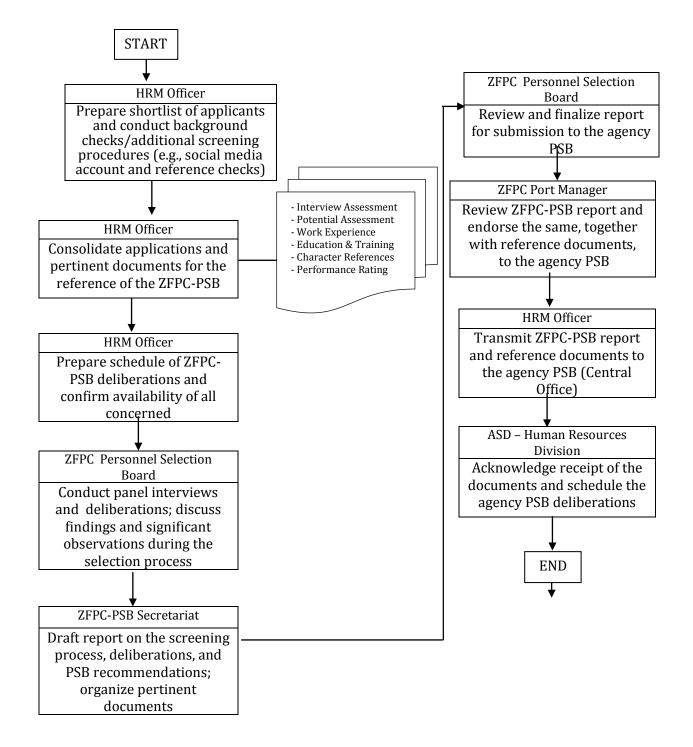


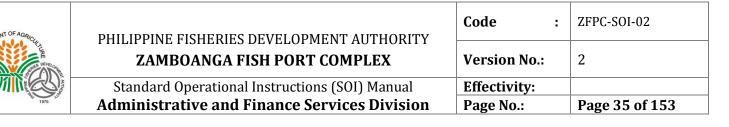
* Pre-employment Test (PET), Promotional Test (PT), and Ethics-Oriented Personality Test (EOPT) as provided in CSC Memorandum Circular No. 6 (s. 2017), as well as other aptitude tests and practical examinations that may be administered by the HR unit and the units concerned.



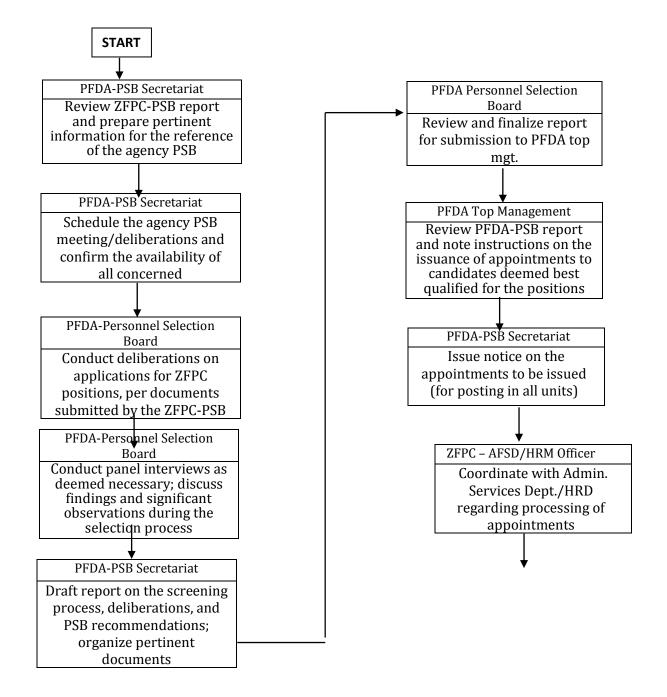
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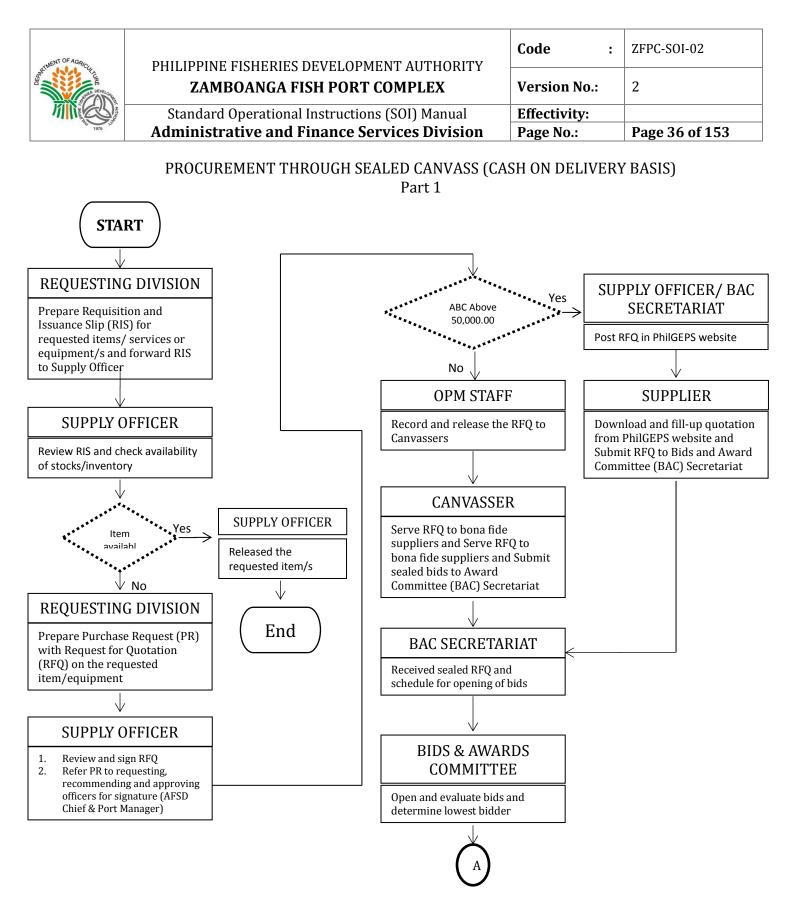
RECRUITMENT, PLACEMENT AND PROMOTION Part 3: Conduct of ZFPC - Personnel Selection Board (PSB) Deliberations

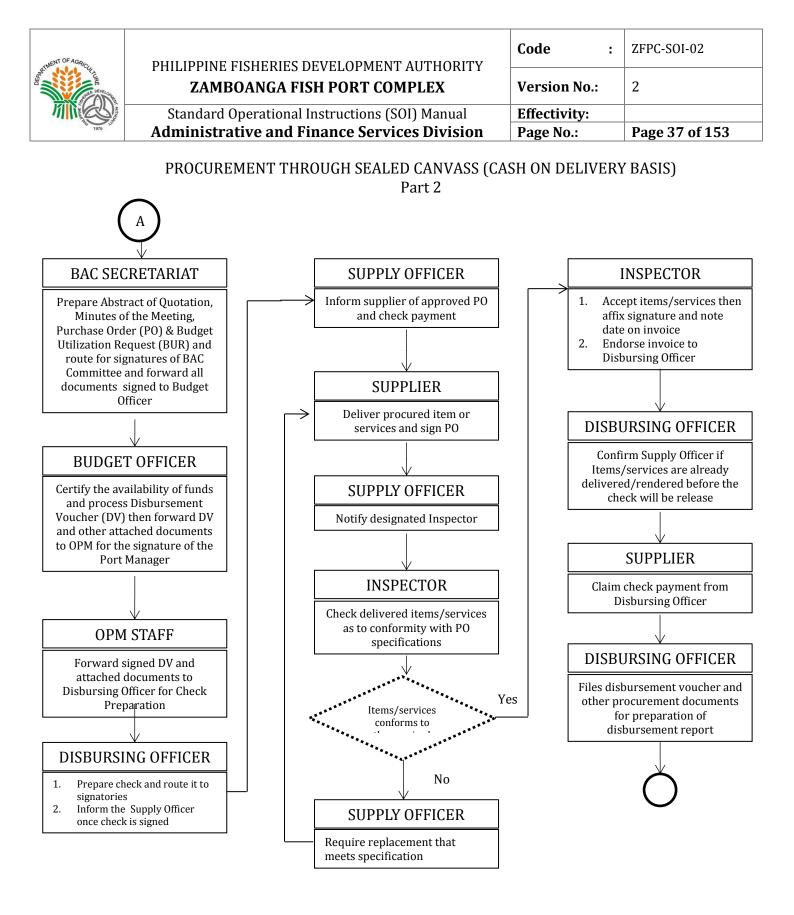


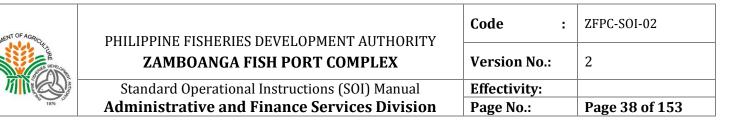


RECRUITMENT, PLACEMENT AND PROMOTION Part 4: Conduct of PFDA - Personnel Selection Board (PSB) Deliberations







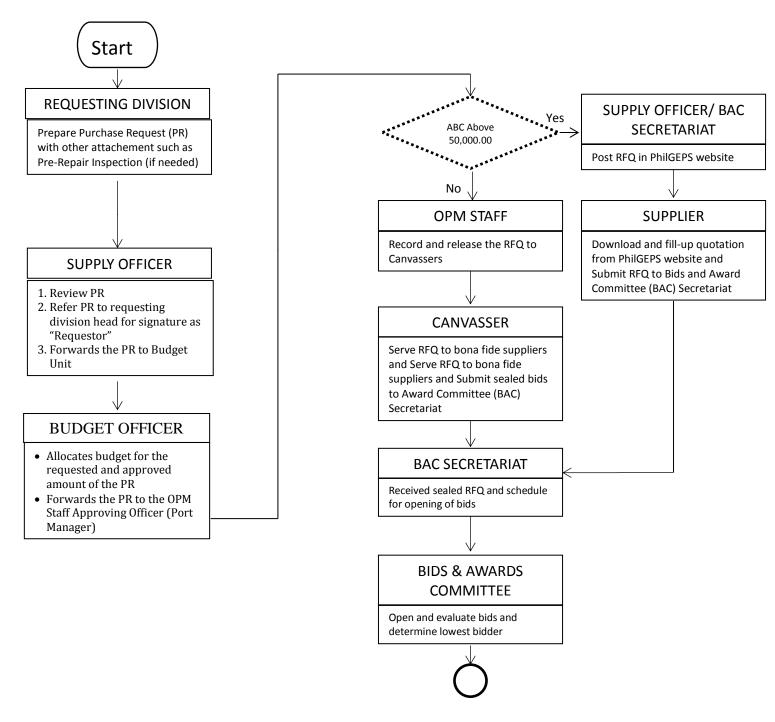


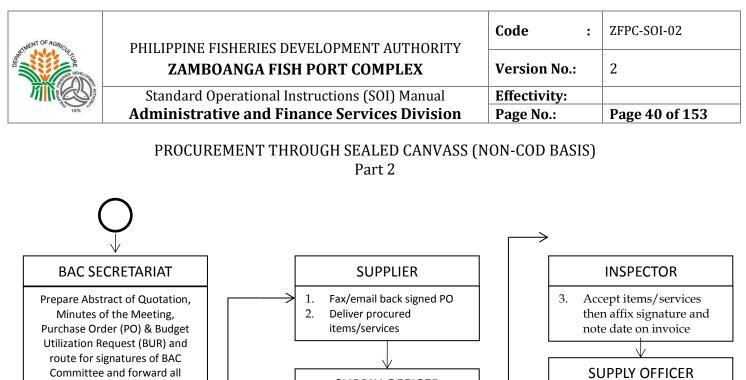
PROCUREMENT THROUGH SEALED CANVASS (CASH ON DELIVERY BASIS) Part 3

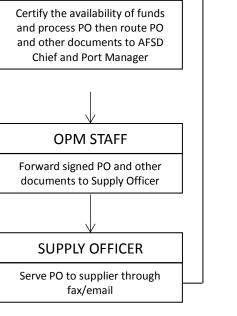


PROCUREMENT THROUGH SEALED CANVASS (NON-COD BASIS)

Part 1

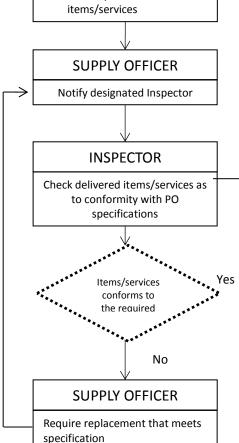


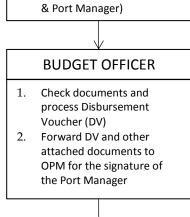




documents signed to Budget Officer

BUDGET OFFICER





Prepare Inspection and

Acceptance Report (IAR) and Requisition and Issuance Report (RIS)

Route IAR and RIS (with

signatories (Inspector,

supporting documents) to

Requesting Unit, AFSD Chief

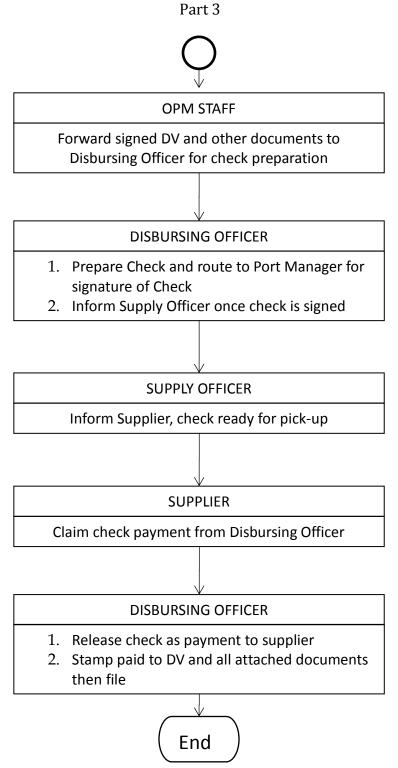
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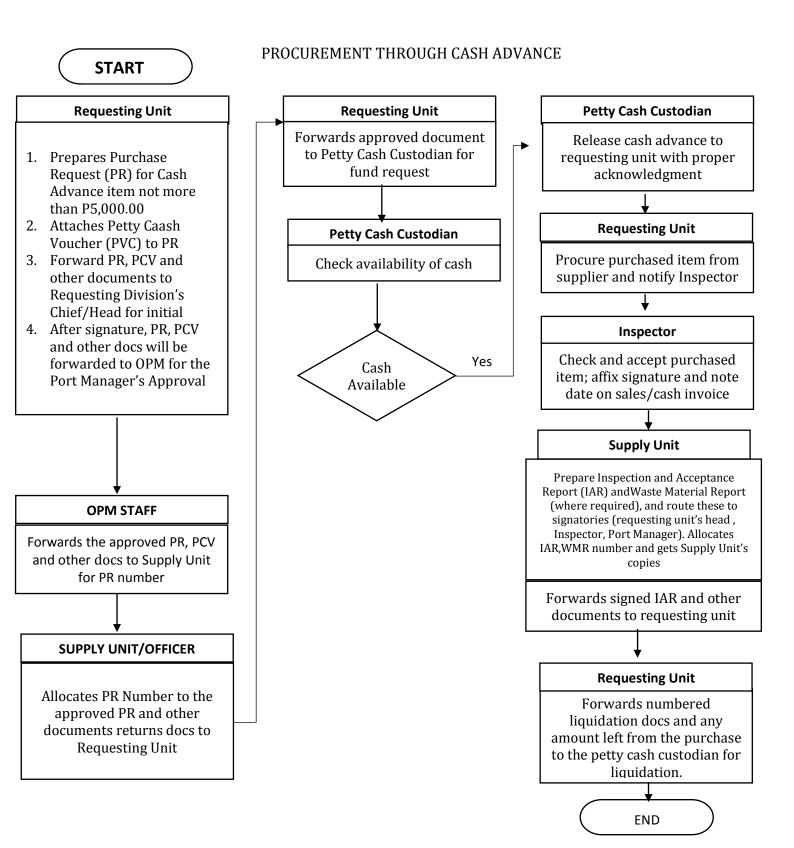


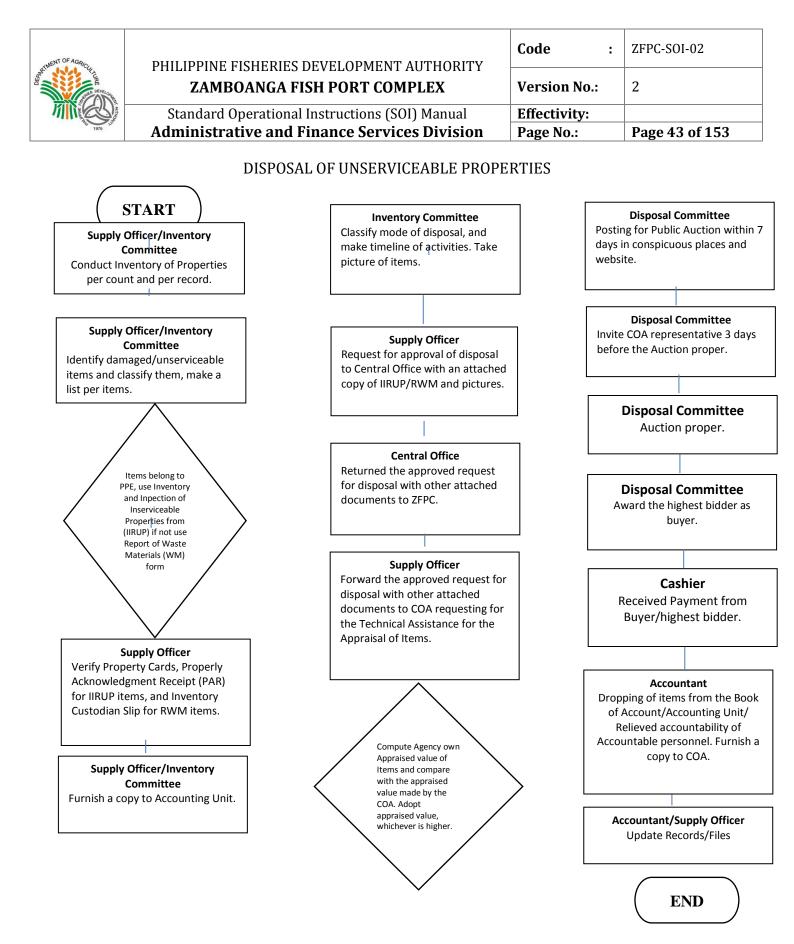
WENT OF AGRIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY		ZFPC-SOI-02
DEPARTURE OF	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
	Standard Operational Instructions (SOI) Manual	Effectivity:	
19/6	Administrative and Finance Services Division	Page No.:	Page 41 of 153

