

BAF 301

**FINANCIAL REPORT OF OPERATIONS**  
As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : (A.H.Gen Administration & Support Services)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>PERSONAL SERVICES</b>	<b>100</b>				
Salaries (Permanent Positions)		3,540,800.00	3,540,800.00	-	
Salaries (Casual)		612,000.00	612,000.00	-	
PERA		481,100.00	481,085.70	14.30	
RATA		40,000.00	40,000.00	-	
Clothing Allowance		92,000.00	92,000.00	-	
Honoraria		-	-	-	
Productivity Incentive Benefit		34,000.00	34,000.00	-	
Step Increment		-	-	-	
Bonus & Cash Gift		388,000.00	388,000.00	-	
Pag-IBIG Fund Contributions		23,900.00	23,900.00	-	
PHILHEALTH Contributions		50,900.00	50,837.50	62.50	
Emp. Comp. Ins. Premiums		24,000.00	24,000.00	-	
Terminal Leave Benefits		626,704.00	626,703.54	0.46	
Others - Prod. Enhancement Incentive					
Loyalty Award		50,000.00	50,000.00	-	
Overtime Pay		38,300.00	38,274.05	25.95	
Sub-Total		6,001,704.00	6,001,600.79	103.21	
GSIS RLIP		818,000.00	816,737.86	1,262.14	
<b>TOTAL PERSONAL SERVICES</b>		<b>6,819,704.00</b>	<b>6,818,338.65</b>	<b>1,365.35</b>	

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## FINANCIAL REPORT OF OPERATIONS

As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : I.a.1

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>	<b>200</b>				
Traveling Expenses		79,000.00	78,628.76	371.24	
Training and Seminar Expenses		213,500.00	208,582.50	4,917.50	
Supplies and Materials		386,200.00	386,151.59	48.41	
Water, Illumin. & Power Serv.		2,473,000.00	2,472,971.98	28.02	
Communication Expenses		966,400.00	966,343.83	56.17	
Advertising Expenses		6,000.00	5,600.00	400.00	
Printing and Binding		5,300.00	5,293.00	7.00	
Rents		-	-	-	
Subscription Expenses		33,500.00	33,444.00	56.00	
Professional Services		799,100.00	799,048.50	51.50	
Repair and Maintenance		212,000.00	209,833.85	2,166.15	
Extraordinary & Misc. Expenses		217,000.00	216,428.27	571.73	
Insurance Premiums		38,000.00	37,856.44	143.56	
<b>TOTAL MOOE</b>		<b>5,429,000.00</b>	<b>5,420,182.72</b>	<b>8,817.28</b>	
<b>CAPITAL OUTLAY</b>		<b>200,000.00</b>	<b>199,795.08</b>	<b>204.92</b>	
<b>GRAND TOTAL</b>		<b>12,448,704.00</b>	<b>12,438,316.45</b>	<b>10,387.55</b>	

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**FINANCIAL REPORT OF OPERATIONS**  
As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : II.a.1 (Foreign Service Staff Development)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>PERSONAL SERVICES</b>	<b>100</b>				
Salaries (Permanent Positions)		5,516,500.00	5,516,500.00	-	
Salaries (Casual)		134,000.00	134,000.00	-	
PERA		696,000.00	696,000.00	-	
RATA		96,000.00	96,000.00	-	
Clothing Allowance		128,000.00	128,000.00	-	
Honoraria		2,006,500.00	2,006,425.00	75.00	
Productivity Incentive Benefit		36,000.00	36,000.00	-	
Step Increment		-	-	-	
Bonus & Cash Gift		512,000.00	512,000.00	-	
Pag-IBIG Fund Contributions		35,100.00	35,100.00	-	
PHILHEALTH Contributions		80,000.00	79,986.50	13.50	
Emp. Comp. Ins. Premiums		34,900.00	34,900.00	-	
Terminal Leave Benefits		-	-	-	
Others - Prod. Enhancement Incentive		-	-	-	
Loyalty Award					
Overtime Pay					
Sub-total		9,275,000.00	9,274,911.50	88.50	
GSIS RLIP		585,000.00	585,000.00	-	
<b>TOTAL PERSONAL SERVICES</b>		<b>9,860,000.00</b>	<b>9,859,911.50</b>	<b>88.50</b>	

