

STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES  
As of the Quarter Ending December 31, 2013

Annex A

Department: Department of Finance  
Agency/Operating Unit: Office of the Secretary  
Fund: 101

Particulars	Appropriations			Allotments				Current Year Obligations					Current Year Disbursement					Balances		
	Authorized Appropriation	Adjustments / Realignments	Adjusted Appropriations	Allotments Received	Transfer To	Transfer From	Adjusted Total Allotments	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	Unreleased Appropriation	Unobligated Allotment	Unpaid Obligations
1	2	3	4=(2+3)	5	6	7	8=(5-6-7)	9	10	11	12	13=(9+10+11+12)	14	15	16	17	18=(14+15+16+17)	19=(4-8)	20=(8-13)	21=(13-18)
I. CURRENT YEAR BUDGET/APPROPRIATION RA 10352 CY 2013																				
A. AGENCY SPECIFIC BUDGET	618,987,000.00	-	618,987,000.00	408,408,000.00	-	-	408,408,000.00	118,464,693.14	82,544,207.09	82,958,819.00	80,967,942.16	364,930,661.99	52,696,358.30	83,469,143.34	81,548,263.16	105,759,039.96	323,472,803.76	210,579,000.00	43,472,338.01	41,462,858.23
B. SPECIAL PURPOSE FUNDS	-	11,777,493.00	11,777,493.00	11,777,493.00	-	-	11,777,493.00	-	1,578,414.19	4,105,242.54	4,747,228.45	10,430,885.18	-	1,578,414.19	3,537,500.00	1,768,500.00	6,884,414.19	-	1,346,657.82	3,546,470.99
C. AUTOMATIC APPROPRIATIONS	17,704,000.00	-	17,704,000.00	17,704,000.00	-	-	17,704,000.00	4,252,037.14	4,308,412.91	4,144,376.32	4,281,933.63	16,986,760.00	4,252,037.14	4,308,412.91	4,144,376.32	2,741,649.36	15,446,475.73	-	717,240.00	1,540,284.27
TOTAL CURRENT YEAR BUDGET / APPROPRIATION	636,691,000.00	11,777,493.00	648,468,493.00	437,889,493.00	-	-	437,889,493.00	122,716,730.28	88,431,034.79	91,208,437.86	89,997,104.24	392,353,307.17	56,948,395.44	89,355,970.44	89,230,139.48	110,269,188.32	345,803,693.68	210,579,000.00	45,536,185.83	46,549,613.49
II. PRIOR YEAR'S BUDGET / CONTINUING APPROPRIATION RA 10155 CY 2012																				
D. UNRELEASED APPROPRIATION	1,000,000.00	-	1,000,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000.00	-	-
E. SPECIAL PURPOSE FUNDS	-	98,711,597.00	98,711,597.00	98,711,597.00	-	-	98,711,597.00	-	-	3,004,907.00	91,823,287.32	94,828,194.32	-	-	1,590,947.00	3,076,929.12	4,667,876.12	-	3,887,402.68	90,160,318.20
F. UNOBLIGATED ALLOTMENT	46,596,382.05	(0.00)	46,596,382.05	46,596,382.05	-	-	46,596,382.05	79,305.20	658,936.95	276,815.00	36,101,366.65	37,116,423.80	57,451.20	341,157.95	68,805.00	751,976.12	1,220,390.27	-	9,479,958.25	35,806,033.53
TOTAL PRIOR YEAR'S BUDGET / CONTINUING APPROPRIATION	47,596,382.05	98,711,597.00	146,307,979.05	145,307,979.05	-	-	145,307,979.05	79,305.20	658,936.95	3,281,722.00	127,924,653.97	131,944,618.12	57,451.20	341,157.95	1,660,752.00	3,828,905.24	5,888,256.39	1,000,000.00	13,363,360.93	126,056,351.73
GRAND TOTAL	684,287,382.05	110,489,090.00	794,776,472.05	583,197,472.05	-	-	583,197,472.05	122,796,035.48	89,089,971.74	94,490,159.86	217,921,758.21	524,297,925.29	57,005,846.64	89,697,128.39	90,890,891.48	114,098,093.56	351,691,960.07	211,579,000.00	58,899,546.76	172,605,965.22