PROCUREMENT THROUGH SEALED CANVASS (NON-COD BASIS)



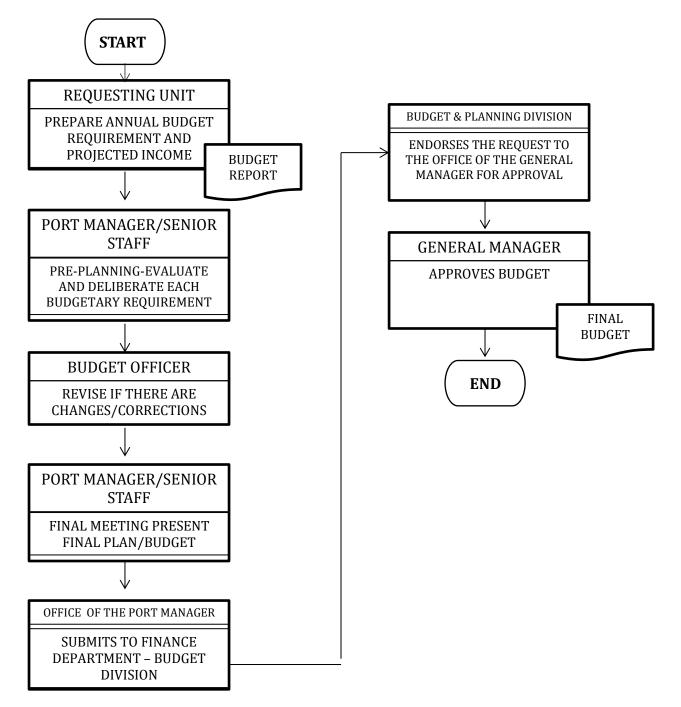






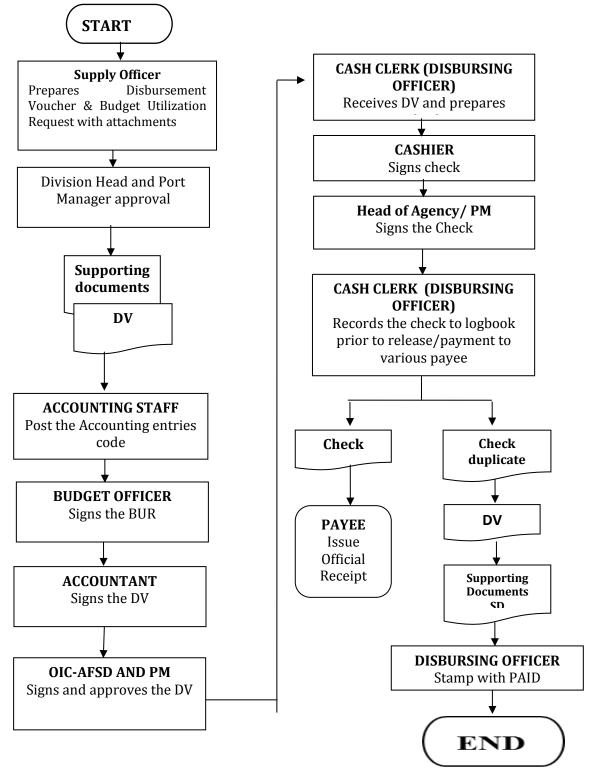


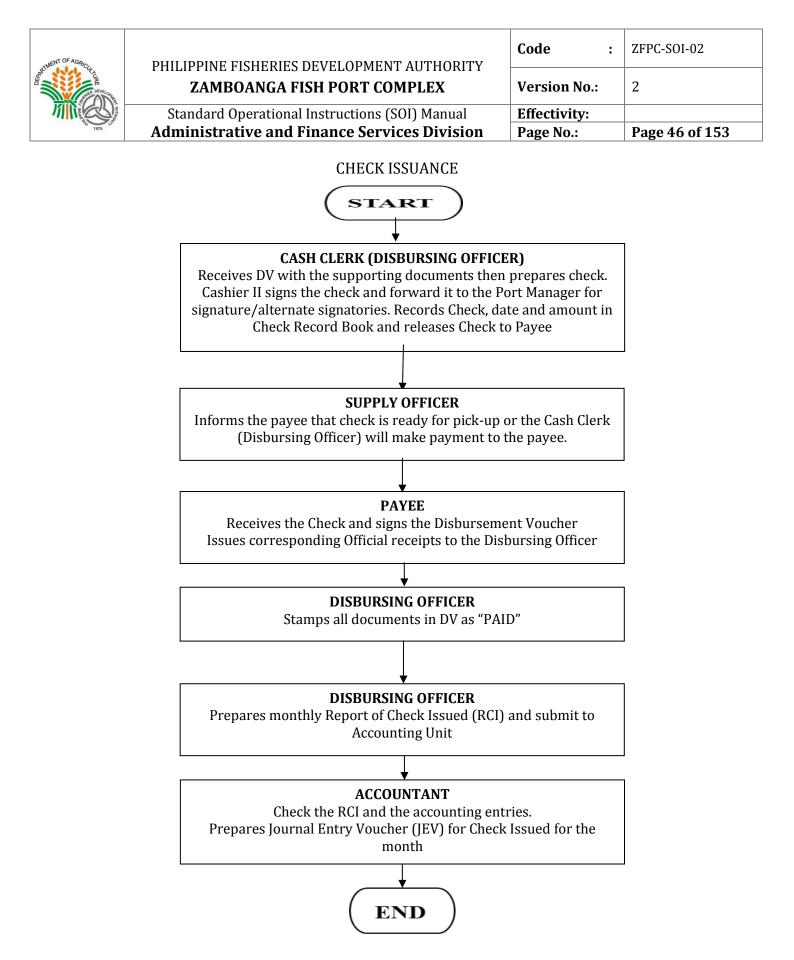
BUDGET PREPARATION





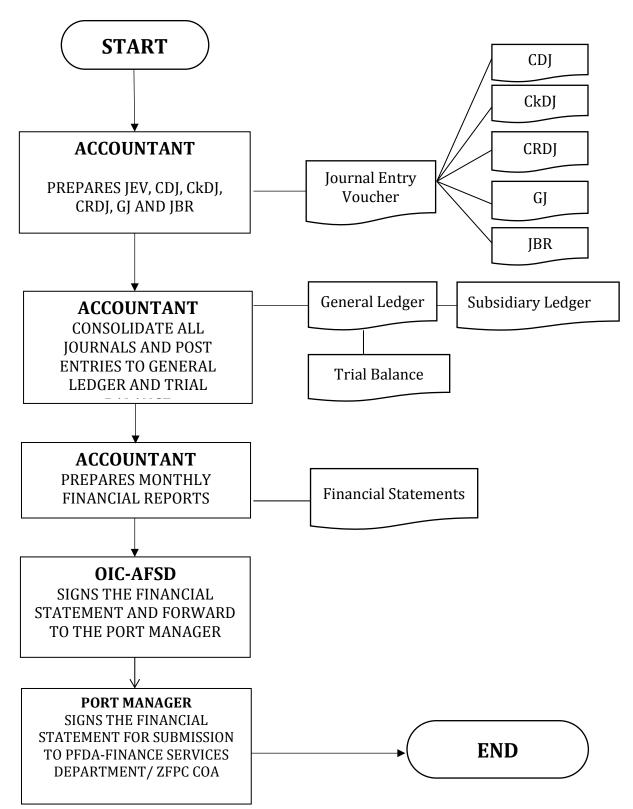
DETAILED PROCEDURES FOR DISBURSEMENTS & EXPENDITURES PROCESS

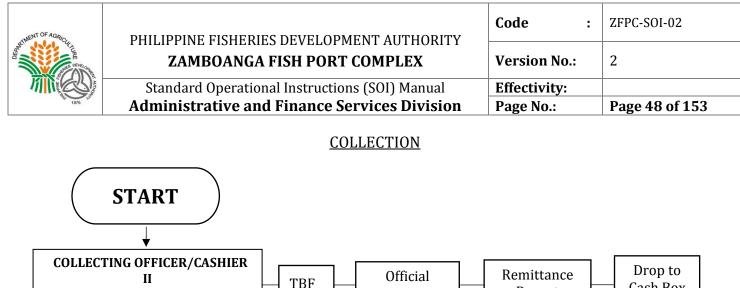


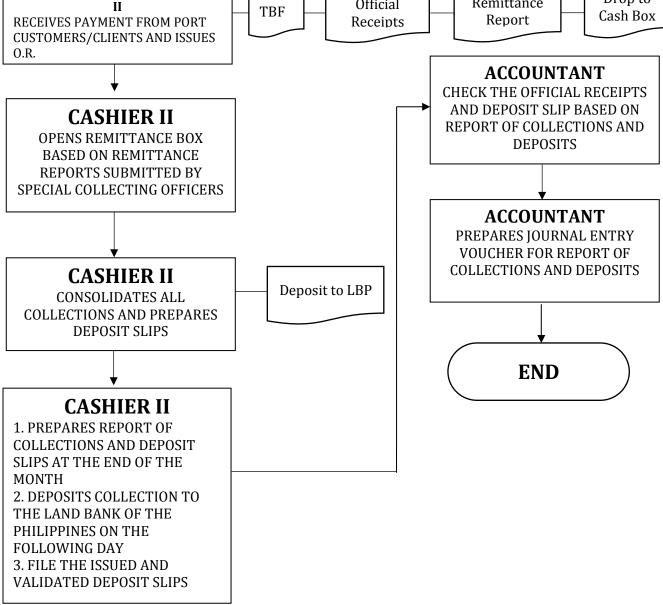


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DEVELOPMENT OF THE OFFICE OFFI		Version No.:	2
	Standard Operational Instructions (SOI) Manual	Effectivity:	
76 by 1976	Administrative and Finance Services Division	Page No.:	Page 47 of 153

FINANCIAL STATEMENT PREPARATION

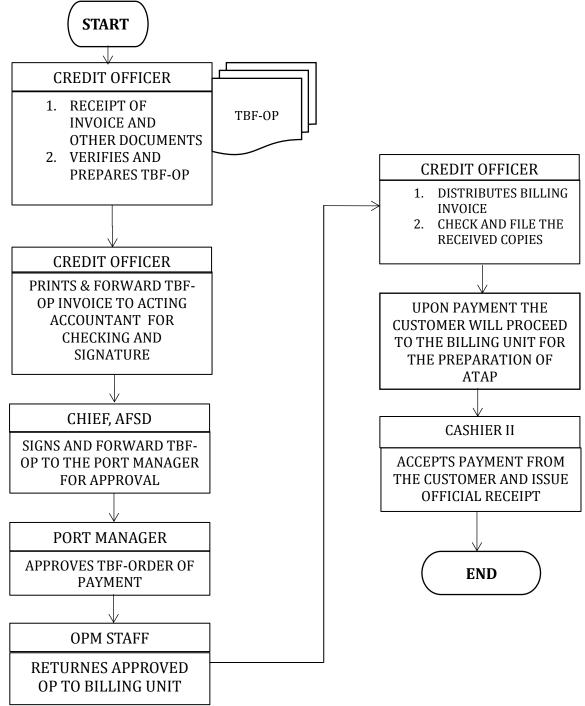






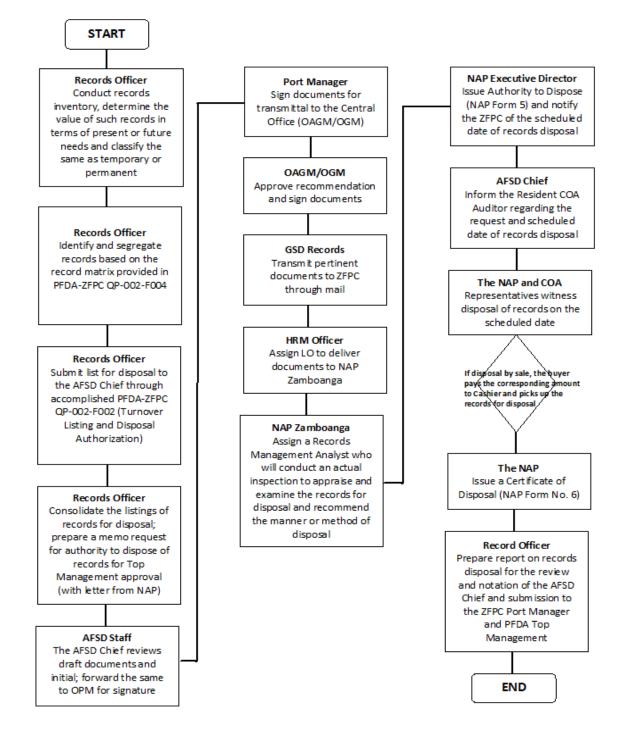


BILLING AND COLLECTION PROCESS



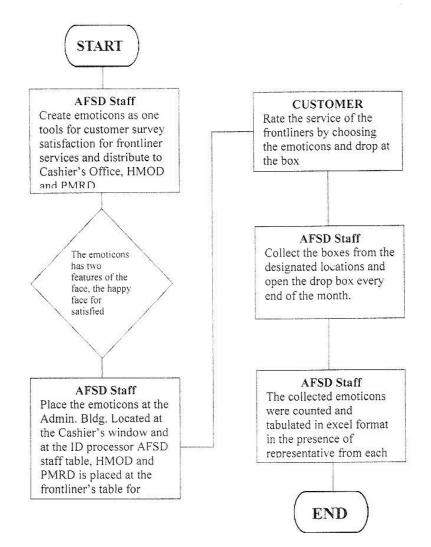
WENT OF AGRIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
A PART OF THE OWNER	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
	Standard Operational Instructions (SOI) Manual	Effectivity:	
76 - 1976 1976	Administrative and Finance Services Division	Page No.:	Page 50 of 153

RECORDS DISPOSAL RECORDS DISPOSAL



WENT OF AGRIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY		ZFPC-SOI-02
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	Standard Operational Instructions (SOI) Manual	Effectivity:	
36 1976 N ³	Administrative and Finance Services Division	Page No.:	Page 51 of 153

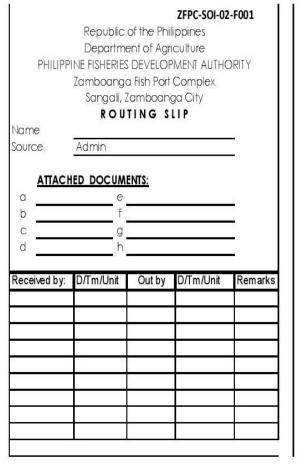
CUSTOMER SERVICE SATISFACTION SURVEY



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WENT OF AGRIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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	Standard Operational Instructions (SOI) Manual	Effectivity:	
1976	Administrative and Finance Services Division	Page No.:	Page 52 of 153

IV. FORMS



	Republic c	of the Philic	ZFPC-SOI-02 poines	2-FUU1		
Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHOR						
Zamboanga Fish Port Complex						
	Sangali, Za					
	ROUT	ING SL	IP			
Name				5.		
Source	Admin			_		
				100		
ATTACH	HED DOCUME	NTS:				
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b		f				
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d	ł	1		-		
10 m			D/Tm/Unit	Remark		
d	ł	1	D/Tm/Unit	Remark		
d	ł	1	D/Tm/Unit	Remark		
d	ł	1	D/Tm/Unit	Remark		
d	ł	1	D/Tm/Unit	Remark		
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d	ł	1	D/Tm/Unit	Remark		
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	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 DISBURSEMENT VOUCHER		тү	Fund:				
Mode of Payment	MDS Check Commen	cial			-		(Please specify)
Payee				TIN/Employ	ree No.:	BURS 1	No.
Address	ZAMBOANGA CITY						
	Particulars			Responsibility Center	Pro	ject	Amount
	Amount Due						
<u>A.</u> Certified:	Expenses/Cash Advance necessary, l	OIC-HI	MOD			ervision. -	
		licable)			ved for I	Payment	t
Signature				Signature			
Printed Name				Printed Name			
Position	OIC-AFSD Head, Accounting Unit/Authorized F	epreser	tative	Position	Agency		, ZFPC orized Representative
Date				Date			
D. Received	Payment						JEV No.
Check/ ADA No.:		Date:	Bank Name	e & Account N	umber:		
Signature:		Date:	Printed Na	ame:			Date
Official Receipt	No. & Date/Other Documents		I				



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
(AUTHON	Standard Operational Instructions (SOI) Manual	Effectivity:	
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DEa	AT WENT OF AGA	Republic of the Philip Department of Agricu PHILIPPINE FISHERIES DEVELOPM Zamboanga Fish Port Co Sangali, Zamboanga PURCHASE REQ	lture IENT AUTH omplex City UEST	IORITY		
			PR No.:			
Section: Stock No.	Unit	& Admin. Div Property Unit Item Description	Date :	Qty.	Estimated Unit Cost	Estimated Total Cost
		x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-				Php0.00 vvvvvvvv
		Purpose: Requested by:			Approved by:	
Signature: Printed Na Designatic	ame:	OIC, Fin & Admin. Div.			er-In-Charge,	ZFPC

WENT OF AGAIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
Part Part Part Part Part Part Part Part	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
MIN COU	Standard Operational Instructions (SOI) Manual	Effectivity:	
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		ZFPC-SOI-02-F 004
	Republic of the Philippines Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City	
PR No.		DATE:

SIR/MADAM:

Please quote your lowest price for the items listed hereunder and submit the same in a properly sealed envelope on or before 5:00 pm on ______.

Please be informed that this purchase is subject to existing government rules and regulations. As such, we would require the lowest complying bidder to submit any two (2) of the following documents:

- Certificate of Business Name Registration (CBNR) - Business Permit

- BIR Certificate of Registration Form No. 2303 - SEC Certificate of Registration Please be informed that this purchase will be paid in Check and the terms shall be fifteen (15)

fifteen (15) days upon receipt of delivery.

			Supply Offi	cer II
QTY.	UNIT	ARTICLE AND DESCRIPTION	UNIT COST	TOTAL PRICE
		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
PURPOSE	:			it.

SIR:

In connection with the above request, I hereby submit our quotation as indicated above, said _____, 20____. We agree to deliver the item/s within the specified number of days in the Purchase Order upon receipt of the corresponding Purchase Order of the items therein.

Signature	Signature over Printed Name	Name of Company/Firm
Name of Canvasser	Designation	Address & Telephone/Fax No.