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**FINANCIAL REPORT OF OPERATIONS**  
As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : H.a.1 (Foreign Service Staff Development)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>	<b>200</b>				
Traveling Expenses		565,000.00	78,882.00	486,118.00	
Training and Seminar Expenses		1,222,000.00	874,139.38	347,860.62	
Supplies and Materials		384,000.00	383,438.55	561.45	
Water, Illumin. & Power Serv.		-	-	-	
Communication Expenses		10,100.00	10,007.00	93.00	
Advertising Expenses		-	-	-	
Printing and Binding		26,000.00	25,210.00	790.00	
Rents		699,000.00	699,000.00	-	
Subscription Expense		14,200.00	9,984.00	4,216.00	
Professional Service		465,000.00	464,247.95	752.05	
Repair and Maintenance		55,000.00	54,369.95	630.05	
Extraordinary & Misc Expenses		284,700.00	284,625.26	74.74	
Insurance Premiums		-	-	-	
<b>TOTAL MOOE</b>		<b>3,725,000.00</b>	<b>2,883,904.09</b>	<b>841,095.91</b>	
<b>CAPITAL OUTLAY</b>			-	-	
<b>GRAND TOTAL</b>		<b>13,000,000.00</b>	<b>12,743,815.59</b>	<b>841,184.41</b>	

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## FINANCIAL REPORT OF OPERATIONS

As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : H.b.1 (Research and Technical Studies)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>PERSONAL SERVICES</b>	<b>100</b>				
Salaries (Permanent Positions)		3,883,800.00	3,883,800.00	-	
Salaries (Casual)		-	-	-	
PERA		515,000.00	514,965.69	34.31	
RATA		-	-	-	
Clothing Allowance		80,000.00	80,000.00	-	
Honoraria		-	-	-	
Productivity Incentive Benefit		30,000.00	30,000.00	-	
Step Increment		-	-	-	
Bonus & Cash Gift		512,000.00	511,959.00	41.00	
Pag-IBIG Fund Contributions		26,000.00	25,900.00	100.00	
PHILHEALTH Contributions		59,200.00	59,162.50	37.50	
Emp. Comp. Ins. Premiums		26,000.00	26,000.00	-	
Terminal Leave Benefits		-	-	-	
Others - Prod. Enhancement Incentive		-	-	-	
Loyalty Award					
Overtime Pay					
Sub-total		5,132,000.00	5,131,787.19	212.81	
GSIS RLIP		486,000.00	486,000.00	-	
Total Personal Services		5,618,000.00	5,617,787.19	212.81	

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**FINANCIAL REPORT OF OPERATIONS**  
As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : II.b.1 (Research and Technical Studies)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>	<b>200</b>				
Traveling Expenses		159,000.00	141,741.16	17,258.84	
Training and Seminar Expenses		200,000.00	190,556.68	9,443.32	
Supplies and Materials		138,500.00	136,943.41	1,556.59	
Water, Illumin. & Power Serv.		-	-		
Communication Expenses		10,000.00	9,600.00	400.00	
Advertising Expenses		-	-	-	
Printing and Binding		-	-	-	
Rents		327,000.00	327,000.00	-	
Subscription Expense		43,900.00	43,564.00	336.00	
Professional Service		-	-	-	
Repair and Maintenance		1,000.00	205.75	794.25	
Extraordinary & Misc. Expenses		302,600.00	302,584.68	15.32	
Insurance Premiums		-	-	-	
<b>TOTAL MOOE</b>		<b>1,182,000.00</b>	<b>1,152,195.68</b>	<b>29,804.32</b>	
<b>CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL</b>		<b>6,314,000.00</b>	<b>6,769,982.87</b>	<b>30,017.13</b>	

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**FINANCIAL REPORT OF OPERATIONS**

As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : II.b.2 (Publication & Dissemination of Studies)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>PERSONAL SERVICES</b>	<b>100</b>				
Salaries (Permanent Positions)		1,598,600.00	1,598,600.00	-	
Salaries (Casual)		-	-	-	
PERA		173,000.00	173,000.00	-	
RATA		-	-	-	
Clothing Allowance		24,000.00	24,000.00	-	
Honoraria		-	-	-	
Productivity Incentive Benefit		14,000.00	14,000.00	-	
Step Increment		-	-	-	
Bonus & Cash Gift		168,000.00	168,000.00	-	
Pag-IBIG Fund Contributions		9,000.00	8,900.00	100.00	
PHILHEALTH Contributions		21,400.00	21,350.00	50.00	
Emp. Comp. Ins. Premiums		9,000.00	8,700.00	300.00	
Terminal Leave Benefits		-	-	-	
Others - Prod. Enhancement Incentive		-	-	-	
Loyalty Award					
Overtime Pay					
Sub-Total		2,017,000.00	2,016,550.00	450.00	
GSIS RLIP		191,000.00	191,000.00	-	
<b>TOTAL PERSONAL SERVICES</b>		<b>2,208,000.00</b>	<b>2,207,550.00</b>	<b>450.00</b>	

