



Republic of the Philippines
North Eastern Mindanao State University

MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 009, s. 2024



TO: Vice President for Administration and Finance
SAO-Finance
Planning Officer III
Project Development Officer III (PMU)
Budget Officer III

DATE: August 6, 2024

SUBJECT: PARTICIPATION IN THE DBM-CHED-SUCS FY 2024 3RD QUARTER
FULL-TIME DELIVERY UNIT (FDU) MEETING

Greetings of peace and solidarity.

Please be informed that you have been designated as participants for the upcoming DBM-CHED-SUCs FY 2024 3rd Quarter Full-time Delivery Unit (FDU) Meeting. This important meeting will be hosted by Caraga State University and is scheduled as follows:

Date: August 8, 2024
Time: 10:00 AM - 4:00 PM
Venue: CSU Conference Room, Caraga State University Main Campus,
Butuan City

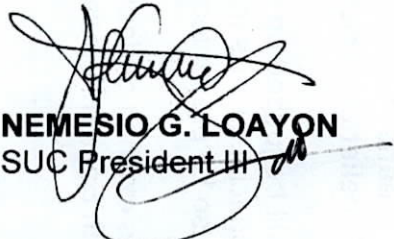
Your attendance is crucial as we discuss and align our university's deliverables and performance targets for the third quarter. The meeting will allow us to collaborate with other State Universities and Colleges (SUCs) and ensure we are on track with our commitments.

Please see the attached documents for further details regarding the agenda and other pertinent information.

We highly encourage your punctuality and active participation in this meeting.

Thank you for your cooperation. Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON
SUC President III

Attachments:

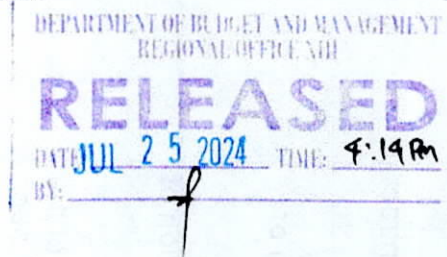
1. Communication from DBM
2. Meeting Agenda
3. Parts A to D Templates



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE XIII, BUTUAN CITY

25 July 2024

NEMESIO G. LOAYON, Ph D
SUC President III
North Eastern Mindanao State University
Tandag City



Dear **President Loayon**:

The DBM-CHED-SUCs FY 2024 3rd Quarter Full-time Delivery Unit (FDU) Meeting is on **08 August 2024, 10:00 AM - 4:00 PM** to be hosted by Caraga State University. The venue of said meeting is yet to be announced.

The proposed agenda items are as follows:

- 1) Presentation of the FY 2024 Mid-Year Agency Performance Review (APR) of the four (4) SUCs and CHED;
- 2) Presentation of the FY 2025 Budgets of SUCs per National Expenditure Program;
- 3) Other matters:
 - a) Conduct of On-site Monitoring of Infrastructure Projects of SUCs for FY 2023 and Prior Years;
 - b) Reminders on the submission of FY 2024 Mid-Year APR Report;
 - c) Inventory of the Budget and Financial and Accountability Reports (BFARs);
 - d) Reminders on the accomplishment of Client Satisfaction Measurement (CSM); and
 - e) Issues and concerns in P/A/P implementation and budget utilization.

Relative to agenda item no. 1, the SUCs and CHED shall present the FY 2024 Mid-Year APR pursuant to DBM Circular Letter No. 2018-13 dated November 22, 2018. Attached is the preferred outline of their presentation including a sample template for reference. The agencies are encouraged to provide additional information relative to their performance which may facilitate the proceedings during the meeting.

Further, the SUCs and CHED are encouraged to submit the issues and concerns two (2) days prior to the meeting through the link <https://bit.ly/AdvanceQuestionsFDU> so it can be provided with advance responses or actions, or coordination with the DBM Central Office, if needed.

For more details, contact Mr. Geoffrey J. Abendaño at 09177004759 or any of the DBM Caraga technical staff at telephone numbers (085) 817-1600.

Thank you.