Date quoted:



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
ALC: N	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
NOHLINN)	Standard Operational Instructions (SOI) Manual	Effectivity:	
80	Administrative and Finance Services Division	Page No.:	Page 56 of 153

STINENT OF AGRICUE		he Philippines		
A A A A A A A A A A A A A A A A A A A	Department of	of Agriculture		
THE COD	PHILIPPINE FISHERIES I	DEVELOPMENT	AUTHORITY	
MIN CS	Zamboanga	Fish Port Com	plex	No.
1976	PETTY CASH VO	DUCHER	• Personal Automation	Date:
Payee/Office:	PF	DA-ZFPC		
	i, Zamboanga City			Responsibility Center Code: 2
	o be filled up upon reque	st	II. To be	filled up upon liquidation
	Particulars	Amount	Total Amoun	
				_
			Total Amount P	Paid per OR#
		vvvvvvvvvvvv		
x-x-x-x-x-x-x	-x		Amount F	Refunded:
A Requeste			C R	eceived Refund:
A Requeste	eu by.			eceiveu Rejunu.
	Name of Requestor			
Approved by:				
			Pe	tty Cash Custodian
	Officer-In-Charge, ZFPC			
B Paid by:			D	
			Lia	uidation Submitted:
	Petty Cash Custodian			
Cash Received:	,			
Signat	ure over Printed Name of H	Pavee		Signature of Payee
Date:	are over trinted Nume of I	4,00	Date:	igniture of ruyee
Dutei			Bate.	



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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BOHLINK S	Standard Operational Instructions (SOI) Manual	Effectivity:	
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Best and of Ac		Republic of the Department of PHILIPPINE FISHERIES DEV Zamboanga Fish Sangali, Zamboan PURCHAS	f Agricultur ELOPMENT Port Comp nga City , 70	e AUTHO lex 00 R	DRITY	
Cumulian			P.R. NO. : P.O. No.:			
Supplier: Address :			Date :			
TIN :			Mode of	Procure	ment:	
Gentlemer	ו:					
		is Office the following articles subject to	o the terms a	nd condi	tions containe	d herein:
Place of Pie				Deliver		
Date of Pic	<u>k Up</u>			Payme	nt Term:	
Stock No.	Unit	Description		Qty	Unit Cost	Amount
		X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-	-x-x-x-x			Php - VVVVVVVVV
		PURPO	DSE:			
(Total Amount	in Words)					PhP0.00
11 M		e to make the full delivery within the time every day of delay shall be imposed.	specified ab		nalty of one-ter	nth (1/10)
Conforme:	:				Officer-In-Cha Authorized	
	Date	Signature over Printed Name of Sup	oplier			
Funds Ava	ilable:			BUR No.		
				Amount :		
		Acting Accountant				

AO 6/15/02



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
LIFE T	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
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ZFPC-SOI-02-F-007

BUDG	BUDGET UTILIZATION REQUEST AND STATUS							Serial N	Serial No.:		
Republic of the Philippines								Date:			
a a a a a a a a a a a a a a a a a a a	PHILIPPINE FISHERIES DEVELOPMENT AU					ORITY	Z				
MINE			I PORT COMPLE	EX				Fund:			
Sangali, Zamboanga City 7000											
Pay											
Office											
Addr											
Respons Cent			Parti	culars				Project	Object Code/ Expenditures	Amount	
_					<u> </u>	~	-		Total	-	
A. Cert					В.	Certifi	ied				
			lawful and unde						d utilized for t		
supervis	ion; and	supporting doc	uments valid, pro	oper and legal		ad	justm	nent necessar	y as indicated	above	
Signature					Sign	ature					
Printed					Printe						
Name					Name						
Position			OIC-AFSD			Position Budget Officer II			r II		
FOSITION	1	Head, Requesting Office / Authorized Representative		Representative	r osn	uon		Head, Budget Unit / Authorized Representative			
Date					Date						
С.				STATUS O	F UTI	LIZAT	ION				
Reference				L			А	Amount			
Date	n	articulars	BURS/JEV/RCI	Utilization	í I	Payab	le	Payment	I Utilization	Balances	
Date	Р	articulars	No.	(a)		(b)		(c)	(a-b)	Payable (b-c)	
				(4)		(0)		(*)	((0-0)	



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 t	he Meeting : Chairman : Vice Chairman: Members : -					
AGENDA :	-					
	Purchase Reque	est No.				
<u>a -</u> <u>b -</u>		e submitted to the e examined and p			embers of th	<u>ne Committee.</u>
After thoro	ugh deliberation, t	the Committee de	ecided to choose	e the offer of the	following.	
		Items awa	arded to			
(a)	emed most econo g bidder submitter		- Marine - State		<u>iittee.</u>	
	Chair	rman		-	Ň	/ice Chairman
	Mer	nber				Member
	Provisiona	l Member		-		Secretary



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	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 <u>10/9/2019</u> TIME : 10:00 AM

	1 IIVIC .	<u>10.00 A</u>		TRACI	r of	QUOT	ΑΤΙΟΝ		
		10-00-00 THE 21		LOCAL NAME OF SUPPLIERS					
ITEM NO.	QTY	UNIT	ARTICLES						
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	-								
Purpose	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: Serial No.: Acquisition Date : Estimated Amount of Repair : Defects: Nature of the Repair required:	Brand/Model : Property No. : Acquisition Cost :		
Parts to be replaced:			
Requested by :	Approved by :		
(Signature Over Printed Name) OIC	(Signature Over Printed Name) Officer-in-charge, ZFPC		
	es Development Authority FISH PORT COMPLEX		
REMARKS :	Pre - Inspected by :		
	Te mspected by .		
	ZFPC Inspector		



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
10		Version No.:	2
C AUTHOR	Standard Operational Instructions (SOI) Manual	Effectivity:	
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Section of the sectio	Republic of the Philippine Department of Agriculture PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City						
			INSPECTION AND A	CCED.	TANCE REPORT		
A Supplier	:				-	IAR No:	
			Dept.: PFDA-ZFPC			Date:	
Stock No.	QTY.	Unit	Desci	ription		Unit Cost	Amount
			X-X-X-X-X-X-	x-x-x-x	-X-X-X		vvvvvvvv
P.R. No.:			P.O. No.:			OR/Invoice	No.:
Bate:			Date:	С		Date:	
Date Accepted: Complete Delivery Partial Delivery (Pls. specify quantity)				Date Inspected: Inspected, verified and found in accordance with the specifications stated in the approvedPurchase Order.			
Remarks: Remarks:				rks:			
	Supply Officer - II				ZFPC In:	spector	
Conforme an	Conforme and Received By: OIC-AFSD				Officer-in-Char	rge, 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-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-					
Purpose	:						

REQUISITION AND ISSUANCE SLIP

Approved by:

Requisitioner

Supply Officer -II



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
ALEN	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
DHILIN 1	Standard Operational Instructions (SOI) Manual	Effectivity:	
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Brennent OF AGRICUL		PHI	Republic of The Philippines Department of Agriculture HILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex				
	176 LINE			RIAL REPORT			
Place of Stora)A - Zan	nboanga Fish Port Com	ıplex	Date:		
			ITEMS FOR	R DISPOSAL			
ITEMS FOR	QTY.	UNIT	DESCRI	ΦΤΙΟΝ	RECORD	S OF SALES	
DISPOSAL	QII.	UNIT	DESCRI	IFIION	O.R. No.	AMOUNT	
	<u> </u>	ļ'					
	<u> </u>						
			<u> </u>	• • • • • 1 1 · • • • •			
Certified Correct: Supply Officer II				Noted by: OFFICER-IN-CHARGE, ZFPC			
Witness to dis		- /		OTTICLK	IN-CIIARGE, ZI		
	poorte	<u></u>	CEDTICATE O	F INSPECTION			
	horoby	cortify	that the property enu		ispaced of as	fallowe	
1	,		,	merateu above was u	Isposed of as	follows:	
		_					
	Item Sold at private sale						
	ItemSold at public auction ItemTransferred without cost to						
ZEDG L	121023530734.03			.051 10			
ZFPC Inspecto	ZFPC Inspector: (Name and Signature)						

AND TOP AGRICULTURE	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
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agermen	OF AGRICUT	Republic of t Department PHILIPPINE FISHERIES D Zamboanga Fis Sangali, Zar	of Agri E VELO sh Port	iculture PMENT AUTH(Complex	ORITY		
INVENTORY CUSTODIAN SLIP							
QTY.	Unit	t Description		Acquisition Cost	Inventory Item No.	Estimated Useful Life	
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-						
Received by: Signature over Printed Name Acctg. Clerk Position/Office			Received from: Signature over Printed Name Supply Officer II Position/Office				
	Date			Date			



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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LIQUIDATI	No.: Date: Responsibility Center				
<u>PHILIPPINE FISHERIES DI</u>	EVELOPMENT AUTHORITY	Code	Code:		
Agen	CV				
PAR	TICULARS		AMOUNT		
TOTAL			→ -		
AMOUNT OF CASH ADVANCE PER DV NO)		→ -		
AMOUNT REFUNDER PER OR NO.	Dated	-	→ -		
AMOUNT TO BE REIMBURSED			→		
A Certified: Correctness of the above data	B Certified: Purpose of travel/cash advance duly accomplished		Certified: Supporting documents omplete and proper		
Claimant	Officer in Charge Immediate Supervisor		Acting Accountant Head, Accounting Unit		



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX

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

Code

Version No.:

ZFPC-SOI-02

:

2

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	Republic Departm PHILIPPINE FISHERIES	ZFPC-SOI-02-F01	6	
	Zamboanga Sangali,	a Fish Port Complex Zamboanga City : TRIP TICKET		
	Control No.: Passengers name with corresponding signatures:			
	Purpose of the Trip			
	Government Vehicle to be used & Plate Number Kind of Vehicle: Time & D Place Visited/destination:	ate of Departure: Departure:	Arrival:	
	Estimated Fuel Balance in tank : Gasoline issued/diesel : Total fuel in tank : Fuel consumed during the trip : Balance rem. In tank beginning :		beg.: end.:	
	Recommending Approval:	Approved by:	Driver	
	OLIVIA S. DELA CRUZ Officer in Charge, AFSD		ACIO M. YAO, CPA, M/ fficer in Charge, ZFP(
	7505 501 00 5017		750	
	ZFPC SOI-02-F017 Republic of the Philippines PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Sangali, Zamboanga City	PHILIPPINE FISH Zambo	ublic of the Philippines IERIES DEVELOPMENT AUTI Danga Fish Port Complex ngali, Zamboanga City	C SOI-02-F017 HORITY
ZFP	C SOI DATE: TIME: REQUEST FOR ISSUANCE OF FUEL/LUBRICANTS	ZFPC SOI REQUEST FOR	DATE: TIME: ISSUANCE OF FUEL/LUBRIC	CANTS
	ne of Requesting Party t/Division	Name of Requesting Par Unit/Division		
NAV REV INS	VEHICLES: AKLIFT DUMPTRUCK-SDD 191 VARA FOX-004 STAKE TRUCK-XKG 316 O -SFN 703 INSULATED VAN SGX 437 ULATED VAN-SGD 697 OTHERS PURPOSE Anarks:	FORKLIFT NAVARRA FOX-004 REVO -SFN 703 INSULATED VAN-SGD 69 Remarks:	VEHICLES: DUMPTRUCK-S STAKE TRUCK-X INSULATED VAN OTHERS PURPC	KG 316 N SGX 437
NUI	MBERS OF LITERS REQUESTEDliters	NUMBERS OF LITERS RE	QUESTEDlite	rs
Арр	signature of requesting party	Approved by:	Signature of requ	uesting party
	Division Chief concerned/Shift Engineer	Division Chie	f concerned/Shift Engineer	



CIVIL SERVICE FORM NO. 48 DAILY TIME RECORD

	hours of arriv	1			(Reg.) (Sat.)	
DAY	AM		PM		TARDY	UNDER
DAI	Arrival	Departure	Arrival	Departure	TARDY	TIME
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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23						
24						
25						
26						
27						
28						
29						
30						

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



PHILIPPINE F ZAMBC

Standard O Administrat

ISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02		
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perational Instructions (SOI) Manual	Effectivity:			
tive and Finance Services Division	Page No.:	Page 67 of 153		

ZFPC-SOI-02-F019

APPLICATION FOR LEA	VE	V
---------------------	----	---

			.)				
3. DATE OF FILING	4. POSITION			5. MONTHLY SALARY			
		S OF AF	PLICATION				
6(a) TYPE OF LEAVE (PIs tick/encircle le Vacation Others (specify) Sick Maternity/Paternit Annual/Emergency Leave Mone Special Leave (specify) Emergency Leave (specify) Others (specify) 6(c) NUMBER OF WORKING DAYS	ave applied for.) / ization	6(b) WHERE LEAVE WILL BE SPENT: (1) IN CASE OF VACATION LEAVE Within the Philippines Abroad (specify) (2) IN CASE OF SICK LEAVE Out-Patient In Hospital (specify) (3) COMMUTATION Requested Not Requested					
6(d) INCLUSIVE DATES				Signature of Applicant			
7(a) CERTIFICATION OF LEAVE CF		ACTION	ON APPLICATION 7(b) RECOMMEND				
Vacation	Sick	Total	For Approva				
As of Less this leave Leave Balance			For Disappi	roval due to			
	ersonnel Officer		Auth	orized Recommending Officer			
7(c) APPROVED FOR days with pay days without pay			7(d) DISAPPROVE				
NOTATIONS OF ADMIN./PERSONNEL L	Authorized	Approving	Officer				

ZFPC-SOI-02-020 PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY										
PASS SLIP NO										
Mr./Ms.		_								
	we the office, as follows									
Date/Day Inclusive Period HRD Notation										
Purpose:	Official	Personal								
Date Signed		Dept. Manager								
Instructions:	Onto	Sopt. Manager								
1. Accomplish two	copies of the PS (Copy	1 for the								
personnel unit, (Copy 2 for the employee). Provide								
all pertinent info	rmation for evaluation p	urposes.								
 Submit duly sign from date/s cove 	ned/approved PS within ered.	two days								
NOTE: Late subm	ission of PS is not allo	owed								
except for	r highly justifiable reas	sons.								

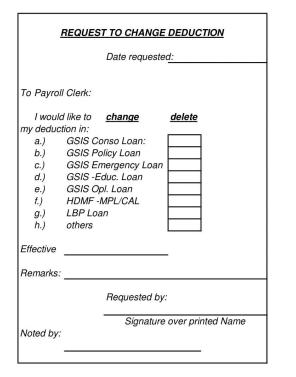
PHILIPPINE FI	SHERIES DEVELOPN	ZFPC-SOI-02-020 IENT AUTHORITY						
PASS SLIP NO								
Mr./Ms.								
is authorized to leav	e the office, as follows	a						
Date/Day Inclusive Period HRD Not								
Purpose:	Official	Personal						
Date Signed	Unit	t/Dept. Manager						
Instructions:								
service of the service to	opies of the PS (Copy							
and the second second second	opy 2 for the employee							
	nation for evaluation p							
 Submit duly sign from date/s cover 	ed/approved PS within	two days						
	ssion of PS is not allo	wod						
	highly justifiable reas							
exception	inging justillable leas							



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY 7ΛΜΟΛΑΝCΑ ΕΙΩΗ ΒΟΡΤ COMDI EV

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ZFPC-SOI-02-F021



REQUEST TO CHANGE DEDUCTION Date requested:									
my deducti a.) b.)	ld like to <u>change</u> <u>delet</u> ion in: GSIS Conso Loan: GSIS Policy Loan	<u>e</u>							
d.) e.) f.) g.)	GSIS Emergency Loan GSIS -Educ. Loan GSIS Opl. Loan HDMF -MPL/CAL LBP Loan others								
Effective Remarks:									
Noted by:	Requested by: Signature over prir	nted Name							

Code

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

ZFPC-SOI-02-022

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 ncessary 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

ZFPC-SOI-02-F021

:

ZFPC-SOI-02



A	Republic of the I Department of A Philippine Fisheries Dev ZAMBOANGA FISH P Sangali, Zambo TIN: 000 - 803 - UTHORITY TO ACC	Agriculture elopment Authority ORT COMPLEX vanga City 752 - 009
NAME: ADDRESS: ZAMBOANGA CITY ACCT. NO.		NO. 19 - 10 - DATE: ACCOUNT STATEMENT
Amount Paid Principal LESS: INCOME TAX EXP. ADD: Fine & Penalties Fine & Penalties	P -	TOTAL AMOUNT TO DUE:
OP No. TBF Check No. Date Issued O.R. No. Date Issued Issued By:	<u>P</u>	BALANCE <u>P - </u>
BREAKDOWN OF PAYMENT: STAFF HOUSE POWER UTILIZATION FEE POWER PURCHASE ADJUSTM POWER DISTRIBUTION CHARG GEN-SET WATER UTILIZATION FEE		BALANCE BREAKDOWN:
Prepared by: Acting Credit Officer	Certified by:	Noted by:
PRESENT	Acting Account	Iant Officer-In-Charge, AFSD
EOEIIII		



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

III. Goods - Office Supplies and Materials

conr	A		11-1-1							Schedu	1.						last	Drift Deserved
CODE (PAP)	Procurement Program/Projects	PMO/End-User	Mode of Procurement	Jan	Feb	March	1					Oct	Nov	Dec	Source of Funds	Budget MOOE CO		Brief Program/ Project
							 									0100000		Description
	7																	
											Ĩ							
									_									
														<u> </u>				
								_				_						

ZFPC-SOI-02-F025

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

Zamboanga Fish Port Complex

Project Procurement Management Plan for CY 2019

Code	Procurement	Sche	dule for Each P	rocurement Ac	tivity		Estimated Budget (PhP)			Remarks		
(PAP)	Program/Project	PMO/End-User	Mode of Procurement	Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Total	MOOE	со	(brief description of Program/Project)
-												
			TOTA	Ĺ								
Good	s and Services											
			TOTA	Ĺ								
. Good	Is and Services - Repairs	, Maintenance and	d Other Operating Requir	ements								
			TOTA	L						-		

Prepared by:

Submitted by:

Grand Total

Budget Officer

IGNACIO M. YAO Officer-In-Charge



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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of the state of th	IT OF AGRICUT	Departme PHILIPPINE FISHERIE Zamboanga	a Fish Port Comple Zamboanga City	x						
Qty.	Unit	Descriptior	1	Acquisition Cost	No. 2K19-001 Property No.					
		X7 - 11								
		Noted by:								
		IGNACIO M. YAO-CI	РА-МАРА							
		Officer-In-Charge	e-ZFPC							
Rem	iarks:									
Recei	ved by:		Received from:							
	Signat	ture Over Printed Name	<u>MA. CHRISTINE D. LACUESTA</u> Signature Over Printed Name							
		Position/Office	<u>Supply Officer - II</u> Position/Office							
		Date	Date							
For F	For Property Unit Use Date									

For Property Unit Use



LOYALTY AWARD CASH GIFT INDEX ZAMBOANGA FISH PORT COMPLEX As of _____

ZFPC-SOI-02-F027

 Assumption to duty (PEDA)
 Employee:

 Entitlement (in years)
 (A) No. of days delaying grant of L/A, if any (per SR notations)
 (B)_ DUE DATE (Day/mo./yr.)
 (C) RATE/YR.
 (D) AMOUNT DUE
 (E) R E M A R K S