Certified Correct:

  
MARICEL V. ESCOBAR

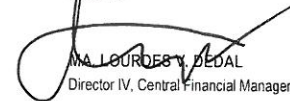
Supervising Administrative Officer, Budget Division  
Date: January 29, 2014

Certified Correct:

  
LOLITA R. VERDADERO

Chief Accountant  
Date:

Noted by:

  
MA LOURDES B. RECENTE

Director IV, Central Financial Management Office

Approved by:

  
MA. LOURDES B. RECENTE

Assistant Secretary and Chief of Staff

**List of Agency Budget Matrix/Special Allotment Release Orders / Sub-Allotment Release Orders  
As of December 31, 2013**

Department: Department of Finance  
Agency/OU: Office of the Secretary  
Fund: Fund 101

No.	ABM/SARO/Sub-ARO No.	Date of ABM SARO/Sub-ARO	Fund Source Reg/SPF/etc.	Allotments				Sub-Allotment to Regions/Operating Units				Total Allotments
				PS	MOOE	CO	Total	PS	MOOE	CO	Total	
1	2	3	4	5	6	7	8=(5+6+7)	9	10	11	12=(9+10+11)	13=(8-12)
<b>A. Allotments received from DBM</b>												
1	ABM-BMB-C-13-0003474	January 9, 2013	GAA 2013 - Regular	191,599,000.00	213,509,000.00	2,300,000.00	407,408,000.00	-	-	-	-	407,408,000.00
2	ABM-BMB-C-13-0003475	January 9, 2013	GAA 2013 - Automatic	17,704,000.00	-	-	17,704,000.00	-	-	-	-	17,704,000.00
3	SARO-BMB-C-13-0000611	January 30, 2013	GAA 2013 - Regular	-	1,000,000.00	-	1,000,000.00	-	-	-	-	1,000,000.00
4	SARO-BMB-C-13-0002934	March 22, 2013	GAA 2013 - PGF	668,697.00	-	-	668,697.00	-	-	-	-	668,697.00
5	SARO-BMB-C-13-0004146	April 19, 2013	GAA 2013 - PGF	910,673.00	-	-	910,673.00	-	-	-	-	910,673.00
6	SARO-BMB-C-13-0007535	July 1, 2013	GAA 2013 - PGF	154,821.00	-	-	154,821.00	-	-	-	-	154,821.00
7	C-1 3-01130	July 2, 2013	GAA 2012 - E-Gov't Fund	-	-	91,467,000.00	91,467,000.00	-	-	-	-	91,467,000.00
8	C-1 3-01137	July 9, 2013	GAA 2012 - ICF	-	1,411,079.00	-	1,411,079.00	-	-	-	-	1,411,079.00
9	C-1 3-01146	July 12, 2013	GAA 2012 - Regular	-	5,833,518.00	-	5,833,518.00	-	-	-	-	5,833,518.00
10	SARO-BMB-C-13-0008907	July 16, 2013	GAA 2013 - PGF	103,423.00	-	-	103,423.00	-	-	-	-	103,423.00
11	SARO-BMB-C-13-0012076	August 1, 2013	GAA 2013 - MPBF	3,847,000.00	-	-	3,847,000.00	-	-	-	-	3,847,000.00
12	SARO-BMB-C-13-0018616	October 22, 2013	GAA 2013 - PGF	739,053.00	-	-	739,053.00	-	-	-	-	739,053.00
13	C-1 3-01238	October 29, 2013	GAA 2012 - Regular	-	(32,000,000.00)	32,000,000.00	-	-	-	-	-	-
14	C-1 3-01239	October 29, 2013	GAA 2012 - E-Gov't Fund	-	57,467,000.00	(57,467,000.00)	-	-	-	-	-	-
15	SARO-BMB-C-13-0019415	November 11, 2013	GAA 2013 - PGF	34,376.00	-	-	34,376.00	-	-	-	-	34,376.00
16	SARO-BMB-C-13-0020684	December 4, 2013	GAA 2013 - Contingent	-	210,950.00	3,327,500.00	3,538,450.00	-	-	-	-	3,538,450.00
17	SARO-BMB-C-13-0024555	December 13, 2013	GAA 2013 - MPBF	1,781,000.00	-	-	1,781,000.00	-	-	-	-	1,781,000.00
	<b>Sub-total</b>			<b>217,542,043.00</b>	<b>247,431,547.00</b>	<b>71,627,500.00</b>	<b>536,601,090.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>536,601,090.00</b>
<b>B. Sub-allotments received from Central Office/Regional Office</b>												
1				-	-	-	-	-	-	-	-	-
	<b>Sub-Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Allotments</b>			<b>217,542,043.00</b>	<b>247,431,547.00</b>	<b>71,627,500.00</b>	<b>536,601,090.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>536,601,090.00</b>