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**FINANCIAL REPORT OF OPERATIONS**

As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : II.b.2 (Publication & Dissemination of Studies)

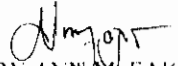
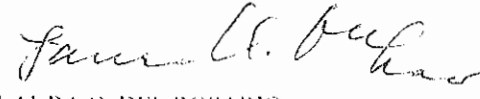
Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>	<b>200</b>				
Traveling Expenses		19,000.00	18,250.00	750.00	
Training and Seminar Expenses		83,000.00	82,998.90	1.10	
Supplies and Materials		110,000.00	109,735.95	264.05	
Water, Illumin. & Power Serv.		-	-	-	
Communication Expenses		10,000.00	9,600.00	400.00	
Advertising Expenses		-	-	-	
Printing and Binding		215,200.00	186,450.00	28,750.00	
Rents		210,000.00	210,000.00	-	
Subscription Expense		343,300.00	246,993.00	96,307.00	
Professional Service		150,500.00	150,443.04	56.96	
Repair and Maintenance		-	-	-	
Extraordinary & Misc. Expenses		23,000.00	22,949.75	50.25	
Insurance Premiums		-	-	-	
<b>TOTAL MOOE</b>		<b>1,164,000.00</b>	<b>1,037,420.64</b>	<b>126,579.36</b>	
<b>CAPITAL OUTLAY</b>			-	-	
<b>GRAND TOTAL</b>		<b>3,372,000.00</b>	<b>3,244,970.64</b>	<b>127,029.36</b>	



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**FINANCIAL REPORT OF OPERATIONS**  
As of 31 December 2011

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : Miscellaneous Personnel Benefits Fund  
 F.P.A. : I.a.1(Gen. Administration & Support Services)

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>PERSONAL SERVICES</b>	<b>100</b>				
Salaries (Permanent Positions)		5,376,300.00	5,375,894.67	405.33	
Salaries (Casual)		199,900.00	199,812.93	87.07	
PERA				-	
Additional Allow. per AO 53				-	
RATA				-	
Clothing Allowance				-	
Honoraria				-	
Productivity Incentive Benefit				-	
Step Increment				-	
Bonus & Cash Gift		561,300.00	561,284.61	15.39	
Pag-IBIG Fund Contributions				-	
PHILHEALTH Contributions		28,500.00	28,487.50	12.50	
Emp. Comp. Ins. Premiums				-	
Others - Prod. Enhancement Incentive		840,000.00	810,000.00	30,000.00	
Loyalty Award					
Overtime Pay					
Sub-Total		7,006,000.00	6,975,479.71	30,520.29	
GSIS RLIP		340,000.00	333,534.36	6,465.64	
<b>TOTAL PERSONAL SERVICES</b>		<b>7,346,000.00</b>	<b>7,309,014.07</b>	<b>36,985.93</b>	
Certified Correct:			Submitted by:		
 MARY ANN M. FAIGAO Acting Budget Officer			 LAURA Q. DEL ROSARIO Director		

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## FINANCIAL REPORT OF OPERATIONS

As of 31 December 2011

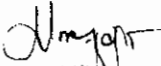
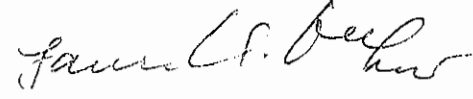
Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 E.P.A. : SUMMARY