 10th Year
 Image: Comparison of the temperature of temperature of

Prepared by:

Noted:

OLIVIA S. DELA CRUZ H R M O II IGNACIO M. YAO, CPA, MAPA Officer-in-Charge, ZFPC

ZFPC-S0I-02-F028

			PETTY CASH FUND RECORD											
	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY													
				Agency						Page No:	0.1.7			
Fund	: ZFPC									Petty Cash Designation				
T UIK	. 110	-		DET	TY CASH F			MO		Designation	SUNDRY	,		
		N		PEI	TCASH	UND	Office				SUNDAT	<u> </u>		
Date	Date Reference Name of Payee/Reque				Payments	Balance	Supplies Expenses (755)	Postage & Deliveries (771)	General Services (795)	R & M - Markets (814)	Account Title	Account Code	Amount	
			BALANCE FORWARDED											
													-	
													0	
				-										
				-			<u> </u>	-	-		-			
													-	
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				+	-	s	<u> </u>		-				-	
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							<u> </u>						-	
													-	
			Total	- ·				_						
			Total	- ·	· ·	-	<u> </u>			· ·				
		I hereby my capacity as _ coresponding co	certify that the foregoing is a correct and complet Petty Cash Custodian of PFDA-ZFPC lumns.	e record of all	replenishme as indicated	nts and dis in the	bursements	made by m	e in					
							Name and	Signature						
							D	ate	23					



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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				40 80						
Property, l Descriptio	Account Code: Property No.: Est. Useful Life: Rate of Depreciation:									
Date	Ref.	Particulars	Cost	Depreciation	Accumulated	Transfers/	Net Book	Maintenance Expenses		
Jac		Turuculary	Cuat	Depreciation	Depreciation	Adjustment	Value	Amount	Accum. Amou	
-			-					_	-	
								-	-	
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			-						-	
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				-					-	

For Accounting Office Use

ZFPC-SOI-02-F030

			۲۵	OCK CARD								
		PHILIPP	INE FISHER	RIES DEVELOPMENT	AUTHORITY							
	Agency											
Item:			Description:		Stock No.:							
					Re-order Poin							
		Receipt		Issuance	Balance	No. of Days to						
Date	Reference	Qty.	Qty.	Office	Qty.	Consume						

For Property Office Use

A STATE OF AGRICULT	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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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									
I PURPO	OSE								
то: РНІ			DEVELOPMENT AUT		UTV		Date of Filing		
			om money, property ar			accountabi	lities for:		
	oose:	Transfer	Resignati				Separation:		
		Retirement	Leave		 Ple	ase specify:			
						<i> </i> .	-		
Date	e of Eff	fectivity:							
Office of As	ssignm	nent:							
Position	n/SG/S	Step:				Nan	ne and Signature of Employee	-	
	ANCE	FROM WORK-RI	ELATED ACCOUNTAB	ILITI	ES				
						-related acco	ountabilities from this Unit/Office/Dept.		
								_	
		mediate Supervisor	ND PROPERTY ACCO				Head of Office		
					ADICITICS	Not		—	
		ame of Unit/Office	/Department		Cleared	Cleared	Name of Clearing Officer/Official	Signature	
		on Services	ment and Management				1		
a. Serv		a Property Procure	ment and Managemen	L					
		source Welfare &	Assistance						
		ccredited Union/Co						_	
	1		operative						
2 Library									
a. Lega	al Offic	ce Library							
b. Libra	arv Sei	rvices							
		Assets Manageme	nt	_					
a. Fina	ncial S	Convicos							
			illing Sonvices						
		on, Proccessing & B						-	
		Remittance Service							
		and Institutional [vevelopment						
		p Services			F				
	0027602		ING ADMINISTRATIVE	CAS	E:				
a. Inter	rnal Af	ffairs Office/Legal /	Affairs Office						
		With pendi	ng admnistrative case						
		with ongoin	ng investigation (no form	mal c	harge yet)				
VCERT	IFIC	ATION							
I hereby	y certi	fy that this employ	ee is cleared of work-re	elated	l, money a	nd property	accountabilities from this agency.		
This cer	rtificat	tion includes no pe	nding administrative ca	se fro	om this ag	ency.			
							DANGADALAN		
			-		A		anager, PFDA		
					Signature		d Name of Agency Head		



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX

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:

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Code

ZFPC-SOI-02-FO32

PFDA - EMPLOYEE ATTEND													
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	ост	NOV	DEC	TOTAL
Official Pass Slips													
Personal Pass Slips													
Compensatory Slips						-							
LEAVES OF ABSENCE													1
Vacation													
Sick													
Special/Emergency													
Compensatory													
AWOL													
Others													
TOTAL													
LEAVE MONETIZATION													
TARDINESS													
No. of Times													
No. of Hours									1				
No. of Minutes					·								
UNDERTIME													
No. of Times													
No. of Hours													
No. of Minutes													
REMARKS													
(training, official travel,													
reassignment, detail,													
suspension, etc.)													



PHILIPPINE FISHERIES DEV **ZAMBOANGA FISH**

Standard Operational Ins Administrative and Fina

VELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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Annex A

ATTENDANCE SHEET FOR MANUAL RECORDING OF DAILY ATTENDANCE

Date/Day:		ATTE	NDANCE	SHEET	Unit/Dept.				
	29-Aug-19						SH PORT COM		
Instru	ctions: Please print entries legi	bly. Reco	rd time o	of arrival, mi	d-day entrie	es (Out/In)	and time of dep	arture.	
Affix s	ignatures upon reporting for w	ork and b	efore go	ing home. I	nform Secu	irity Guard r	epertinent infor	mation	
for not	tation in "Remarks" column (e.	g., Pass S	lip, Com	pensatory Se	ervice Slip, e	etc.).			
	Names	IN	OUT	Signature	IN	OUT	Signature	REMARKS	
1							-		
2									
3								<u> </u>	
4									
5									
6								1	
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21 22									
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26 27								<u> </u>	
28 29									
30									
31 32									
33									
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35									
36									
37								 	
38									
39								<u> </u>	
40									
41									
48									
49									
Securi	ty Guard-on-Duty:				Received a	at Admin/Pe	ersonnel Unit:		



					ZFPC-SOI-02-F034
	PHILIF	PPINE FISHERIES DEVE	LOPMENT AUTH	IORITY	
		ZAMBOANGA FISH F	PORT COMPLEX		
Unit/Department:					ANNEX A
		OVERTIME REQUI	SITION FORM		
NAME OF EMPLOYEE		PROPOSED SCHED	ULE OF OVERTIN	AE SERVICES	
	POSITION/DESIGNATION	Inclusive Period	No. of Days	Total hours	PROPOSE/WORK TO BE ACCOMPLISHEE
			·		
I hereby certify that the over	time services to be	Certified as to Availab	l ility of Funds:		APPROVED:
rendered by the above-name					1
due to the exigencies of the s					
	10.014.00.014.004				
					VICTOR L. LIZARDO
					Manager, ASD
Port Manager, ZFPC	Date			0.1	Date

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

LEAVE LEDGER POSTING SHEET

							Name of E	mployee :	
							Entrance t	o PFDA :	
							Present Pr	osition	
	DATE		CATION			ICK LEA		TOTAL BALANCE	
PARTICULAR / ENTRIES		EARNED	LESS ABS.	LEAVE	EARNED	LESS ABS.	LEAVE	VACATION/SICK	SPECIAL LEAVE
	FILED	LEAVE	W/P W/O PAY	BALANCE	LEAVE	W/P W/O PAY	BALANCE	LEAVE	PRIVILEGES
									Anniversary
									Birthday
		1			1	1 I I I	0		Enrollment
					1 1				Force/Vacation Leave
			1						Funeral/Mourning/Death Ann.
					· · · · · ·				Graduation
		1				9			Hospitalization
					1	1			Leave Commutation, if any
			· · · · · · · · · · · · · · · · · · ·			· · · · · ·	<u>1</u>		Monetization
	-						J		Others
					1	9			Paternity/Maternity Leave
					1				
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						1			
	5				5				
	1					1			
		2							
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Unit/Department : FAD-CASH UNIT

ZFPC-SOI-02-F036

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

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	PROPOSED SCHED		PURPOSE / WORK TO BE ACCOMPLISHED
	DESIGNATION	Inclusive Dates	Number of Days	
		Dates	Days	
I hereby certify that the night-shift services to be rer by the above-named employees are necessary due exigencies of the service.		Certified as to Availability of in the amount of P		APPROVED BY:
IGNACIO M. YAO CPA, MAPA OIC-ZFPC	Date	MA. LORENA B. SALISAL Acting Accountant		VICTOR L. LIZARDO Manager, Administrative Services Dept Date

ZFPC-SOI-02-F036

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY MONTHLY WORK SCHEDULE

UNIT / DIVISION : FAD-CASH UNIT No of Nightshifts 4 hrs/shift NO. OF HOURS NDP RATE/HR. NAME OF EMPLOYEE MONTHLY RATE TIME PERIOD AMOUNT DATE DAY TOTAL Р ed Co ng App OLIVIA S. DELA CRUZ IGNACIO M. YAO CPA, MAPA OIC-ZFPC Date

FORM 2



PHILI

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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ZFPC-SOI-02-F037

<u>C E R T I F I CATION</u>

All employees assigned in this unit/department attended the flag ceremony.

The following employees were unable to attend the flag ceremony.

	Please tick appropriate box and provide pertinent clarifications											
NAMES OF PERSONNEL	TARDY	ABSENT	ON TRAVEL	ON O/B	STAYED IN THE ROOM	OTHER REMARKS						

Unit/Dept._____

Unit Head/Manager (SIGNATURE OVER PRINTED NAME)

Note: Other remarks may include Pass Slip Number (in case of official business), attendance in training/seminar, etc.

PFDA-ASD/HRD (January 2012)



PHILIPPI ZA

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

Zamboanga Fish Port Complex

SUMMARY OF LEAVE CREDITS with EQUIVALENT MONETARY VALUE

As of _

Names of personnel	Basic		[Total	Constant	Total
	Salary	VL	SL	leave credits	Factor	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.						-
						-
۶.						-
TOTAL					TOTAL	Php -

Submitted by:

Certified by:

OLIVIA S. DELA CRUZ OIC-AFSD

IGNACIO M. YAO, CPA, MAPA OIC-ZFPC



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
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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	Dav	Overtime	e Service	COC Equivalent			
Dale	Day	Hours	Mins.	Hours	Mins.		
TOTAL							

Per	CSC-DBM	Joint	Circular	No.	2-A	(dated	01	March	2005),	Mr/Ms
			is enti	tled to	17 hrs.	&15 mins.	Con	npensatory	v Overtime	Credits
(COC	s) which he/s	he may	use for con	mpens	atory lea	ave/offsetti	ng u	p to the er	nd of the f	ollowing
year.	In no instand	ce, how	ever, shall	the u	nexpend	ded balanc	e of	his/her C	OCs exce	eed 120
hours	6.									

Certified Correct: Recommending

Recommending Approval: Approved:

HRMO

DIVISION CHIEF

PORT MANAGER

Note: RAROS approved on 28 May 2010



PH	ILIPPINE FISHERIES		HORITY
	Zamboanga I	Fish Port Complex	
	ACTUAL PERSONNE	L DEPLOYMENT REPO	RT
	As of		
Unit/Section		Per Plantilla/Remarks	Plantilla Positio
A. Office of the			
1 1	3		
2 2			
3 3			
B.Administrativ	e and Finance Services D	ivision	
4 1			
5 2			
6 3			
7 4			
8 5			
96			
10 7			
11 8			
12 9			
13 10			
14 11			
15 12			
16 13			
17 14			
18 15			
C.Harbor and N	larket Operations Divisior	1	
19 1			
20 2			
21 4			
22 5			
23 6			
24 7			
25 8			
	ance and Refrigeration Di	vision	
26 1		VISION	
27 2			
28 3			
29 4			
30 5			
30 5 31 6			
33 8			
34 9			
35 10			
36 11 37 12			
37 12			
38 13 39 14			
39 14 40 15			
Total			
Submitted by:		Noted:	



CITIZEN'S CHARTER MONTHLY MONITORING REPORT For the Month of

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY - ZAMBOANGA FISH PORT COMPLEX Agency CITIZEN'S CHARTER ARTA COMPLIANCE REMARKS Published as an Posted as Infor pdated in the agend Public Assistance Billboard website Information Citizen's Charte and Anti-Fixer (Please write web (Please indicate Material Complaints Desk Campaign location/s) address (booklet, brochure)

Improvements (e.g. streamlined procedures, shortened processing/response time, reduction in number of signatories, if any:

This certifies that the above details/information have been validated/updated at the time of preparation of this report. We commit to document and indicate in the succeeding reports any changes/amendments/improvements in the agency's Citizen's Charter and other ARTA requirements. Prepared by:

Certified correct:

OLIVIA S. DELA CRUZ Human Resource Management Officer II IGNACIO M. YAO, CPA, MAPA Chief Ili, AFSD/Officer-in-Charge, ZFPC

ZFPC-SOI-02-F042

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex TIN: 000-803-752-009

Name of Employee :

					STATU	TORY DEDU	JCTIONS	OTH	HER DEDUCT	IONS	OTHER DEDUCTIONS BENEFITS						
Period Covered	REF. Payroll No.	Salary	Total Gross Earned	W-TAX	Life & Ret.	Pag-Ibig Cont.	PHIlhealth Cont.	Loans	SALAKAB	OTHERS	RA	TA	Rice	SAB	PERA	Night Premium	TOTAL
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WENT OF AGRIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02	
BED	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2	
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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/Divisio	in
Reviewed by	1	Approved by		5 - Outstanding
		Officer in Charge, ZFPC		 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor
	Date		Date	

MAJOR FINAL OUTPUT SUCCESS INC	SUCCESS INDICATORS	Actual Accomplishments	Rating			
(TARGETS + MEASURES)		Actual Accomplishments	Q	E	Т	Ave
MFO1:						
				-		
	1					
			-			
To get Average Rating (Av	e.) per accomplishment: Divide tota	l by the number of dimensions used				
TOTAL RATING	(Add Average Ratings vertically)					
FINAL AVERAGE RATING	(Divide Total Rating by the number	of accomplishments)				

REMARKS

Name:	Name:		Name:	Name	
Date :	Date :	Date :		Date	6
Comments and Recommenda	tions for Devel	opment Purposes:			
Discussed with:		Assessed by:		Final Rating Approved	by:

Legend: ${\bf Q}$ - Quantity ${\bf E}$ - Efficiency ${\bf T}$ - Timeliness ${\bf A}$ - Average Rating



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY DMINISTRATIVE & FINANCE SERVICES DEPARTMENT

ADMINISTRAT	IVE & FINANCI	E SERVICES DEPARTMENT					
	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM CY 2016						
PE	PERFORMANCE RATING MATRIX						
	MAJOR FINAL						
	Cost Effective L	Jses of Funds					
Success Indicators	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



ency: PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY - ZFPC		Page	1 of 4
ACCOUNT TITLE	ACCOUNT	DEBIT BALANCES	CREDIT BALANCES
		bittini (CBD)	bittintiticano
SSETS Cash on Hand			
Cash-Collecting Officers	1 01 01 010		
Petty Cash	1 01 01 020		
Cash in Bank-Local Currency	10.100.000-00001		
Cash in Bank-Local Currency, Current Account	1 01 02 020		
Cash in Bank-Local Currency, Savings Account	1 01 02 030		
Other Investments			
Other Investments	1 02 99 010		
Allowance for Impairment- Investments in Stocks	1 02 99 011		
Receivables			
Loans and Receivable Accounts Accounts Receivable	1 03 01 010		
Allowance for Impairment-Accounts Receivable	1 03 01 010		
Other Receivables	1 05 01 011		
Due from Officers and Employees	1 03 05 020		
inventories			
Inventory Held for Consumption			
Office Supplies Inventory Allowance for Impairment-Office Supplies Inventory	1 04 04 010		
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 1 04 05		
Semi -Expendable Machinery and Equipment Semi -Expendable Furniture, Fixtures and Books	1 04 05		
investment Property	1 04 00		
Land and Buildings			
Investment Property, Buildings	1 05 01 020		
Accumulated Depreciation-Investment Property, Buildings	1 05 01 021		
Total Current Assets			
Property, Plant and Equipment			
Land Improvements			
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		
Infrastructure Assets			
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		
Buildings and Other Structures Buildings	1 06 04 010		
Accumulated Depreciation-Buildings	1 06 04 010		
Accumulated Impairment Losses-Buildings	1 06 04 012		
Markets	1 06 04 040		
Accumulated Depreciation-Markets	1 06 04 041		
Accumulated Impairment Losses-Markets	1 06 04 042		
Other Structures	1 06 04 990		
Accumulated Depreciation-Other Structures	1 06 04 991		
Accumulated Impairment Losses-Markets	1 06 04 992		
Machinery and Equipment	1 06 05 010		
Machinery	1 06 05 010		
Accumulated Depreciation-Machinery Accumulated Impairment Losses-Machinery	1 06 05 011		
Office Equipment	1 06 05 012		
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 1 06 05 110		
Medical Equipment	1 06 05 110 1 06 05 111		
Accumulated Depreciation-Medical Equipment 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 05 141		
Accumulated Impairment Losses - Technical and Scientific Equipment	1 06 05 142		
Other Machinery and Equipment	1 06 05 990		
Accumulated Depreciation-Other Machinery and Equipment	1 06 05 991		
Accumulated Impairment Losses - Other Machinery and Equipment	1 06 05 992		
Transportation Equipment			
Motor Vehicles	1 06 06 010		
	1 06 06 011		
Accumulated Depreciation-Motor Vehicles	1 06 06 012		
Accumulated Impairment Losses-Motor Vehicles			
Accumulated Impairment Losses-Motor Vehicles Furniture's, Fixtures and Books	1 06 07 010		
Accumulated Impairment Losses-Motor Vehicles Furniture's, Fixtures and Books Furniture and Fixtures	1 06 07 010		
Accumulated Impairment Losses-Motor Vehicles Furniture's, Fixtures and Books Furniture and Fixtures Accumulated Depreciation-Furniture and Fixtures	1 06 07 010 1 06 07 011 1 06 07 012		
Accumulated Impairment Losses-Motor Vehicles Furniture's, Fixtures and Books Furniture and Fixtures	1 06 07 011		
Accumulated Impairment Losses-Motor Vehicles Furnitures, Futures and Books Furniture and Fixtures Accumulated Depreciation-Furniture and Fixtures Accumulated Impairment Losses - Furniture and Fixtures Books Accumulated Depreciation-Books	1 06 07 011 1 06 07 012 1 06 07 020 1 06 07 021		
Accumulated Impairment Losses-Motor Vehicles Furniture's, Fitzures and Books Furniture and Textures Accumulated Depreciation-Furniture and Fistures Accumulated Impairment Losses - Furniture and Fistures Books Accumulated Impairment Losses - Books Accumulated Impairment Losses - Books	1 06 07 011 1 06 07 012 1 06 07 020		
Accumulated Impairment Losses-Motor Vehicles Furnitures, Fittures and Book Furniture and Fixtures Accumulated Depreciation-Furniture and Fixtures Accumulated Impairment Losses - Furniture and Fixtures Books Accumulated Depreciation-Books Accumulated Impairment Losses - Books Other Property, Plant and Equipment	1 06 07 011 1 06 07 012 1 06 07 020 1 06 07 021 1 06 07 022		
Accumulated Impairment Losses-Motor Vehicles Furniture's, Fivtures and Books Furniture and Textures Accumulated Depreciation-Furniture and Fixtures Accumulated Impairment Losses - Furniture and Fixtures Books Accumulated Impairment Losses - Rooks Accumulated Impairment Losses - Rooks Other Property, Plant and Equipment Other Property, Plant and Equipment	1 06 07 011 1 06 07 012 1 06 07 020 1 06 07 021 1 06 07 022 1 06 98 990		
Accumulated Impairment Losses-Motor Vehicles Furnitures, Fittures and Book Furniture and Fixtures Accumulated Depreciation-Furniture and Fixtures Accumulated Impairment Losses - Furniture and Fixtures Books Accumulated Depreciation-Books Accumulated Impairment Losses - Books Other Property, Plant and Equipment	1 06 07 011 1 06 07 012 1 06 07 020 1 06 07 021 1 06 07 022		