Certified Correct:



**MARICEL V. ESCOBAR**

Supervising Administrative Officer  
Budget Division



DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS  
As of the Quarter Ending December 31, 2013

Department: Department of Finance  
Agency/Operating Unit: Office of the Secretary  
Fund: 101

Particulars	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligations)	Breakdown of Unpaid Obligations	
		1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total		Accounts Payable	Obligations Not Yet Due and Demandable
1	2	3	4	5	6	7	8	9	10	11	12	13=(7-12) & 13=(14+15)	14	15
<b>I. CURRENT YEAR BUDGET/APPROPRIATION</b>														
RA 10352 CY 2013														
A. AGENCY SPECIFIC BUDGET		118,464,693.14	82,544,207.69	82,958,819.00	80,967,942.16	364,935,661.99	52,696,358.30	83,469,143.34	81,548,263.16	105,759,038.96	323,472,803.76	41,462,858.23	41,462,858.23	-
B. SPECIAL PURPOSE FUNDS		-	1,578,414.19	4,105,242.54	4,747,228.45	10,430,885.18	-	1,578,414.19	3,537,500.00	1,768,500.00	6,884,414.19	3,546,470.99	3,546,470.99	-
C. AUTOMATIC APPROPRIATIONS		4,252,037.14	4,308,412.91	4,144,376.32	4,281,933.63	16,986,760.00	4,252,037.14	4,308,412.91	4,144,376.32	2,741,649.36	15,446,475.73	1,540,284.27	1,540,284.27	-
TOTAL CURRENT YEAR BUDGET/APPROPRIATION		122,716,730.28	88,431,034.79	91,208,437.86	89,997,104.24	392,353,307.17	56,948,395.44	89,355,970.44	89,230,139.48	110,269,188.32	345,803,693.68	46,549,613.49	46,549,613.49	-
<b>II. PRIOR YEAR'S BUDGET/CONTINUING APPROPRIATION</b>														
RA 10155 CY 2012														
D. UNRELEASED APPROPRIATION		-	-	-	-	-	-	-	-	-	-	-	-	-
E. UNOBLIGATED ALLOTMENT		79,305.20	658,936.95	276,815.00	36,101,366.65	37,116,423.80	57,451.20	341,157.95	69,805.00	751,976.12	1,220,390.27	35,896,033.53	10,809,812.12	25,086,221.41
F. SPECIAL PURPOSE FUNDS		-	-	3,004,907.00	91,823,287.32	94,828,194.32	-	-	1,590,947.00	3,076,929.12	4,667,876.12	90,160,318.20	453,414.20	89,706,904.00
TOTAL PRIOR YEAR'S BUDGET/ CONTINUING APPROPRIATION		79,305.20	658,936.95	3,281,722.00	127,924,653.97	131,944,618.12	57,451.20	341,157.95	1,660,752.00	3,828,905.24	5,888,266.39	126,056,351.73	11,263,226.32	114,793,125.41
GRAND TOTAL		122,796,035.48	89,089,971.74	94,490,159.86	217,921,758.21	524,297,925.29	57,005,846.64	89,697,128.39	90,890,891.48	114,098,093.56	351,691,960.07	172,605,965.22	57,812,839.81	114,793,125.41