Particular	Code	Allotment Received	Obligations Incurred	Unobligated Balance of Allotment	Remarks
<b>PERSONAL SERVICES</b>	<b>100</b>				
Salaries (Permanent Positions)		19,916,000.00	19,915,594.67	405.33	
Salaries (Casual)		945,900.00	945,812.93	87.07	
PERA		1,865,100.00	1,865,051.39	48.61	
RATA		136,000.00	136,000.00	-	
Clothing Allowance		324,000.00	324,000.00	-	
Honoraria		2,006,500.00	2,006,425.00	75.00	
Productivity Incentive Benefit		114,000.00	114,000.00	-	
Step Increment		-	-	-	
Bonus & Cash Gift		1,580,000.00	1,579,959.00	41.00	
Pag-IBIG Fund Contributions		655,300.00	655,084.61	215.39	
PHILHEALTH Contributions		211,500.00	211,336.50	163.50	
Emp. Comp. Ins. Premiums		122,400.00	122,087.50	312.50	
Terminal Leave Benefits		626,704.00	626,703.54	0.46	
Others - Prod. Enhancement Incentive		840,000.00	810,000.00	30,000.00	
Loyalty Award		50,000.00	50,000.00	-	
Overtime Pay		38,300.00	38,274.05	25.95	
Sub-Total		29,431,704.00	29,400,329.19	31,374.81	
GSIS RLIP		2,420,000.00	2,412,272.22	7,727.78	
<b>TOTAL PERSONAL SERVICES</b>		<b>31,851,704.00</b>	<b>31,812,601.41</b>	<b>39,102.59</b>	

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**FINANCIAL REPORT OF OPERATIONS**  
As of 31 December 2011

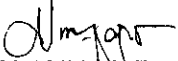

Department : Department of Foreign Affairs  
 Agency : Foreign Service Institute  
 Fund Title : General Fund  
 F.P.A. : SUMMARY

Particular	Code	Allotment Received	Obligations incurred	Unobligated Balance of Allotment	Remarks
<b>MAINTENANCE &amp; OTHER OPERATING EXPENSES</b>	<b>200</b>				
Traveling Expenses		822,000.00	317,501.92	504,498.08	
Training and Seminar Expenses		1,718,500.00	1,356,277.46	362,222.54	
Supplies and Materials		1,018,700.00	1,016,269.50	2,430.50	
Water, Illumin. & Power Serv.		2,473,000.00	2,472,971.98	28.02	
Communication Expenses		996,500.00	995,550.83	949.17	
Advertising Expenses		6,000.00	5,600.00	400.00	
Printing and Binding		246,500.00	216,953.00	29,547.00	
Rents		1,236,000.00	1,236,000.00	-	
Subscription Expenses		434,900.00	333,985.00	100,915.00	
Professional Services		1,414,600.00	1,413,739.49	860.51	
Repair and Maintenance		268,000.00	264,409.55	3,590.45	
Extraordinary & Misc. Expenses		827,300.00	826,587.96	712.04	
Insurance Premiums		38,000.00	37,856.44	143.56	
<b>TOTAL MOOE</b>		<b>11,500,000.00</b>	<b>10,493,703.13</b>	<b>1,006,296.87</b>	
<b>CAPITAL OUTLAY</b>		<b>200,000.00</b>	<b>199,795.08</b>	<b>204.92</b>	
<b>GRAND TOTAL</b>		<b>11,700,000.00</b>	<b>10,693,498.21</b>	<b>1,006,501.79</b>	
Certified Correct:			Submitted by:		
 MARY ANN M. FAIGAO Acting Budget Officer			 LAURA Q. DEL ROSARIO Director		

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**FINANCIAL REPORT OF OPERATIONS  
CONTINUING APPROPRIATION (MOOE)  
As of 31 December 2011**

Department : Department of Foreign Affairs  
Agency : Foreign Service Institute  
Fund Title : General Fund

Particular		Balance (CY 2010)	Obligations Incurred	Unobligated Balance of Allotment	Remarks
I..a1	General Administration and Support Services	67,506.96		67,506.13	
II..a1	Foreign Service Staff Development	155,280.40		155,279.89	
II.b.1	Research and Technical Studies	18,751.34		18,751.00	
II.b.2	Publication and Dissemination of Studies	59,211.01		59,142.93	
<b>TOTAL MOOE</b>		<b>300,749.71</b>	<b>-</b>	<b>300,679.95</b>	
<b>CAPITAL OUTLAY</b>					
<b>GRAND TOTAL</b>		<b>300,749.71</b>	<b>-</b>	<b>300,679.95</b>	
Certified Correct:   MARY ANN M. FAIGAO Acting Budget Officer			Submitted by:   LAURA Q. DEL ROSARIO Director		