TRIAL BALANCE



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ACCOUNT TITLE		ACCOUNT CODE	DEBIT BALANCES	CREDIT BALANCES
Construction in Progress				
Construction in Progress, Buildings and Other Structures Total Construction in Progress		1 06 99 030		
Other Assets			-	-
Advances				
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) Prepayments		1 99 01 040		
Prepaid Insurance		1 99 02 050		
Input Tax		1 99 02 060		
Deposits				
Guaranty Deposits		1 99 03 020		
Other Assets		1 00 00 000		
Other Assets Total Intangible and Other assets		1 99 99 990		
TOTAL ASSETS			-	-
LIABILITIES Financial Liabilities				
Payables		2 01 01 010		
Accounts Payable Due to Officers and Employees		2 01 01 010 2 01 01 020		
Tax Refunds Payable		2 01 01 020		
Tax Refunds Payable		2 01 03 010		
Inter-Agency Payables				
Inter-Agency Payables				
Due to BIR		2 02 01 010		
Withholding Tax on Compensation		01 02		
Expanded Withholding Tax Withholding Tax on Govt Money Pay'ts (GMP) -Percentage Taxes		02		
Withholding Tax on GMP -Value Added Taxes (GVAT)		04		
P	-			
Due to GSIS Life and Retirement Premium		2 02 01 020 01		-
ECC		02		
Salary Loan		03		
Policy Loan		04		
Others		99		
B	-			
Due to Pag-IBIG Pag-IBIG Premium		2 02 01 030 01		-
Pag-IBIG Multi-Purpose Loan		02		
Pag-IBIG Housing Loan		03		
Others		99		
	~			
Due to PhilHealth		2 02 01 040		
Due to NGAs Due to Government Corporations		2 02 01 050 2 02 01 060		
Intra-Agency Payables		2 02 01 000		
Intra-Agency Payables				
Due to Central/Home/Head Office		2 03 01 060		
Trust Liabilities				
Trust Liabilities		2 04 01 040		
Guaranty/Security Deposits Payable		2 04 01 040		
Customers' Deposits Payable Deferred Credits/Unearned Income		2 04 01 050		
Deferred Credits				
Output Tax		2 05 01 030		
Other Deferred Credits		2 05 01 990		
Unearned Revenue/Income				
Other Unearned Revenue/Income		2 05 02 990		
Other Payables Other Payables				
Other Payables		2 99 99 990		
TOTAL LIABILITIES			-	-
EQUITY				
Government Equity				
Government Equity				
Government Equity		3 01 01 020		
Retained Earnings/(Deficit)		3 07 01 010		
Retained Earnings/(Deficit) TOTAL EQUITY		3 07 01 010	-	
Torne byorn			-	-



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ACCOUNT TITLE ACCOUNT DBRIT CREDIT REVENUES/INCOME 0000 BALANCES BALANCES Service and Busies Income 4.02.01.00 No.01.00 No.01.00 Service of Busies Income 4.02.01.00 No.01.00 No.01.00 Sevenge Charge Free 4.02.01.20 ACCOUNT Sevenge Charge Free 4.02.01.20 Sevenge Charge Free 4.02.01.20 ACCOUNT 4.02.01.90 No.01.00 Sevenge Charge Free 4.02.01.20 ACCOUNT ACCOUNT ACCOUNT Real Network Free 4.02.01.00 ACCOUNT ACCOUNT ACCOUNT Real Network Free 4.02.01.00 ACCOUNT ACCOUNT ACCOUNT Routh Service Income 4.02.02.10 ACCOUNT ACCOUNT ACCOUNT Routh Service Income 4.02.02.10 ACCOUNT ACCOUNT ACCOUNT ACCOUNT Staries and Wages Neaguint 5.01.01.00 ACCOUNT ACCOUNT ACCOUNT ACCOUNT ACCOUNT Staries and Wages Neaguint 5.01.02.00 ACCOUNT ACCOUNT <td< th=""><th></th><th></th><th>Page</th><th>ZFPC-SOI-02-F045 3 of 4</th></td<>			Page	ZFPC-SOI-02-F045 3 of 4
RVP.NUKNINCOME - Service and Busiess Income 4 Permit Fees 4 Accreduation Steep fees 4 Other Services Income 4 Readification Steep fees 4 Road Network Fees 4 Sale Recent 4 Road Network Fees 4 Sale Recent 4 Road Network Fees 5 Salathrist and Wages <th>ACCOUNT TITLE</th> <th></th> <th></th> <th>and the second second second</th>	ACCOUNT TITLE			and the second second second
Service Income 4 02 0 0 00 Precusing Fees 4 02 0 0 130 Accreditation Fees 4 02 0 1 20 Severage Carbyte Fees 4 02 0 1 20 Severage Carbyte Fees 4 02 0 1 20 Read Reave Income 4 02 0 1 20 Read Reave Network Fees 4 02 0 2 000 Sales Revenue 4 02 0 2 100 Interest Income 4 02 0 2 200 Other Barieses Income 4 02 0 2 900 Total Sevices and Busines Income - EXPENSES - Fersionel Sevices - Salaries and Wages - Regular 5 0 1 0 10 00 Salaries and Wages - Regular 5 0 10 0 00 Salaries and Wages - Regular 5 0 10 0 00 Represent Eleconsmic Refer Allowance (PERA) 5 0 10 0 00 Represent Eleconsmic Refer Allowance (PERA) 5 0 10 0 00 Represent Eleconsmic Refer Allowance (PERA) 5 0 10 0 00 Represent Eleconsmic Referenconco -				
Processing Frees 4 02 0 1 20 Accorditation Fees 4 02 0 1 20 Accorditation Fees 4 02 0 1 20 Severage Cataloga Frees 4 02 0 1 20 Other Service Income 4 02 0 0 900 Bailass Income 4 02 0 0 200 Restrict Income 4 02 00 100 Sale Nerma 4 02 00 200 Sale Nerma 4 02 00 200 Sale Nerma 4 02 00 200 Frees and Penalis-Income 4 02 00 200 Frees and Penalis-Income 4 02 00 200 Frees and Penalis-Nerma 4 00 00 200 Three trained Nermations Income				-
Processing Fors 4 02 0 1 130 Accrediation Fors 4 02 0 1 240 SeverageGatype Fors 4 02 0 1 260 Other Service Income 4 02 0 1 260 Reall case Income 4 02 0 0 000 Reall case Income 4 00 0 1 260 Reall case Income 4 00 0 1 60 Interset Income 4 00 0 2 100 Interset Income 4 00 0 2 100 Frees and Positive Humans Income 4 00 0 2 100 Royaly Fors 4 00 0 2 300 Other Stress Income 4 00 0 2 300 Royaly Fors 4 00 0 2 300 Royaly Fors 4 00 0 2 300 Staffer Stress Income - Coll Wages - Staffer Staff Wages -		4 02 01 010		
Accordination Fies 4 02 0 1 20 SeverageCathype Free 4 02 0 1 200 Other Service Income 4 02 0 0 200 Rankness Income 4 02 0 0 200 Road Netrovik Free 4 02 0 0 200 Sales Recome 4 02 0 0 200 Seepan System Free 4 00 0 2 100 Sales Recome 4 00 0 2 200 Pressont System Free 4 00 0 2 200 Royal Frees 4 00 0 2 200 Other Business Income 4 00 0 2 000 Total Service and Busines Income - Persont Services - Salaries and Wages - Regular 5 0 1 0 1 000 Salaries and Wages - Regular 5 0 1 0 2 000 Salaries and Wages - Regular 5 0 1 0 2 000 Salaries and Wages - Regular 5 0 1 0 2 000 Representation Allowance (PERA) 5 0 1 0 2 000 Representation Allowance (PERA) 5 0 1 0 2 000 Representation Allowance (RA) 5 0 1 0 2 000 Change Thy Part Paris P				
Other Service lacome 4 02 01 990 Restines Income 4 02 02 050 Read Network Fres 4 02 02 050 Sales Revenue 4 02 02 106 Interest Income 4 02 02 100 Brestines Income 4 02 02 100 Reput Tyres 4 02 02 100 Reput Tyres 4 02 02 200 Brestine Strester and Basiness Income 4 02 02 200 Total Service and Business Income - Personal Services - Salaries and Wages - Equalur 5 01 01 010 Salaries and Wages - Equalur 5 01 02 010 Salaries and Wages - Equalur 5 01 02 010 Representation Allowance (PERA) 5 01 02 010 Representation Allowance (TA) 5 01 02 010 Cheff Compensation 5 01 02 010 Representation Allowance (TA) 5 01 02 010 Cheff Contributions 5 01 02 010 Representation Allowance (TA) 5 01 02 00 Cheff Contributions 5 01 02 00 Representation Allowance (TA) 5 01 02 00 Cheff Contributions 5 01 02 00 Retrement and Life				
Busines Income 4 0 2 0 2 05 Reut/Lease Income 4 0 2 0 2 08 Sagent System Fees 4 0 2 0 2 10 Sales Revense 4 0 2 0 2 10 Interest Income 4 0 2 0 2 10 Pines and Pentiles-Busines Income 4 0 2 0 2 20 Royal y Fees 4 0 2 0 2 20 The same Pentiles Busines Income 4 0 2 0 2 90 Advantes and Wages - Regular 4 0 2 0 2 90 Salaries and Wages - Regular 5 0 0 1 01 01 Salaries and Wages - Regular 2 Monetization 2 Monetization 2 Presentel Economic Relif Allowance (PERA) 5 01 0 2 00 Representation Allowance (PERA) 5 01 0 2 00 Chebric (Differm Allowance (PERA) 5 01 0 2 100 Chebric (Differm Allowance (PERA) 5 01 0 2 100 Chebric (Differm Allowance (PERA) 5 01 0 2 100 Presentel Economic Relif Allowance (PERA) 5 01 0 2 100 Chebric (Differm Allowance (PERA) 5 01 0 2 100 Chebric (Differm Allowance (PERA) 5 01 0 2 100 Chebric (Differm Allowance (PERA) 5 01 0 2 100 Presensed				
Red/Lase Income 4 02 02 050 Road Network Fees 4 02 02 10 Sales Revene 4 02 02 10 Interest Income 4 02 02 10 Interest Income 4 02 02 230 Royally Fees 4 02 02 230 Other Business Income 4 02 02 230 Total Service and Business Income 4 02 02 230 Total Service and Business Income - EPENNSE - Salaries and Wages - Salaries and Wages - Salaries and Wages - Salaries and Wages - Personnel Services 2 Other Compression 1 Personnel Recommance (PERA) 5 01 02 000 Representation Allowance (PERA) 5 01 02 000 Representation Allowance (PERA) 5 01 02 120 Other Compression - Representation Allowance (PERA) 5 01 02 100 Representation Allowance (PERA) 5 01 02 100 Charles and Allowance (PERA) 5 01 02 100 Charles and Allowance (PERA) 5 01 02 100 Charles and Allowance (PERA) 5 01 02 100 Chare and high Inst		4 02 01 990		
Read Network Fres 4 02 02 080 Sequet System Frees 4 02 02 100 Sales Revenue 4 02 02 100 Fires and Penulise-Buines Income 4 02 02 230 Other Business Income 4 02 02 230 Other Business Income 4 02 02 230 Other Business Income 4 02 02 290 Total Services - EXPENSIS - Personal Services - Subirs and Wages Regular - Monettation 2 Other Composition - Personal Economic Relif Allowance (PERA) 5 01 02 00 Representation Allowance (TA) 5 01 02 00 Chobing Chulform Allowance (TA) 5 01 02 100 Chobing Chulform Allowance (TA) 5 01 02 100 Chobing Chulform Allowance (TA) 5 01 02 100 Year End Bons 5 01 02 100 Cash Gith 5 01 02 100 Personal Electrotholions 5 01 03 00 Benely Contributions 5 01 03 00 Pare Bulf Bons 5 01 03 00 Chobing Chulform Allowance (TA) 5 01 03 00 <		1 02 02 050		
Salar Servense 4 02 02 10 Salar Servense 4 02 02 160 Interest Income 4 02 02 230 Royally Fres 4 02 02 230 Other Busiens Income 4 02 02 230 Other Busiens Income 4 02 02 230 Total Services 4 02 02 300 Total Services - Personal Services - Salaries and Wages - Personal Economic Relif Allowance (PERA) 5 01 02 000 Representation Allowance (TPEA) 5 01 02 000 Chebro Ompression 5 01 02 010 Representation Allowance (TPEA) 5 01 02 010 Longovity Pay 5 01 02 010 Chebro Ompression 5 01 02 010 Chebro Ompression 5 01 02 100 Chebro Ompression Relif Allowance (PERA) 5 01 02 100 Chebro Ompression 5 01 02 100 Chebro Ompression 5 01 02 100 Chebro Ompressin Allowances				
Sale Revane 4 02 02 100 Interest Income 4 02 02 200 Fines and Penalties-Busines Income 4 02 02 230 Other Bissines Income 4 02 02 230 Other Bissines Income 4 02 02 290 Total Service and Bissines Income 4 02 02 290 Total Service and Bissines Income - EXPENSIS - Personal Services - Salaries and Wages 5 01 01 0100 Salaries Income - Personal Commic Keld Allowance (PERA) 5 01 02 010 Representation Allowance (TA) 5 01 02 010 Choing Uniform Allowance (TA) 5 01 02 100 Choing Uniform Allowance 5 01 02 100 Cash Gir 5 01 02 100 Parsonal Beardin Contributions 5 01 03 010 Pay albo Contributions 5 01 03 000 Pay albo Contributions				
First and Penalties-Baciness Income 4 02 02 320 Roythy Pess 4 02 02 320 Other Business Income 4 02 02 390 Total Service and Business Income - EXPENSIS - Personnel Services - Subaris and Wages - Regular 5 01 01 00 Subaris Business Income - Personnel Secomits Relif Allowance (PERA) 5 01 02 000 Representation Allowance (TA) 5 01 02 000 Choing Uniform Allowance (TA) 5 01 02 000 Congression 5 01 02 100 Over train and Night Pay - Night Pay 5 01 02 100 Year End Bonus 5 01 02 100 Cash Grit - Retirement and Life Insurance Premiums 5 01 02 100 Other Bonuses and Allowances 5 01 02 100 Parisonal Benefit Contributions 5 01 03 000 Parisonal Benefit Contributions 5 01 04 030 Other Personal Benefits 5 01 04 030 Other Personal Benefits 5 01 04 030 Toraile Stoppenses 5 02 02 010 Tarveling Expenses 5 02 03 020 Payelistic Contributions 5 01 04 030 <td< td=""><td></td><td></td><td></td><td></td></td<>				
Royaty Fess 4 02 02 320 Other Brisses Income - EXPENSES - Personal Services 7 Sularies and Wages 5 01 01 010 Sularies and Wages 7 Sularies and Wages 5 Sularies and Wages 5 Other Compension 2 Personal Economic Kellef Allowance (PERA) 5 Representation Allowance (TA) 5 Cash Giri 5 Oretin and Night Pay - Nigh Pay 5 Year End Bonus 5 Cash Giri 5 Other Compension Insurace Premiums 5 Personal Exerctions 5 Page-IBIG Contributions 5 Retirement and Life Insurance Premiums 5 Differ Single Spenses 5 Total Personal Exerctions 5 Total Devices Compensation Insurace Premiums 5 Total Devices Compensation Insurace Premiums 5 Traveling Expenses 5 Traveling Expenses 5				
Other Business Income 4 4 0.2 29.0 EXPENSES - - - - Personnel Services - - - - Salaris and Wages - 1 - - Salaris and Wages - Regular 5 0 0 0 0 0 Salaris and Wages - Regular - 2 - - - - - - Montrization - 2 0				
Total Service and Business Income - EXPENSIS - Personnel Services 5 Salaries and Wages - Regular 5 01 01 010 Salaries and Wages - Regular 5 01 00 10 Monetization 2 0 0 0 0.0				
EXPENSES - Parsonnel Services 5 Salaries and Wages - Regular 5 Salaries and Wages - Regular 1 Monetization 2 Other Compensation 2 Personnel Secondine Allowance (PERA) 5 01 02 010 Representation Allowance (RA) 5 01 02 010 Chobing Uniform Allowance (RA) 5 01 02 010 Chobing Uniform Allowance (RA) 5 01 02 040 Congevity Pay 5 01 02 010 Overtice and Night Pay - Night Pay 5 01 02 900 Year End Bomas 5 01 02 900 Personnel Benefiti Contributions 5 01 03 010 PajBIG Contributions 5 01 03 010 PajBIG Contributions 5 01 03 010 PajBIG Contributions 5 01 03 00 Traning Lav		4 02 02 990		
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Traveling Expenses - Local 5 02 01 010 Training and Scholarship Expenses 7 7 7 Training Expenses 5 02 02 010 Supplies and Materials Expenses 5 02 02 010 Office Supplies Expenses 5 02 03 010 Accountable Forms Expenses 5 02 03 020 Semi-Expendable Machinery & Equipment Expenses 5 02 03 090 Semi-Expendable Machinery & Equipment Expenses 5 02 03 090 Other Supplies and Materials Expenses 5 02 03 090 Utility Expenses 5 02 03 090 Utility Expenses 5 02 04 020 Communication Expenses 5 02 04 020 Communication Expenses 5 02 05 030 Telephone Expenses 5 02 05 030 Telephone Expenses 5 02 05 030 Telephone Expenses <td< td=""><td></td><td></td><td></td><td></td></td<>				
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Supplies and Materials Expenses				
Office Supplies Expenses 5 02 03 010 Accountable Forms Expenses 5 02 03 020 Fuel, Oil and Lubricants Expenses 5 02 03 040 Semi-Expendable Machinery & Equipment Expenses 5 02 03 040 Other Supplies and Materials Expenses 5 02 03 990 Utility Expenses 5 02 04 010 Electricity Expenses 5 02 04 020 Communication Expenses 5 02 04 020 Postage and Courier Services 5 02 05 010 Telephone Expenses 5 02 05 020 Internet Subscription Expenses 5 02 05 030 Professional Services 5 02 05 030 Professional Services 5 02 1010 Auditing Services 5 02 11 020		5 02 02 010		
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Other Supplies and Materials Expenses 5 02 03 990 Utility Expenses - - - - Water Expenses 5 02 04 010 Electricity Expenses 5 02 04 020 Communication Expenses 5 02 05 010 Postage and Courier Services 5 02 05 020 Internet Subscription Expenses 5 02 05 030 Professional Services 5 02 05 030 Professional Services 5 02 10 00 Auditing Services 5 02 11 020				
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Communication Expenses Image: Communication Expenses S 02 05 010 Postage and Courier Services 5 02 05 020 Image: Communication Expenses 5 02 05 030 Internet Subscription Expenses 5 02 05 030 Image: Communication Expenses 5 02 11 010 Professional Services 5 02 11 020 Image: Communication Expenses 5 02 11 020	Water Expenses	5 02 04 010		
Communication Expenses Image: Communication Expenses S 02 05 010 Postage and Courier Services 5 02 05 020 Image: Communication Expenses 5 02 05 030 Internet Subscription Expenses 5 02 05 030 Image: Communication Expenses 5 02 11 010 Professional Services 5 02 11 020 Image: Communication Expenses 5 02 11 020		5 02 04 020		
Telephone Expenses 5 02 05 020 Internet Subscription Expenses 5 02 05 030 Professional Services 5 02 11 010 Auditing Services 5 02 11 020	Communication Expenses			
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Legal Services 5 02 11 010 Auditing Services 5 02 11 020		5 02 05 030		
Auditing Services 5 02 11 020		5 02 11 010		