Certified Correct:

  
MARICEL V. ESCOBAR  
Supervising Administrative Officer, Budget Division  
Date: January 29, 2014

Certified Correct:

  
LOLITA R. VERDADERO  
Chief Accountant  
Date:

Noted by:

  
MA. LOURDES V. PEDAL  
Director IV, Central Financial Management Office

Approved by:

  
MA. LOURDES B. RECENTE  
Assistant Secretary and Chief of Staff

**SUMMARY OF PRIOR YEAR'S OBLIGATIONS, DUSBURSEMENTS AND UNPAID PRIOR YEAR OBLIGATIONS**  
For the Period Ending December 31, 2013

Department: Department of Finance  
Agency/Operating Unit: Office of the Secretary  
Fund: 101

Particulars	PRIOR YEARS' OBLIGATIONS			DISBURSEMENTS					Unpaid Obligations
	Balance Beginning of the Year	Adjustments	Adjusted Balance	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	
1	2	3	4=(2+3)	5	6	7	8	9=(5+6+7+8)	10=(4-9)
<b>I. PRIOR YEAR'S ACCOUNTS PAYABLE</b>									
Personal Services	-	-	-	-	-	-	-	-	-
Maintenance & Other Operating Expenses	-	-	-	-	-	-	-	-	-
Capital Outlays	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>II. OBLIGATIONS NOT YET DUE AND DEMANDABLE</b>									
Personal Services	2,691,434.56	-	2,691,434.56	792,344.27	364,718.33	496,725.50	-	1,653,788.10	1,037,646.46
Maintenance & Other Operating Expenses	29,371,675.97	-	29,371,675.97	18,285,894.29	3,681,929.72	90,635.75	762,603.61	22,821,063.37	6,550,612.60
Capital Outlays	18,095,165.69	-	18,095,165.69	2,998,424.40	1,942,806.27	2,322,450.00	3,294,650.00	10,558,330.67	7,536,835.02
<b>TOTAL</b>	<b>50,158,276.22</b>	<b>-</b>	<b>50,158,276.22</b>	<b>22,076,662.96</b>	<b>5,989,454.32</b>	<b>2,909,811.25</b>	<b>4,057,253.61</b>	<b>35,033,182.14</b>	<b>15,125,094.08</b>
<b>GRAND TOTAL</b>	<b>50,158,276.22</b>	<b>-</b>	<b>50,158,276.22</b>	<b>22,076,662.96</b>	<b>5,989,454.32</b>	<b>2,909,811.25</b>	<b>4,057,253.61</b>	<b>35,033,182.14</b>	<b>15,125,094.08</b>

Certified Correct:

  
**MARICEL V. ESCOBAR**

Supervising Administrative Officer, Budget Division

Date: January 29, 2014

Certified Correct:

  
**LOLITA R. VERDADERO**


Chief Accountant

Date:

Noted by:

  
**MA. LOURDES B. RECENTE**  
Director IV, Central Financial Management Office

Approved by:

  
**MA. LOURDES B. RECENTE**  
Assistant Secretary and Chief of Staff



## SUMMARY REPORT OF DISBURSEMENTS

As of the Quarter Ending December 31, 2013

Annex D

Department: Department of Finance

Agency/Operating Unit: Office of the Secretary

Fund: 101 General Fund

Particulars	Current Year Budget				Prior Year's Budget				Prior Years' Obligations				Sub -Total	Trust Liabilities				OTHERS	Grand Total				R
	PS	MOOE	CO	Total	PS	MOOE	CO	Total	PS	MOOE	CO	Total		PS	MOOE	CO	Total		PS	MOOE	CO	Total	
<b>FIRST QUARTER (Revised)</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued	39,134,189.75	13,592,388.87	-	52,726,578.62	-	-	57,451.20	57,451.20	92,676.76	14,257,425.23	2,496,755.99	16,846,857.98	69,630,887.80	-	-	-	-	-	39,226,866.51	27,849,814.10	2,554,207.19	69,630,887.80	
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tax Remittance Advices Issued	5,360,219.42	848,054.41	-	6,208,273.83	-	-	-	-	-	895,216.41	1,187,480.04	2,082,696.45	8,290,970.28	-	-	-	-	-	5,360,219.42	1,743,270.82	1,187,480.04	8,290,970.28	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total</b>	<b>44,494,409.17</b>	<b>14,440,443.28</b>	<b>-</b>	<b>58,934,852.45</b>	<b>-</b>	<b>-</b>	<b>57,451.20</b>	<b>57,451.20</b>	<b>92,676.76</b>	<b>15,152,641.64</b>	<b>3,684,236.03</b>	<b>18,929,554.43</b>	<b>77,921,858.08</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,587,085.93</b>	<b>29,593,084.92</b>	<b>3,741,687.23</b>	<b>77,921,858.08</b>	
<b>SECOND QUARTER (Revised)</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued	44,865,142.24	34,396,764.02	792,868.85	80,054,775.11	-	-	319,303.95	319,303.95	319,887.17	3,040,521.96	1,866,316.93	5,226,726.06	85,600,805.12	-	-	-	-	-	45,185,029.41	37,437,285.98	2,978,489.73	85,600,805.12	
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tax Remittance Advices Issued	6,547,854.41	1,754,883.44	-	8,302,737.85	-	-	-	-	48,375.76	215,895.12	138,565.13	402,836.01	8,705,573.86	-	-	-	-	-	6,596,230.17	1,970,778.56	138,565.13	8,705,573.86	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total</b>	<b>51,412,996.65</b>	<b>36,151,647.46</b>	<b>792,868.85</b>	<b>88,357,512.96</b>	<b>-</b>	<b>-</b>	<b>319,303.95</b>	<b>319,303.95</b>	<b>368,262.93</b>	<b>3,256,417.08</b>	<b>2,004,882.06</b>	<b>5,629,562.07</b>	<b>94,306,378.98</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,781,259.58</b>	<b>39,408,064.54</b>	<b>3,117,054.86</b>	<b>94,306,378.98</b>	
<b>THIRD QUARTER</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued	38,837,195.71	46,886,678.20	616,109.70	86,339,983.61	-	-	-	-	-	215,831.25	656,118.86	871,950.11	87,211,933.72	-	-	-	-	-	38,837,195.71	47,102,509.45	1,272,228.56	87,211,933.72	
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tax Remittance Advices Issued	6,157,971.61	3,131,493.85	2,685.81	9,292,151.27	-	-	-	-	-	-	-	-	9,292,151.27	-	-	-	-	-	6,157,971.61	3,131,493.85	2,685.81	9,292,151.27	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total</b>	<b>44,995,167.32</b>	<b>50,018,172.05</b>	<b>618,795.51</b>	<b>95,632,134.88</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>215,831.25</b>	<b>656,118.86</b>	<b>871,950.11</b>	<b>96,504,084.99</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,995,167.32</b>	<b>50,234,003.30</b>	<b>1,274,914.37</b>	<b>96,504,084.99</b>	
<b>FOURTH QUARTER</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued	42,008,390.01	58,317,381.31	3,949,369.87	104,275,141.19	-	-	-	-	-	-	-	-	104,275,141.19	-	-	-	-	-	42,008,390.01	58,317,381.31	3,949,369.87	104,275,141.19	
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tax Remittance Advices Issued	10,642,923.34	1,459,089.84	216,261.15	12,318,274.33	-	-	-	-	-	-	-	-	12,318,274.33	-	-	-	-	-	10,642,923.34	1,459,089.84	216,261.15	12,318,274.33	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total</b>	<b>52,651,313.35</b>	<b>59,776,471.15</b>	<b>4,165,631.02</b>	<b>116,593,415.52</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116,593,415.52</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52,651,313.35</b>	<b>59,776,471.15</b>	<b>4,165,631.02</b>	<b>116,593,415.52</b>	
<b>GRAND TOTAL</b>	<b>193,553,886.49</b>	<b>160,386,733.94</b>	<b>5,577,295.38</b>	<b>359,517,915.81</b>	<b>-</b>	<b>-</b>	<b>376,755.15</b>	<b>376,755.15</b>	<b>460,939.69</b>	<b>18,624,889.97</b>	<b>6,345,236.95</b>	<b>25,431,066.61</b>	<b>385,325,737.57</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>194,014,826.18</b>	<b>179,011,623.91</b>	<b>12,299,287.48</b>	<b>385,325,737.57</b>	