Very truly yours,


MARIA FE D. JAGNA, CESO III
Regional Director

FY 2024 3rd Quarter
DBM-CHED-SUCs Full-time Delivery Unit Meeting
cum FY 2024 Mid-Year Agency Performance Review
Venue: CSU Conference Room, Caraga State University Main Campus, Butuan City
08 | August | 2024

Meeting Agenda

Time	Particular	Responsible Unit/Person	Action Needed
10:00 – 10:15	PRELIMINARIES <ul style="list-style-type: none"> • Prayer • National Anthem • Welcome Message • Opening Message 	CarSU Secretariat President Rolyn C. Daguil, Ph D CarSU RD Maria Fe D. Jagna, CESO III DBM Caraga	
10:15 – 12:00	NEW BUSINESS Presentation of the FY 2024 Mid-Year Agency Performance Review (APR) <i>*each agency is given 15 minutes each</i>	CHED/SUCs 1) CHED Caraga 2) ASSCAT 3) CSU 4) NEMSU 5) SNSU	For information/discussion
12:00 – 1:00	Lunchbreak		
1:00 – 1:50	Presentation of the FY 2025 SUCs Budget per National Expenditure Program Parameters for the Conduct of On-site Monitoring of Infrastructure Projects of SUCs for FY 2023 and Prior Years	Mr. Geoffrey J. Abendaño DBM Caraga	For information/discussion
1:50 – 2:10	Reminders on the Submission of FY 2024 Mid-Year APR Report Inventory of the Budget and Financial Accountability Reports (BFARs) Reminders on the Accomplishment of Client Satisfaction Measurement (CSM)	Ms. Desiree G. Ruben DBM Caraga	For information/discussion
2:10 - 2:40	Open Forum (Issues and Concerns in P/A/P Implementation, Budget Execution and Preparation)	Ms. Maryjyl B. Arizala DBM Caraga	For discussion
2:35 – 2:45	Summary of Agreements Reached	Mr. Geoffrey J. Abendaño DBM Caraga	For adoption
2:45 – 3:00	Closing Message	OIC-RD Alma Sy-Patron CHED Caraga	

Meeting Host: **Caraga State University**

Jose P. Rosales Avenue, Butuan City
(085) 817-1600 | www.dbm.gov.ph/caraga

**Outline of 2024 Mid-Year APR Presentation during 3rd Quarter FDU Meeting
(see template for Parts A to D)**

- **PART A. Financial Performance (as of June 30, 2024)**
 - Budget Utilization Rates for Current, Continuing, and Automatic Appropriations, Including Special Purpose Funds;
 - Details of unobligated allotment (by PAP and by allotment class) including authorized purpose and reasons/justifications for the non-obligation; and
 - Details of unpaid obligation (by PAP and by allotment class) including authorized purpose and reasons/justifications for the non-payment.

- **PART B. Physical Performance (as of June 30, 2024)**
 - Commitments per FY 2024 GAA;
 - Targets for the year per BED 2;
 - Accomplishment as of June 30, 2024;
 - Variance (computed as difference between target and accomplishment);
 - Accomplishment Rate (computed by dividing the target against the accomplishment); and
 - Remarks/justifications (highlight facilitating factors if accomplishment rate is greater than or equal to 100%, and hindering factors if accomplishment rate is less than 100%).

- **PART C. Revenue Collection Performance (as of June 30, 2024)**
 - Type on fund (e.g. Internally-Generated Funds and Business-Related Funds), and Income (e.g. Tuition fees, Income collected from students, etc.) per BESF
 - Collection Rate (breakdown per type of income [e.g. tuition fees, etc.])
 - Remarks/justifications

- **PART D. Income Utilization Performance (as of June 30, 2024)**
 - Type on fund (e.g. Internally-Generated Funds and Business-Related Funds), and Income (e.g. Tuition fees, Income collected from students, etc.) per BESF
 - Approved budget (per FAR 2), Utilization and Disbursement Rates
 - Remarks/justifications

- **Status of locally-funded projects**
 - List of all LFPs in 2023 and 2024
 - Percentage of completion
 - Date of completion
 - Obligation and Disbursement Rates
 - Remarks/justification

- **Best practices**
- **Catch-up plans**

PART A - FINANCIAL PERFORMANCE
(Amounts in Thousand Pesos)

PARTICULARS	CURRENT	CONTINUING	AUTOMATIC APPROPRIATIONS (RLIP&SAGF)	Special Purpose Funds (SPFs)	OTHERS (e.g. SUPPLEMENTAL APPROPRIATIONS)	Total
1	2	3	4	5	6	7=2+3+4+5+6
Appropriations						0
Allotments						0
Obligation Program (BED No. 1)						0
Actual Obligations						0
Disbursement Program (BED No. 3)						0
Actual Disbursements						0
Unobligated Allotment	0	0	0	0	0	0
Unpaid Obligation	0	0	0	0	0	0
Budget Utilization Rate:						
Obligation vs. Allotment	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Obligation vs. BED No. 1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Disbursement vs. Obligation	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Disbursement vs. BED No. 3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

A.1 Details of the unobligated allotments:

Program/Activity/Project (PAP)	Purpose	Unobligated Allotments	Reason/Agency Justification
1	2	3	4
TOTAL		0.00	
General Administration and Support			
General Management and Supervision (Current Appropriations - PS)	Provision of overall administrative management support to the entire operations of the State College		
General Management and Supervision (Automatic Appropriations/Retirement and Life Insurance Premiums)	Provision of RLP requirements		
General Management and Supervision (Current Appropriations - MOOE)	Provision of overall administrative management support to the entire operations of the State College		
General Management and Supervision (Continuing Appropriations - MOOE)	Augment deficiencies in MOOE for the current or		
General Management and Supervision (Special Purpose Funds - Pension and Gratuity Fund)	Monetization of earned leave credits of employees		
Support to Operations			
Auxiliary Services (Current Appropriations - MOOE)	Provision of auxiliary services and supplemental services provided to students		
Auxiliary Services (Current Appropriations - MOOE)	Augment deficiencies in MOOE for the current or		
Higher Education Program			
Provision of Higher Education Services (Current Appropriations - PS)	Provision of higher education services		
Provision of Higher Education Services (Automatic Appropriations/Retirement and Life Insurance Premiums)	Provision of RLP requirements		
Provision of Higher Education Services (Current Appropriations - MOOE)	Provision of higher education services		
Provision of Higher Education Services (Continuing Appropriations - MOOE)	Provision of higher education services		
Project Title 1 (Current Appropriations)			
Project Title 2 (Continuing Appropriations)			
Advanced Education Program			
Provision of Advanced Higher Education Services (Current Appropriations - MOOE)	Provision of advanced higher education services		
Provision of Advanced Higher Education Services (Continuing Appropriations - MOOE)	Augment deficiencies in MOOE for the current or		
Research Program			
Conduct of Research Services (Current Appropriations - MOOE)	Provision for the conduct of institutional and developmental researches		
Conduct of Research Services (Continuing Appropriations - MOOE)	Augment deficiencies in MOOE for the current or		
Technical Advisory Extension Program			

Provision of Extension Services (Current Appropriations - AOCOE)	Provision of extension services to clientele communities		
Provision of Extension Services (Continuing Appropriations - AOCOE)	Assess deficiencies in AOCOE for the current yr		

A.2 Details of unpaid obligations:

PAP 1	Purpose 2	Unpaid Obligations 3	Reason/Agency Justification 4
TOTAL		0.00	
General Administration and Support			
Support to Operations			
Higher Education Program			
Advanced Education Program			
Research Program			
Technical Advisory Extension Program			

PART B. Physical Accomplishment (Key Performance Indicators only)

Performance Indicators 1	TARGET 2	ACTUAL 3	VARIANCE 4=2-3	Accomp Rate 5=3/2	Remarks/Justification 6
Higher Education Program <i>Outcome Indicator No. 1 Percentage of first-time licensure exam takers that pass the licensure exams</i>					
Advanced Education Program <i>Output Indicator No. 2 Percentage of undergraduate programs with accreditation</i>					
Research Program					
Technical Advisory Extension Program					

PART C. Revenue Performance (Collection Efficiency Rate)

Income (per BESF) 1	TARGET COLLECTION 2	ACTUAL COLLECTION 3	VARIANCE 4=2-3	Accomp Rate 5=3/2	Remarks/Justification 6
Internally-Generated Funds <i>Tuition Fees Income collected from students Grants/Donations</i>					
Business-Related Funds <i>Other Business Income</i>					

PART D. For PRB purposes (Disbursement Rate of earmarked income)

Income (per BESF) 1	APPROVED BUDGET 2	UTILIZATION 3	DISBURSEMENT 4	DISBURSEMENT RATE 5=4/3	Remarks/Justification 6
Internally-Generated Funds <i>Tuition Fees</i>					

Income collected from students				
Grants/Donations				
Business-Related Funds				
Other Business Income				

The following information is provided for the year ending 31/12/2010. The figures are in US dollars unless otherwise stated.

1. Revenue
 1.1. Sales of goods and services
 1.2. Income from investments
 1.3. Income from operations
 1.4. Income from other sources

2. Expenses
 2.1. Cost of sales
 2.2. Depreciation and amortization
 2.3. Salaries and wages
 2.4. Other operating expenses

3. Profit
 3.1. Profit before tax
 3.2. Profit after tax
 3.3. Retained earnings

4. Assets and Liabilities
 4.1. Current assets
 4.2. Non-current assets
 4.3. Current liabilities
 4.4. Non-current liabilities

5. Notes
 5.1. Accounting policies
 5.2. Details of revenue
 5.3. Details of expenses
 5.4. Details of assets and liabilities