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		ACCOUNT	Page DEBIT	ZFPC-SOI-02-FO45 4 of 4
ACCOUNT TITLE		CODE	BALANCES	BALANCES
General Services		CODE	DIMINICEO	DILLALICED
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		
Repairs and Maintenance		The second second second		
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		
Taxes, Insurance Premiums and Other Fees		1.50 10.000 10.000 10.000		
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		
Other Maintenance and Operating Expenses		Contraction of the second second		
Representation Expenses		5 02 99 030		
Transportation and Delivery Expenses		5 02 99 040		
Other Maintenance and Operating Expenses		5 02 99 990		
1 0 1	-			
Non-Cash Expenses				
Depreciation				
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		
Amortization				
	-			
Total			-	-
TOTAL LIABILITIES and EQUITY			-	-
GRAND TOTALS			-	-
				8

Prepared by:

Certified Correct:



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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex STATEMENT OF FINANCIAL POSITION As at August 31, 2019	
ASSETS	
Current Assets	
Cash on Hand	
Cash-Collecting Officers	
Petty Cash	
Cash in Bank-Local Currency	
Cash in Bank-Local Currency, Current Account	
Cash in Bank-Local Currency, Savings Account	
Terrenterente	-
Investments Other Investments	
Other Investments	
	14
Receivables	
Loans and Receivable Accounts Accounts Receivable	
Accounts Receivable Allowance for Impairment-Accounts Receivable	
Net	-
Other Receivables	
Due from Officers and Employees	
Other Receivables	
Inventories	
Inventory Held for Consumption	
Office Supplies Inventory	
Allowance for Impairment-Office Supplies Inventory	
Accountable Forms Inventory	
Allowance for Impairment-Accountable Forms Inventory Fuel, Oil and Lubricants Inventory	
Allowance for Impairment-Fuel, Oil and Lubricants Inventory	
Other Supplies and Materials Inventory	
	~
Investment Property Land and Buildings	
Investment Property, Buildings	
Accumulated Depreciation-Investment Property, Buildings	
	-
Total Current Assets	-
Non-Current Assets	
Property, Plant and Equipment	
Land Improvements	
Other Land Improvements	
Accumulated Depreciation-Other Land Improvements	
	~
Power Supply Systems	
Accumulated Depreciation-Power Supply Systems	
Buildings and Other Structures	
Buildings Accumulated Depreciation-Buildings	
Accumulated Depreciation-Danaangs	~
Markets	-
Accumulated Depreciation-Markets	-
· · · ·	-
Other Structures	
Accumulated Depreciation-Other Structures	
	-



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Machinery and Equipment	5
Machinery	-
Accumulated Depreciation-Machinery	
Office Equipment	
Accumulated Depreciation-Office Equipment	
neemmalee Depreemmen office Equipment	-
Information and Communication Technology Equipment	
Accumulated Depreciation-ICT Equipment	
Communication Equipment	
Accumulated Depreciation-Communication Equipment	
neeminated Depreedmon Commancemon Equipmon	-
Medical Equipment	
Accumulated Depreciation-Medical Equipment	
Technical and Scientific Equipment	
Accumulated Depreciation-Technical and Scientific Equipment	
recuminated Dopreciation recimical and belongie Dampinent	-
Other Machinery and Equipment	
Accumulated Depreciation-Other Machinery and Equipment	
	-
Transportation Equipment	
Motor Vehicles Accumulated Depreciation-Motor Vehicles	
Accumulated Depreciation-Motor Venicles	
Furnitures, Fixtures and Books	
Furniture and Fixtures	
Accumulated Depreciation-Furniture and Fixtures	÷
Books	
Accumulated Depreciation-Books	
Accumulated Depretation-Dooks	
	-
Other Property, Plant and Equipment	
Other Property, Plant and Equipment	
Accumulated Depreciation-Other Property, Plant and Equipment	
Constanting in Decemen	
Construction in Progress Construction in Progress, Buildings and Other Structures	
Construction in Progress, Bundings and Other Structures	
Total Other Property, Plant and Equipment	-
Intangible Assets	
Other Assets	
Advances	
Advances for Operating Expenses	
Advances for Payroll	
Advances to Special Disbursing Officer Advances to Officers and Employees (Travel)	
Advances to Officers and Employees (Traver)	·
Prepayments	
Advances to Contractors	-
Prepaid Interest	
Prepaid Insurance	
Input Tax	
Denesite	
Deposits Guaranty Deposits	
Guaranty Deposits	
	-



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



	ZFPC-SOI-02-FO47
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	
ZAMBOANGA FISH PORT COMPLEX	
CONDENSEDED 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:	
A	cting Accountant
Approved by:	
	,



		ZFPC-SOI-02-FO4 Page 1 of 2
PHILIPPINE FISHERIES DEVELOP ZAMBOANGA FISH POR		
DETAILED STATEMENT OF COMI	REHENSIVE INCOME	
For The Eighth Month Ended	August 31, 2019	
	This Month	To Date
INCOME		
Service Income Processing Fees		
Accreditation Fees		
Sewerage/Garbage Fees		
Other Service Income		
Total Service Income	-	
Business Income	-	
Rent/Lease Income		
Road Network Fees		
Seaport System Fees		
Sales Revenue		
Interest Income		
Fines and Penalties-Business Income		
Royalty Fees		
Other Business income	<u> </u>	
Total Business Income	-	-
Total Service and Business Income	-	
TOTAL INCOME		· . · ·
EXPENSES		
Personnel Services		
Salaries and Wages		
Salaries and Wages - Regular		
Salaries and Wages - Casual/Contractual Total Salaries and Wages	-	
Other Compensation		
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		
Total Other Compensation		-
Personnel Benefit Contributions		
Retirement and Life Insurance Premiums		
Pag-IBIG Contributions		
PhilHealth Contributions		
Employees Compensation Insurance Premiums		
Provident/Welfare Fund Contributions		
Total Personnel Benefit Contributions	- 10	-
Other Personnel Benefits		
Terminal Leave Benefits		
Other Personnel Benefits	-	-
Total Other Personnel Benefits		
Total Personnel Services		· <u>· · · · · · · · · · · · · · · · · · </u>
Maintenance and Other Operating Expenses		
Traveling Expenses		
Traveling Expenses - Local		
Traveling Expenses - Foreign	-	
Total Traveling Expenses		
Training and Scholarship Expenses Training Expenses		
Scholarship Grants/Expenses		
Total Training and Scholarship Expenses		
Supplies and Materials Expenses		
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		
Total Supplies and Materials Expenses	-	· —
Utility Expenses	-	
Water Expenses		
Electricity Expenses		
Total Utility Expenses		



		ZFPC-SOI-02-FO48 Page 2 of 2
Communication Expenses		
Postage and Courier Services		
Telephone Expenses		
Internet Subscription Expenses		
Total Communication Expenses	-	
Professional Services		
Legal Services		
Auditing Services		
Consultancy Services		
Other Professional Services		
Total Professional Services	-	
General Services		
Environment/Sanitary Services		
Janitorial Services		
Security Services		
Other General Services		
Total General Services		
Repairs and Maintenance		
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	-	
Total Repairs and Maintenance	-	-
Taxes, Insurance Premiums and Other Fees		
Taxes, Duties and Licenses		
Fidelity Bond Premiums		
Insurance Expenses		
Income Tax Expenses		
Total Taxes, Insurance Premiums and Other Fees	-	
Other Maintenance and Operating Expenses		
Representation Expenses		
Transportation and Delivery Expenses		
Other Maintenance and Operating Expenses		
Total Other Maintenance and Operating Expenses	-	-
Total Maintenance and Other Operating Expenses	-	
Financial Expenses		
Financial Expenses		
Interest Expenses		
Guarantee Fees		
Bank Charges		
Commitment Fees		
Other Financial Charges		
Total Financial Expenses		
Non-Cash Expenses	-	
Depreciation		
Depreciation - Investment Property, Buildings		
Depreciation - Land Improvements		
Depreciation - Infrastructure Assets		
Depreciation - Buildings and Other Structures		
Depreciation - Machinery and Equipment		
Depreciation - Transportation Equipment		
Depreciation - Transportation Equipment Depreciation - Other Property, Plant and Equipment		
Total Depreciation		·
Impairment Loss-Receivables		· — ·
Losses		
Loss on Foreign Exchange (FOREX)		
Loss on Sale of Property, Plant and Equipment		
Loss of Assets		
Total Losses	-	
Total Non-Cash Expenses		
TOTAL EXPENSES		· · · ·
PROFIT(LOSS) BEFORE TAX	-	-
Income Tax Expenses	-	-
COMPREHENSIVE INCOME (LOSS)	<u> </u>	
Certified Cor	rect:	
Approved by:		



PHILIPPINE FISHE ZAMBOAN

Administrative

HILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
Standard Operational Instructions (SOI) Manual	Effectivity:	
Iministrative and Finance Services Division	Page No.:	Page 96 of 153

ZFPC-SOI-02-FO49 Republic of the Philippines DEPARTMENT OF AGRICULTURE PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX Bgy. Sangali, Zamboanga City Tel/Fax No. 9550750 CASH FLOW STATEMENT For the Eighth Month Ended August 31, 2019 This Month To Date **Cash Flow From Operating Activities:** Cash Inflow: Fund Transfer from Corporate Fund Ρ - P Collections: Receivables Cash Sales Interest Income Deposits and Advances **Bidders Bond Payable** Output Tax **Total Cash Inflows** Ρ -**Cash Outflow** Fund Transfer to Corporate Fund Disbursements: Capital Outlay Equipment Outlay Ρ Inventory Prepaid Expenses Prior Year Adjustments **Operating Expenses** Accounts Payables Deposits and Advances **Total Cash Outflow** - P_ **Total Cash Provided by Operating Activities** - P **Cash Flow from Investing Activities:** Cash Outflow: Purchase/Construction of Fixed Assets **Total Cash Outflow Total Cash used by Investing Activities** Cash Provided from Financing Activities: Cash Outflow: Payment re: Home Office Expenses **Total Cash Outflow** Total Cash used by Financing Activities Cash Provided by Operating, Investing & Financing Activities P . Р Cash Balance Beginning - July 1 Cash Balance Ending- July 31 Ρ

Prepared by:

Certified Correct:



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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Republic of the Philippines Department of Agriculture Philippine Fisheries Development Authority ZAMBOANGA FISHING PORT COMPLEX Bank Reconciliation Statements

Bank Reconciliation Statements August 31, 2019

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

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

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

Balance per Book Add: Unrecorded Interest Income Net of Tax Adjusted Balance per Book	P
Balance per Bank Less: Outstanding Checks	Р
Adjusted Balance per Bank Add: Erroneous Entry Adjusted Balance per Bank	P
LBP 5/A No. 1951-1221-88	
Balance per Book Adjusted Balance per Book	P P
Balance per Bank Less: Advanced Partial Deposit of Accounts Receivable	P
Adjusted Balance per Bank	Р

Prepared by:

Certified True and Correct:

Noted :



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		ZFPC-SOI-02-F051 Page 1 of 3
	Republic of the Philippines Department of Agriculture Philippine Fisheries Development Authority ZAMBOANGA FISH PORT COMPLEX	
	Schedule of Balance Sheet August 31, 2019	
1 01 01 010	COLLECTING OFFICERS	
	Ma. Gilda F. Tumbo	Р
103	DISBURSING OFFICERS	
	Ma. Gilda Tumbo	P
1 01 01 020	PETTY CASH FUND Ma. Christine Lacuesta Ma. Gilda Tumbo - Military Expenses Total	P P
1 01 02 020	CASH-IN-BANK - Current Account	
	LBP(WMSU) - C/A No. 3232-1008-41 LBP(Veterans) - C/A No. 1952-1016-13 Total	P P
1 01 02 030	CASH-IN-BANK - Savings Account	
	LBP(Veterans) - S/A No. 1951-1221-88	Р
1 02 99 990	INVESTMENTS IN STOCKS	
	Phil. Long Distance & Telephone Co.	P
1 03 01 010	ACCOUNTS RECEIVABLE Active Clients:	
	In-active Clients:	
	Less: Allowance for Doubtful Accounts Net Total	Р
1 03 01 011	ALLOWANCE FOR DOUBTFUL ACCOUNTS	
	Client	Amount P
	Total	Р
1 03 05 020	DUE FROM OFFICERS AND EMPLOYEES	
-01	TELEPHONE BILLS	
-02	WELFARE ASSISTANCE TOTAL	P



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1 04 04 010	OFFICE SUPPLIES INVENTORY	P
1 04 04 020	ACCOUNTABLE FORMS INVENTORY	
	See attached Accountable Forms Inventory	P
1 04 04 080	GASOLINE, OIL AND LUBRICANTS INVENTORY	
	Diesel	Р
1 04 04 990	Other Supplies and Materials Inventory	Р
1 05 01 020	Investment Property, Buildings	
PROPERTY	PLANT AND EQUIPMENT See attached Schedule of Fixed Assets	Р
	CONSTRUCTION-In-PROGRESS PREPAID INSURANCE	
	Particulars	Amount
	Total	P
1 99 02 060	OTHER PREPAID EXPENSES Input Tax	Р
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)	
2 01 01 020	DUE TO OFFICERS AND EMPLOYEES	P
	Personal Services (2014) Personal Services (2017) Personal Services (2018) Personal Services (2019)	
2 01 03 010	TAX REFUND PAYABLE	P
	Total	P
2 02 01 010	Due to BIR	
	Withholding Tax Compensation Expanded Withholding Tax (Creditors) Govt Money Payments (GMP)-Percentage Taxes Gross Money Payments (VAT or % Tax) Total	P. P
2 02 01 020	Due to GSIS Life and Retirement Premium (PS) Life and Retirement Premium (GS) ECC Salary Loan (ConsoLoan) Policy Loan-Regular Optional Insurance Premium Educational Loan	Ρ
	Educational Loan Emergency Loan Cash Advance Policy Loan-Optional/Unlimited installments Emergency Loan Assistance (ELA) Summer One Month Salary Loan (SOS) Educational-Child Plan Total	P



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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							ZFPC-SOI-02-F051 Page 3 of 3
2 02 01 030	Due to PAG-IBIG						Tage 5 61 5
	Contributions (Personal S Contributions (Govt Share Multi-Purpose Loan Instal Housing Loan Installment	e) Ilments (MPL	_)			F	
	Total					P	-
2 02 01 040	Due to PHILHEALTH Due to Philhealth - (Perso Due to Philhealth - (Govt Total					F	,
2 02 01 050	DUE TO OTHER NGA's Bureau of Fisheries Savin	ng Loan Assn				P	,
2 02 01 060	DUE TO OTHER GOCCs	9					
	Landbank Salary Loan					P	P
2 03 01 060	HOME OFFICE CURRENT						
	PFDA-Central Office					P	
2 04 01 040	PERFORMANCE BIDDERS	BOND PAY	ABLE				
	Old Account Balance					P	·
2 04 01 050 / 2	05 02 990	GUARANTY			RED CREDITS TO I	NCOME	
	Client		Guaranty Deposits	Deferred Credits		Remarks	i
Sub-Total							
Betention and	Reservation Fees						
netention und							
Sub-Total GRAND TOTAL				-			
GRAND TOTAL			<u> </u>	-			
2 05 01 030	Output Tax					F	
2 99 99 990	OTHER PAYABLES						
						-	
	Total					P	·
			Prepared by:				



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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		As of August 31, 2019	31, 2019			
UNIT: ZAMBOANGA FISH PORT COMPLEX	X					
Nome	Derticulan	Deference (Check No. 9 Date)	Total Amount			Domotio
Name	ratuculars	REIERICE (URECK IND. & UALE)	10(d) AITIOUITI	> 30 days	61-365 days	LIEURAKS
A. Advances for Travel and Purposes						
1. Local Travel						
2. Foreign Travel						
Special Activities						
Balance Forwarded			•			
B. Advances to Regular Disbursing Officers						
1. Payroll						
2. Seminar/ Conferences						
3. Expenses						
TOTAL			•	•	•	
Prepared by:	Certified Correct:		Approved by:			

ANNEX 3 - Report of the Aging of Cash Advances

SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
Standard Operational Instructions (SOI) Manual	Effectivity:	
Administrative and Finance Services Division	Page No.:	Page 102 of 153