\*Excluding NTA to MDFO

Certified Correct:

MARICEL V. ESCOBAR

Supervising Administrative Officer, Budget Division

Date:

Certified Correct:

LOLITA R. VERDADERO

Chief Accountant

Date:

Approved by:

MA. LOURDES B. RECENTE

Assistant Secretary and Chief of Staff

Noted:

MA. LOURDES V. DEDAL

Director IV, Central Financial Management Office

Date:

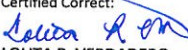
**SUMMARY REPORT OF DISBURSEMENTS**  
As of the Quarter Ending December 31, 2013

Annex D

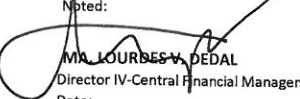
**Department:** Department of Finance  
**Agency/Operating Unit:** Office of the Secretary  
**Fund:** 101 General Fund (Accounts Payable)

Particulars	Current Year Budget				Prior Year's Budget				Prior Years' Obligations				Sub -Total	Trust Liabilities				OTHERS	Grand Total				Remarks
	PS	MOOE	CO	Total	PS	MOOE	CO	Total	PS	MOOE	CO	Total		PS	MOOE	CO	Total		PS	MOOE	CO	Total	
FIRST QUARTER																							
Notice of Cash Allocation				-																			
MDS Checks Issued	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tax Remittance Advices Issued	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SECOND QUARTER																							
Notice of Cash Allocation				-																			
MDS Checks Issued	1,578,132.00			1,578,132.00				-				-	1,578,132.00		-		-	-	1,578,132.00	-	-	1,578,132.00	
Advice to Debit Account				-				-				-					-	-	-	-	-	-	
Tax Remittance Advices Issued				-				-				-					-	-	-	-	-	-	
Cash Disbursement Ceiling				-				-				-					-	-	-	-	-	-	
NonCash Availment Authority				-				-				-					-	-	-	-	-	-	
Total	1,578,132.00	-	-	1,578,132.00	-	-	-	-	-	-	-	-	1,578,132.00	-	-	-	-	-	1,578,132.00	-	-	1,578,132.00	
THIRD QUARTER																							
Notice of Cash Allocation				-																			
MDS Checks Issued	256,513.94			256,513.94				-				-	256,513.94				-	-	256,513.94	-	-	256,513.94	
Advice to Debit Account				-				-				-					-	-	-	-	-	-	
Tax Remittance Advices Issued				-				-				-					-	-	-	-	-	-	
Cash Disbursement Ceiling				-				-				-					-	-	-	-	-	-	
NonCash Availment Authority				-				-				-					-	-	-	-	-	-	
Total	256,513.94	-	-	256,513.94	-	-	-	-	-	-	-	-	256,513.94	-	-	-	-	-	256,513.94	-	-	256,513.94	
FOURTH QUARTER																							
Notice of Cash Allocation				-																			
MDS Checks Issued	773,428.45			773,428.45				-				-	773,428.45				-	-	773,428.45	-	-	773,428.45	
Advice to Debit Account				-				-				-					-	-	-	-	-	-	
Tax Remittance Advices Issued				-				-				-					-	-	-	-	-	-	
Cash Disbursement Ceiling				-				-				-					-	-	-	-	-	-	
NonCash Availment Authority				-				-				-					-	-	-	-	-	-	
Total	773,428.45	-	-	773,428.45	-	-	-	-	-	-	-	-	773,428.45	-	-	-	-	-	773,428.45	-	-	773,428.45	
GRAND TOTAL	2,608,074.39	-	-	2,608,074.39	-	-	-	-	-	-	-	-	2,608,074.39	-	-	-	-	-	2,608,074.39	-	-	2,608,074.39	