UNIT: ZAMBOANGA FISH PORT COMPLEX									
This account consists of the following:									
Particulars	Land and Land Improvement	Land and Land Infrastructure Improvement Assets	Buildings & Other Structures	Machineries and Transportation Equipment Equipment	Transportation Equipment	Furnitures, Fixtures & Books	Other Property, Plant Construction and Equipment in Progress	Construction in Progress	Total
Cost: January 01, 2018 Additions - PFDA						SYDDA			
Auductoris - Frust Fund assets T6									
I ransfer from Other Ports Liquidation of Fund									•••
transferred to LGU									•
Donations received CIP Transfer to PPE									
CIP - Projects turned over to LGUs Do recommition in booke due to doorstions feelo									•
De-recognition in books one to acidations/sale Adjustments/Reclass to other assets									
01/31/2018			•			ue:			
Less: Acrimitated Denreciation Dec 21 2018									,
Depreciation Charges during the year-JanDec. 2019									
Transfer from Other Ports									٠
De-recognition in the books- (due to donations/									•
sale of unserviceable units Adjustments									
December 31, 2019	•	÷		÷	÷	÷	8	÷	6
Net Book Value - June 01, 2019			÷	•	•	•		•	
Net Book Value - June 30, 2019						•	•		•

Certified Correct:

Prepared by:

ZFPC-SOI-02-F053

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY PROPERTY, PLANT & EQUIPMENT As of August 31, 2019



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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Retained Earnings/(Deficit) As of August 31, 2019

DATE	PARTICULARS	NOMINAL ACCOUNT	AMOUNT (Debit) Credit	CONTRA- ACCOUNT
	Balance Beginning			
Balance			-	

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:



								-02-F056
	74	MROANC	A FISH PORT CO		v		F	Page 1 of 2
	ZA		ali, Zamboanga Ci		*			
		Sariya	an, zamooanga on	ly				
		SCHE	DULE OF INCOM	IE				
	For t		Month Ended Augus		019			
						-	Th. 1	
Revenue						-	This Month	To Date
2 Service and Business I	come							
2 01 Service Income								
4 02 01 130 Processing	Fees - Filing Fees	Р		Ρ		Ρ		
4 02 01 210 Accreditation								
-01	Accreditation Fees							
-02	Permit to Conduct Business Fee							
-03	ID Issuance Fee					_		°
Total	0		-		-	-		13- 13-
4 02 01 240 Sewerage/	Garbage Fee	P	This Month	P	To Date			
	PMRD	1		10			-	
	HMOD							
	Waste Water Treatment Fe	e				_		
Total								
4 02 01 990 Other Servi						_		
	Delivery Fee							
	Ice Crusher Fee					-	<u></u>	N
Total						_	· ·	
1 otal 2 02 Business Income	Service Income					-	•	
4 02 02 050 Rent/Lease	Income							
	Land							
	Industrial Area							
	Commercial Area							
	Net Mending							
	Food Service Area					_		-
	Total					_	25	5
Build								
-03	Market Market Hall							
	Mezzanine							
	Market Space							
	Market Bay							
	Total					_	-	2
-04	Refrigeration Building					_		
	Cold Storage/ Chillroom							
	Chillroom							
	Processing Area							
	Office Space/ Stockroom Receiving Area							
	Space Outside Refrigeration	n Ruildin	a					
	Total	on Danam	9			-		-
-06	Other Building					-		2
	Staff House							
	Total							
-07	Machineries and Equipment							
	Contact Freezer							
	Forklift							
	Generator Set Insulated Van							
	Insulated Van Freezing Tray							
	Total					-		2
Total F	tent/Lease Income					-		· · · · · · · · · · · · · · · · · · ·
4 02 02 080 Road Netw						-		
-01	Entrance Fee							
	Entrance Fee							
	Vehicle Sticker Fee							
	Ice Crusher Entry Fee					_		2
10742.0	Total					_		2
-02	Parking Fee							
	Parking Fee							
	Parking Sticker Fee Total					-		9
Total P	oad Network Fees					-		



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				-02-F056 Page 2 of 2
4 02 02 110 Seaport S	ystem Fees		· · · · · · · · · · · · · · · · · · ·	
-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	 		
	eaport System Fees			-
4 02 02 160 Sales Reve				
4 02 02 200 Dividend In				
4 02 02 210 Interest Inc				
	Penalties-Business Income		<u> </u>	
PMRD HMOD				
4 02 02 320 Royalty Fe -01	Royalty Fee			
4 02 02 990 Other Busi				-
	me from Market Operation			
-01	Market Fee			
-01	Unloading Fee			
-02	Transhipment Fee			
-03	Buyer/Seller Fee			
-04	Total			
-09	Other Market Operation Fee			-
00	Vendor Fee			
	Total			
Othe	r Fish Port Business Income			-
-11	Power Supply System Fees		-	
	Power Utilization Fee			
	PMRD			
	HMOD			
	Power Factor			
	Power Connection Fee	 	-	
	Plug-in Fee		-	
	20 footer			
	4o footer			
	Total	 	-	1
-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			
	Total Other Business Income		· ·	
	Business Income		· · · ·	2
TOTAL SERVIC	E AND BUSINESS INCOME		· · ·	
			_	
		Prepared by:		



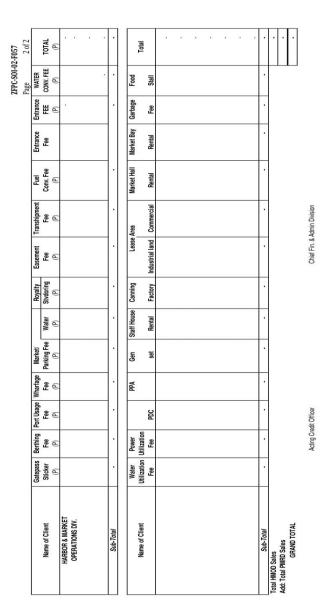
	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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AITH	Standard Operational Instructions (SOI) Manual	Effectivity:	
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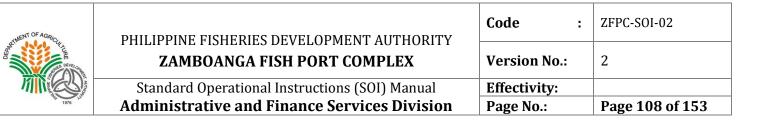
Page 1 of 2

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

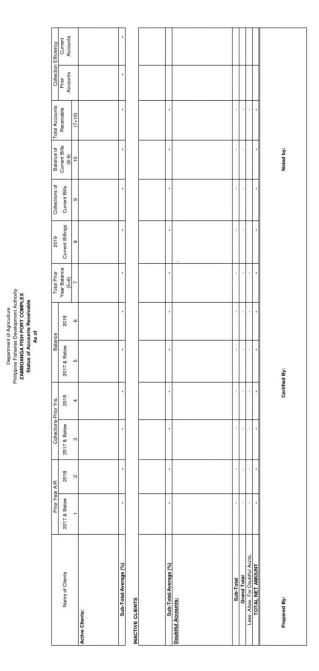
			P	ort Facility U	sage														
Particular	Plug-In Fee	Water	Waste Water	Power	Gen. Set	POWER Factor	Contact Freezer	Cold Storage	Chill Room	Forklift	Processing Buying station	Ice Sales	DELIVERY FEE	Garbage Fee	lce Crusher Usage	OFFICE Space Rental	Misc. Rental	INSULATED Van Rental	TOTAL
		(P)	(P)	(P)	(P)		(P)	(P)	(P)	(P)		(P)		(P)	(P)	(P)	(P)		(P)
PORT MAINTENANCE AND Refrigeration division																			
TOTAL PMRD SALES	·	·	•	•	•	·	•	•	•	·	•	•	•	•	•	•	•	•	•







ZFPC-S01-02-F058





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			Aging o	Aging of Accounts Receivable As of	ø			
	Total Amount	Current Account	count	010	2017	2016	2015 Bolow	DEMADY
	I otal Amount	January-July	August	2018	2017	20102	ZUID BEIOW	HEMARK
ACTIVE CLIENTS	8							
TOTAL								
IN-ACTIVE CLIENTS								
SUB-TOTAL	•		Α.	•2	•			
	10 0							
DOUBTFUL ACCOUNTS								
Sub-Total			•			•	•	
Total Accounts Receivable	•		•			•		
Less: Allowance for Doubtful Accounts		1		đ				
Net Realizable Value		×	•			•	•	

Department of Agriculture Philippine Fisheries Development Authority ZAMBOANGA FISH PORT COMPLEX Sangali, Zamboanga City





PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX

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ZFPC-SOI-02

Code

Version No.:

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

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

UNIT: ZAMBOANGA FISH PORT COMPLEX

			Par	ticulars			
Month	BIR	EMB-DENR I)	LBP	Others			Total
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

		Particulars Clients Total Image: Clients Image: Clients							
Month 2019 January February March April May June July August Total		Clients							
Monut							TOTAL		
2019									
January							-		
February							-		
March							-		
April							-		
May							-		
June							-		
July							-		
August							-		
	-	-	-	-	-	-	-		

Prepared by:

Certified correct:



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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) ZFPC-SOI-02-FO62

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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

Prepared by:

MA. LORENA B. SALISALI Acting Accountant



ZFPC-SOI-02-F063 Republic of the Philippines Department of Agriculture Philippine Fisheries Development Authority ZAMBOANGA FISH PORT COMPLEX

Page 1 of 2

Sangali, Zamboanga City

COMPARATIVE REPORT OF COLLECTIONS August 2019 vs August 2018

					VARIANCE %
					INC./(DEC.
			August 2019	August 2018	INC./(DEC.)
CASH INCOME					
4 Revenue					
4 02 Service and Business	Income				
4 02 01 Service Income					
4 02 01 13 Processin		Р			
4 02 01 21 Accredita					
	Accreditation Fees				
	Permit to Conduct Business Fee ID Issuance Fee				
Total	ID Issuance Fee				0%
4 02 01 24 Sewerage	/ Garbage Fees				070
	Garbage Fee				
	Waste Water Treatment Fee		<u></u>		
Total					0%
4 02 01 99 Other Ser					
	Delivery Fee				
Total	Ice Crusher Fee				
Total Total Servic					0%
4 02 02 Business Income	e income				0%
4 02 02 05 Rent/Lea	se Income				
	Land				
	Industrial Area				
	Commercial Area				
	Total				0%
	ding				
-03	Market				
	Market Hall Market Space				
	Total				0%
-04	Refrigeration Building				0%
04	Cold Storage/ Chillroom				
	Chillroom				
	Total			52	0%
-06	Other Building				
	Staff House				
	Restroom				
	Total				0%
-07	Machineries and Equipment Contact Freezer				
	Forklift				
	Total				
Total Rent/Le					0%
4 02 02 08 Road Net					
-01	Entrance Fee				
	Entrance Fee				
	Vehicle Sticker Fee				
- N. (1)	Total				0%
-02	Parking Fee				
	Parking Fee Parking Sticker Fee				
	Total				
Total Road N					0%
4 02 02 11 Seaport					
	Port Entry Fee		<u> </u>	-	
-02	Berthing Fee				
	Total		·		
	Vessel Repair Fee				
-04	Wharfage Fee				
7.1.10	Total				
Total Seaport 4 02 02 16 Sales Rev					0% 0%
4 02 02 16 Sales Rev 4 02 02 20 Dividend					0%
4 02 02 20 Dividend	income .				



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Code : ZFPC-SOI-02 ZAMBOANGA FISH PORT COMPLEX Version No.: 2 Standard Operational Instructions (SOI) Manual Effectivity: 2 Administrative and Finance Services Division Page No.: Page 113 of 153

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> 0% 0% 0%

					ZFPC-SOI-02-FO Page 2 o
4 02 02 210					
4 02 02 230		Penalties-Business Income			
	PMR	54 State 1997			
	HMC				
4 02 02 220	Develty F	Total			
4 02 02 320		Royalty Fee			
4 02 02 990		siness Income			
40202550		ome from Market Operation			
		Market Fee			
		Unloading Fee			
		Transhipment Fee			
		Buyer/Seller Fee			
		Total			
	-09	Other Market Operation Fee			
		Vendor Fee			
		Total			
	Oth	er Fish Port Business Income		-	
	-11	Power Supply System Fees			
		Power Utilization Fee			
		PMRD			
		HMOD			
		Power Connection Fee			
		Plug-in Fee			
		20 footer			
		40 footer	<u> </u>		
		Total			
	-12	Waterworks System Fees			
		Water Utilization Fee			
		PMRD			
		HMOD			
		Water Connection Fee			
		Total			
		Fuel Conveyance Fee			
		Ice Conveyance Fee			
		Water Conveyance Fee			
		Easement Fee Retainer's Fee			
		Miscellaneous Business Income			
		Other Business Income			
т		ess Income			
	OTAL CASI				
		ON OF ACCOUNT			
03 01 010					
		DLLECTIONS			
3 05 020 01		Officers & Employees- Telephone			
		Officers & Employees- Wel. Assis.			
	Refund of				
99 01 030		to Special Disbursing Officer			
99 01 040	Advances	to Officers and Employees (Travels)			
05 01 030					
		s' Deposits Payable			
		earned Revenue/Income			
9 99 990 10	Bia Docur	nents			
		SH COLLECTIONS			
	. STAL CA				

Prepared by:



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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	OANGA FISH PORT COMPLEX			JEV No. :	
Fund :				Date :	
		ACCOUNTING ENTRIES			
Responsibility Center	Accounts and Explanation	Account Code	Р	Am	ount
Center	Accounts and Explanation	Account Code	P	Debit	Credit
		TOTAL		-	
Prepared by:		Certified Correct:			



GENERAL JOURNAL PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Agency

Month/Year

	IEV				AM	OUNT
DATE	JEV No.	PARTICULARS	ACCOUNT CODE	Р	DEBIT	CREDIT
	+					
	+					
		TOTAL				

Prepared by:

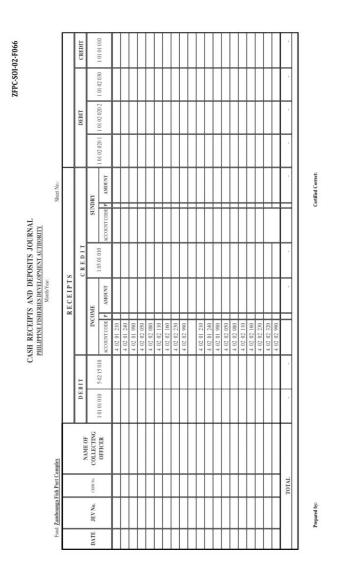
Certified Correct:

Acting Accountant

OIC-AFSD



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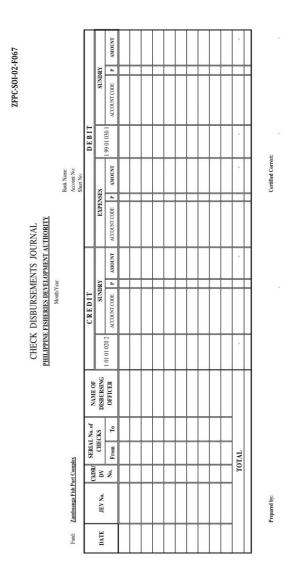
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMB

ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
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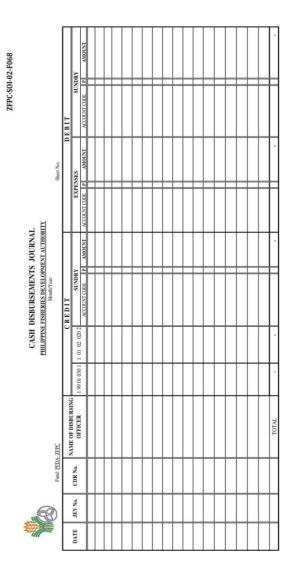
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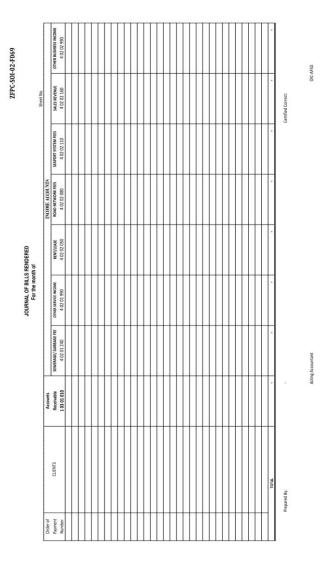


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GENERAL LEDGER

Philippine Fisheries Development Authority- ZFPC Agency

_	-	Amount						
Date	Particulars	Ref.	Debit -		Amount Credit +		Balance	-
			Debit		orean +		Dulunee	-
						<u> </u>		_
								-
								-
				_				_
								_
								-
						<u> </u>		-
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								-
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				_				_
								_
								-
		_		_				-
						<u> </u>		_



SUBSIDIARY LEDGER

Philippine Fisheries Development Authority- ZFPC

Agency

		<u> </u>			Amount		
Date	Particulars	Ref.	Debit -		Credit +		Balance
			Debit -		Credit +		Dalance
						<u> </u>	
				-			
- I I							



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX

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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX Region IX, Zamboanga Peninsula Zamboanga City

Republic of the Philippines DEPARTMENT OF AGRICULTURE

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.



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX

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Page 2 of 3 Cash and other Cash Accounts 4. This account is broken down as follows with comparative figures for 2017: 2018 Increase (Decreased) 2017 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) Receivables: Accounts Receivable Due from Officers & Employees Other Receivables **Total Receivables** Less: Allowance for Doubtful Accounts **TOTAL RECEIVABLES (net)** Investment in Stocks 6. The Investment in stocks represents the 10% Preferred Stock, 200 shares holdings in Philippine Long Distance Company. Property, Plant and Equipment 7. This account is broken down as follows with comparative figures for 2017: 2018 2017 Increase (Decreased) Property, Plant and Equipment 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 Total Property, Plant and Equipment Less: Accumulated Depreciation 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 Total Accumulated Depreciation

TOTAL PROPERTY, PLANT & EQUIP



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8. Liabilities

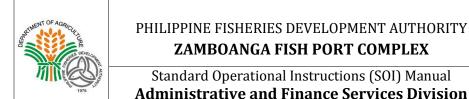
This account is broken down as follows with comparative figures for 2017:

Liabilities:	2018	2017	Increase (Decreased)
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			-
TOTAL Liabilities:	-	-	-

Certified Correct by:

Approved by:

MA. LORENA B. SALISALI Acting Accountant IGNACIO M. YAO, CPA, MAPA OIC-ZFPC



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

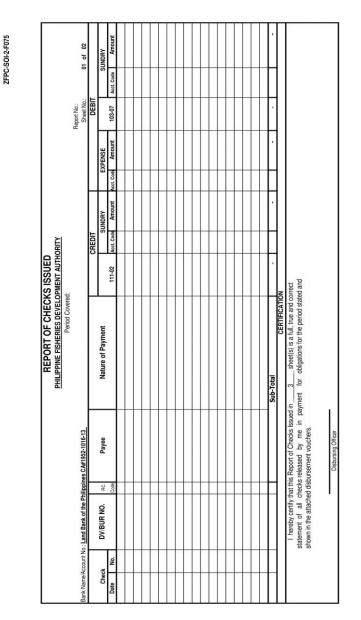


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			K DISBURSEMENT RECORD FISHERIES DEVELOPMENT AUTHO	RITY						
Name of the Account No. Address:		Land Bank of the Philippines CA # 1952-1016-13 Veterans Avenue, Z.C.	Agency	Agency Fund: <u>CBR No.:</u>						
		GILDA F. TUMBO	Disbursing Officer Official Designation			A-ZFPC				
Date	No.	Check Date Released	Particulars	Deposit Made		Bank Balanc				
			BALANCE FORWARDED							
					-					
					-					
					-					



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PHILIPPINE FISHERIES DEVELOPMENT AUTHO ZAMBOANGA FISH PORT COMPLEX

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ANALYSIS OF ACCOUN ZFPC-S01-2-F076 8 Sheet No.: Report No: File No. : Fund : AMOUNT EB OBJECT CLASS S RESPONSIBILIT T & CODE E OBJECT & ROGRAM shment of credit on account of cash payments during the period REPORT OF DISBURSEMENT (Special Disbusing Officer) AMOUNT o ⊢ ⊔ 0 ACCOUNT CODE 1-99-01-030-1 OBLIGATION NUMBER FIELD Covering claim VOUCHER FIELD Philippine Fisheries Development Authority ZAMBOANGA FISH PORT COMPLEX CHECK NUMBER NUMBER TO WHOM PAID ance & Admin AGENCY : STATION : DATE

GENERAL FORM NO. 96-B (Revised 7 - 58)



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nilippine Fisheries Development Authority - zamboanga Fish Port Complex

				For the	For the month of:	of:								
Accountable Forms	ns		Beg	Beginning Balance	alance		Receipt	t		Issuance	e		Ending Balance	nce
		Face	į	INCLUSIVE	INCLUSIVE SERIAL NOS.	į	INCLUSIVE	INCLUSIVE SERIAL NOS.	č	INCLUSIVE	INCLUSIVE SERIAL NOS.	i	INCLUSIVE SERIAL NOS.	ERIAL NOS.
Name of Forms	Number	Value	VIJ.	FROM	TO	- VIV.	FROM	TO	Lun.	FROM	TO	4ty.	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)									8 9					
B. WITHOUT MONEY VALUE														
ASSESSMENT SLIP														
CASH SALES SLIP														
SERVICE INVOICE														
FISH UNLOADING & MARKET RANSACTION REPORT (FUMTR)														
OFFICIAL RECEIPT														
			CERTIFI	CERTIFICATION:										
			I here	by certify	that the fo	regoing i	is a true sta	I hereby certify that the foregoing is a true statement of all accountable forms received, issued and	all accou	intable for	ms received	d, issued	and	
	transferr	am vd be	during t	ne neriod	ahove-stat	ed and th	hat the heg	transferred by me during the neriod above-stated and that the beginning and ending balances are correct.	ending	halances a	re correct.			
	The second secon	fa ma		source of the	and a store		SAL AND AND	Service Services		in man in the second				

during the period above-stated and that the beginning and en

Noted by:

Chief, Admin. & Fin. Division

Accountable Officer



Code:ZFPC-SOI-02PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY
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2-F078						AMOUNT																•
ZFPC-SOI-02-F078					SUNDRY	ACCT. CODE				t	Γ	1										
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			SHEET ND. REPORT ND.			_		_	+	-	+				_	_	_	_	_	_	_	
						4 02 02 110																
				DIT	SERVICE AND BUSINESS INCOME	4 02 02 080																•
	7			CREDI	SERVICE AND BU	4 02 02 050																
	REPORT OF COLLECTIONS AND DEPOSITS PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Date				4 02 01 990																•	
		Date			4 02 01 240																•	
		5				4 02 01 210																•
	REPOR				1 DE 04 000	nen in en 7																•
				1 10 14 141	1 03 01 010																•	
						5 02 15 010																•
					NEBI	1 01 01 010																•
					Particulars																	601-07/2019
					Payor																	Sub-Total 09/01-07/2019
				RC	CODE																	
				and a stored	UPPICIAL RECEIPT	Date Number			-										_			



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			NE FISHERIES DEVELOPMI Agency		
Fund:				CRDR No.:	
	MA. LORENA B. SA				
	Accountable Office Reference/				Undeposit
Date	OR No./DS	Name of Payor	Nature of Collection	Collection	Collection
			BALANCE FORWARDED		
		+			
			CERTIFICATIO	N	
			CERTIFICATIO		
	I hereby certi	ify that the foregoing is	a correct and complete record of	of all	
с			as Senior Collecting Officer		
	of PFDA-ZFPC	durin	the period from		
t	0	, inclusives, as indica	ated in the corresponding columns		
			N 10'		
			Name and Signature		
			Date		



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ZFPC-SOI-02

:

Code

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

WITHOLDING TAX OF ZFPC EMPLOYEES For the month of

		MONTHLY	PAYROLL	Night Diffl	TOTAL TAX	
No.	NAME OF EMPLOYEES	RATE	PATHOLL	Night Dim	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.				-	
	ROJAS, Marcelino I.				-	
28	SABANDO, Jocelyn B.				-	
	SAKALURAN, Nasser I.				-	
	SALAZAR, Pilar R.				-	
	SALI-SALI, Ma. Lorena B.				-	
	SALVIN, Jukni				-	
	SEBASTIAN, Jose Diomedes I.					
	TUMBO, Ma. Gilda F.				-	
	UTTOH, Evelyn S.					
	UTTOH, Samsuddin C.				-	
	VILLAREAL, Orlie R.				-	
	YAO, Ignacio M.					
	TOTAL TAX WITHELD	-			-	

Tota Tax to be remitted

Certified correct:

Prepared by:



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ZAMBOANGA FISH PORT COMPLEX STATUS OF CY 2017 CAPITAL OUTLAY As of December 31, 2017

Project Title	APPROVED BUDGET	UTILIZATIO N	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	Code :	ZFPC-SOI-02
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX Statement of Budget Utilization As of ______

Total Operating Budg	get		This Month		Cumulative Totals			
Budgetary Items	Amount	Budget	Actual	Difference	Budget	Actual	Difference	Balance
	-		-					

Prepared by:

MARIA ANA L. FERNANDEZ Budget Officer II Certified by:

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



PHILIPPINE FISHERI ZAMBOANGA

Standard Operatio Administrative an

ES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02	
A FISH PORT COMPLEX	Version No.:	2	
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ZFPC-SOI-02-F083

STATUS OF FUNDS							
	As of Ma	ay 31, 2019					
	Prior	Fund		Total			
PARTICULAR	Year	Transferred	Total	Disbursement	BALANCE		
	Balance	As of May 31		As of May 31	TOTAL		
PERSONAL SERVICES:							
Salaries							
Monetization							
PERA							
Representation allowance							
Transportation Allowance							
Uniform Allowance(GAA)							
Uniform Allowance(ESIAS)							
Rice Allowance							
Cash Gift							
Year End Benefits							
Social Amelioration Benefit							
Mid-Year Bonus							
Loyalty/Longetivity 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							
MAINT.& OTHER EXPENSES							
Traveling Expenses							
Training and Scholarship Expenses							
Supplies & Materials Expenses							
Utility Expenses							
Other Expenses							
Communication Expenses							
Professional Services							
General Services							
Repairs and Maintenance							
Taxes, Insurance Premiums & Other Fees							
Other Maintenance & Operating Expenses							
TOTAL CURRENT EXPENSES	-		-	-	-		
I TOTAL CAPITAL/EQUIPT. OUTLAY		-					
	1	1 1		1 1			

Prepared by:

MA. ANA L. FERNANDEZ Budget Officer II

Certified By:

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

WENT OF AGRIC	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
PERFECT	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
MINES	Standard Operational Instructions (SOI) Manual	Effectivity:	
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DETAILS DISSURSEMENT As of May 31 Office Supplies Expenses Accountable Forms Expenses (asoline, 0) & Lubricants	Period As of May 31, 2019	
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Printing of gate pass sticker/Inventory Sticker Materials for permit to work/accreditation ID Gender and Development Fabrication of Keys		
Gender and Development Fabrication of Keys		
Fabrication of Keys		
	Fabrication of Keys Retirees and Service Awardees Token	



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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, accnts. 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

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UNIT ZAMBOANGA FISH PORT COMPLEX SUBJECT 4th Quarter

MONTH Oct, Nov. Dec. 2019

		No. of	MONTHS				
	PARTICULAR	Personnel	Oct	Nov	Dec	TOTAL	
L	PERSONAL SERVICES:		-	-	-		
	Salaries					-	
	Monetization					i k	
	PERA					-	
	Representation Allowance					-	
	Transportation Allowance					-	
	Uniform Allowance(GAA)						
	Productivity Enhancement Incentive					-	
	Rice Allowance						
	Social Amelioration Benefit					-	
	Overtime Pay					-	
	Performnce Based Bonus						
	Nightshift Differential Pay					-	
	Mid Year Bonus					-	
	Cash Gift					-	
	Year End Bonus					н.	
	Life & Retirement Premium					-	
	Pag-Ibig Contribution					9 - E	
	Philhealth Premium					ы. С	
	ECC					-	
	Terminal Leave Benefits						
Ш	MAINTENANCE & OTHER EXPENSES		-	-	-	-	
	Traveling Expenses						
	Trainings & Scholarship Expenses					-	
	Supplies & Materials Expenses						
	Utility Expenses- Electricity					-	
	Communication Expenses					-	
	Professional Services					I-	
	General Services					-	
	Repairs & Maintenance					i.e.	
	Taxes, Insurance Premiums & Other Fees					-	
	Representation Expense					-	
	Other Maintenance & Operating Expenses					12	
	TOTAL CURRENT OPERATING EXP.		-	÷	-	-	

Prepared by:

MA. ANA L. FERNANDEZ Budget Officer II

Certified By:

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



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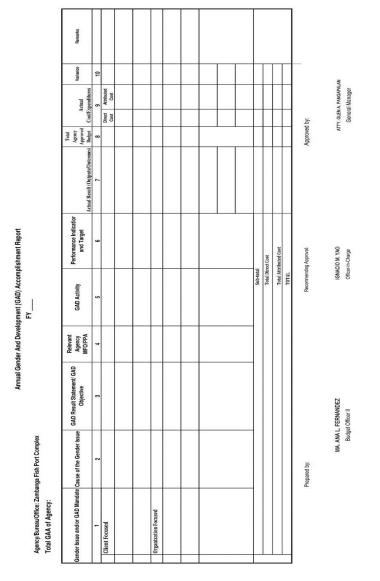
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Responsible Unit/Office Source F of Budget 00 GAD Budget 2 TOTAL GAD BUDGET Performance Indicators //Targets IGNACIO M. YAO Officer-in-Charge **GAD** Activity S Approved by : ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET FY 2019 Relevant Organization MFO/PAP or PPA 4 GAD Result Statement /GAD Objective 3 MA. ANA L. FERNANDEZ Budget Officer II Cause of Gender Issue 2 Prepared by: Organization: Zamboanga Fish Port Complex Total GAD Budget P100,000 Gender Issue (GAD Mandate Position-Client-Focused



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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
TOTAL						

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

ZFPC-SOI-02-F089

ZFPC-SOI-02

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Code

Philippine Fisheries Development Authority ZAMBANGA FISH PORT COMPLEX

FUEL CONSUMPTION FOR THE MONTH OF ______with (ADJUSTED PRICE)

Vehicle & Plate Number -

DATE	Invoice Number	Discription	liters	ber of s /qrts ested	INVOICE PRICE/LITER	ADJUSTED PRICE/LITER	Total Price per invoice
TOTAL per Ve	hicle			ltrs.			

Vehicle & Plate Number -

				ber of s /qrts	INVOICE	ADJUSTED	Total Price
DATE	Invoice Number	Discription	requ	ested	PRICE/LITER	PRICE/LITER	per invoice
TOTAL per Ve	TOTAL per Vehicle Itrs.						

GRAND TOTAL

Total billing as per statement of account -

Conorme:

Prepared by:

SUPPLIER



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Zamboanga Fish Port Complex Sanarii 7-maanaa fish	FUEL CONSUMPTION REPORT PER VEHICLE NAVARRA PLATE NO. FOX - 004
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				Issued	p	Consumed	ned	balance)DO	ODOMETER READING	DING	liters	
	Purchase	Invoice									KM	km travel	
Date	Order	Number	Number Description quality unit quality	quality	unit	quality	unit	unit	BEG.	END	TRAV.		PURPOSE
alance for th	Balance for the previous month	nonth	, 2019	19									
_													

Itrs.

Total

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DERIO DE LA TORINA		FISH PORT COMPLEX	Version No.:	2
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1976 Jul		Finance Services Division	Page No.:	Page 144 of 153
	11 Net Starter and	Republic of the Philippines Department of Agriculture LIPPINE FISHERIES DEVELOPMENT AUT Zamboanga Fish Port Complex Brgy. Sangali, Zamboanga City TIN : 000-803-752-009		PC-SOI-02-F 091
	PTCB I	FORM		ite :
	Permit To Con	duct Business	Fo	rm No :
	PERSONAL INFORMATION			
	ID Number :			a non management (reginal meter et regels provider tradis
	First Name :	Middle Name :	Last Name :	
	Citizenship :	Birthdate :	TIN Number : -	
	Address : SANGALI, ZAMBOANGA CIT	Y		
	Contact Number :	Email Address :		
	- Contact person in case of emerg Name : Address : Contact Number : -	- ency ;		
	Accreditation No Busin	ness / Personnel Name Cli	ent Group	Fee
	Accreditation No	Plate Number Ve	hicle Type	Fee
	Accreditation No	Vessel Name Vessel T	ype GRT	Fee
	To be Filled-Up by the Cashier Date : OR No. : Cashier / Collecting Officer			

WENT OF AGAIN	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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PHILIPPIN	Republic of the Philippine Department of Agricultur NE FISHERIES DEVELOPME Zamboanga Fish Port Co Brgy. Sangali, Zamboanga TIN : 000-803-752-009	e Ent Authority mplex	ZFPC-SOI-02-F (
			Date :
APPLICATION			Form No :
ACCREDITA	TION	Accreditation No :	
PERSONAL INFORMATION			
D Number :			
First Name :	Middle Name :	Last Name :	
Citizenship :	Birthdate :	TIN Number -	:
Address : SANGALI, ZAMBOANGA CITY			
Contact Number :	Email Address : -		
Contact person in case of emerge	ency ;		
Name :			
Address :			
Contact Number :			
BUSINESS INFORMATION			
Client Group :	Class :	-	
Company Name :	TIN Nur	mber :	
Company Address : ZAMBOANGA FIS	SH PORT COMPLEX, SANGA	LI, ZAMBOANGA CIT	Y
	VEHICLES		
Plate Number	Class		Amount
	ASSESSMENT OF FEE	S	
ACCREDITATION FEE			₽:
	тот	AL	₽
I here by affirm to the truthful reg-ulations. I understand that any misir dissaproval of this application and / or re the PFDA.		on of port rules and may	be a ground for

To be Filled-Up by the Cashier

Date : ______
OR No. : _____

Applicant Name

Evaluator

Cashier / Collecting Officer



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

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

KCIO M

Port Manager

Z-CoA-B-19-0009



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY ZAMBOANGA FISH PORT COMPLEX

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Version No.:



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



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

Port Manager

Z-PTCB-B-19-0012



	PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
Make N	ZAMBOANGA FISH PORT COMPLEX	Version No.:	2
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	Administrative and Finance Services Division	Page No.:	Page 148 of 153

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	Total		P	-



PHILIPPINE FISHERIES DEVELO ZAMBOANGA FISH POF

Standard Operational Instruct **Administrative and Finance**

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PMENT AUTHORITY	Code :	ZFPC-SOI-02
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tions (SOI) Manual	Effectivity:	
Services Division	Page No.:	Page 149 of 153

Designation

ZFPC-SOI-02-F96

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

Unit/Dept.		Rating Period	
	WEIGHTS	Rating	WEIGHTED
			SCORE
A. PERFORMANCE APPRAISAL (50%)			
1 Quality of Work	20%		
2 Productivity and Efficiency	20%		
3 Job Knowledge and Skills	12%		
4 Creativity, Initiative and Resourcefulness	8%		
3. BEHAVIORAL APPRAISAL (30%)	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			
C.COMPLIANCE WITH ADMIN, REQUIRE			
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 subtandard quality, unable to fulfill responsibilities Satisfactory
 Very Satisfactory Performance/output is acceptable and results are fully achieved Performance/output is often exceeds average standard of expectation 5. Outstanding Performance/output consistently exceeds average standard of expectation; ratee demonstates 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:

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

Comments:



PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY Code : ZFPC-SOI-02 ZAMBOANGA FISH PORT COMPLEX Version No.: 2 Standard Operational Instructions (SOI) Manual Effectivity: 2 Administrative and Finance Services Division Page No.: Page 150 of 153

			Position Title			1			
COMPARATIVE ASS	SESSMENT FO	RM	Item No.		Salary Gra	de:	Positi	on Level:	
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NAMES OF CANDIDATES	Present	Civil Service			ATION RATING	GS	•	Final	Remarks
	Salary Grade	Eligibility	Performance	Education & Training	Experience	PCP Traits	Potential	Rating	
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1 st Level Representative/Alternate	2 nd Level Representative/Alternate	CECILE B. PANALIGAN Chief, Human Resources Division	Noted:
Unit Head/Department Manager	MARIETTA N. ALBANO	CLARO V. MARANAN	EDUARDO M. CHU
	Manager, Admin, Services Dept.	Asst. General Manager and Chair, PSB	General Manager

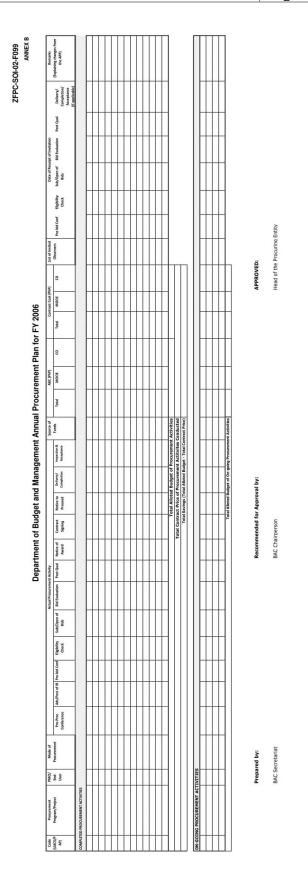


PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY	Code :	ZFPC-SOI-02
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38 SEBASTIAN, JOSE DIOMIDES V.	AIDES V.																
39 VILLAREAL, ORLIE R.																	



Code:ZFPC-SOI-02PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY
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Administrative and Finance Services DivisionEffectivity:Page 152 of 153



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