Certified Correct:  
  
**MARICEL V. ESCOBAR**  
Supervising Administrative Officer, Budget Division  
Date:

Certified Correct:  
  
**LOLITA R. VERDADERO**  
Chief Accountant  
Date:

Approved by:  
  
**MA. LOURDES B. RECENTE**  
Assistant Secretary and Chief of Staff

Noted:  
  
**MA. LOURDES B. RECENTE**  
Director IV-Central Financial Management Office  
Date:



STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES  
As of the Quarter Ending December 31, 2013

Department: Department of Finance  
Agency/Operating Unit: Office of the Secretary  
Fund: 171

Particulars	Appropriations			Allotments				Current Year Obligations					Current Year Disbursement					Balances		
	Authorized Appropriation	Adjustments / Realignments	Adjusted Appropriations	Allotments Received	Transfer To	Transfer From	Adjusted Total Allotments	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	Unreleased Appropriation	Unobligated Allotment	Unpaid Obligations
1	2	3	4=(2+3)	5	6	7	8=(5-6+7)	9	10	11	12	13=(9+10+11+12)	14	15	16	17	18=(14+15+16+17)	19=(4-8)	20=(8-13)	21=(13-18)
I. CURRENT YEAR BUDGET/APPROPRIATION																				
RA 10352 CY 2013																				
A. JFPR PH 9118 Developing Microinsurance Project	204,655.00	-	204,655.00	204,655.00	-	-	204,655.00	194,818.75	-	-	-	194,818.75	194,818.75	-	-	-	194,818.75	-	9,836.25	-
B. NPGA-CVF Phase 2 from Japan	48,929,056.43	-	48,929,056.43	48,929,056.43	-	-	48,929,056.43	-	18,552,399.17	-	14,378,414.19	32,930,813.36	-	10,604,479.59	-	4,867,919.57	15,472,399.16	-	15,998,243.07	17,458,414.20
TOTAL CURRENT YEAR BUDGET / APPROPRIATION	49,133,711.43	-	49,133,711.43	49,133,711.43	-	-	49,133,711.43	194,818.75	18,552,399.17	-	14,378,414.19	33,125,632.11	194,818.75	10,604,479.59	-	4,867,919.57	15,667,217.91	-	16,008,079.32	17,458,414.20
II. PRIOR YEAR's BUDGET / CONTINUING APPROPRIATION																				
RA 10155 CY 2012																				
A. JFPR PH 9118 Developing Microinsurance Project	28,805.50	-	28,805.50	28,805.50	-	-	28,805.50	28,805.50	-	-	-	28,805.50	28,805.50	-	-	-	28,805.50	-	-	-
TOTAL PRIOR YEAR's BUDGET / CONTINUING APPROPRIATION	28,805.50	-	28,805.50	28,805.50	-	-	28,805.50	28,805.50	-	-	-	28,805.50	28,805.50	-	-	-	28,805.50	-	-	-
GRAND TOTAL	49,162,516.93	-	49,162,516.93	49,162,516.93	-	-	49,162,516.93	223,624.25	18,552,399.17	-	14,378,414.19	33,154,437.61	223,624.25	10,604,479.59	-	4,867,919.57	15,696,023.41	-	16,008,079.32	17,458,414.20

Certified Correct:

  
MARICEL V. ESCOBAR

Supervising Administrative Officer, Budget Division  
Date: January 29, 2014

Certified Correct:

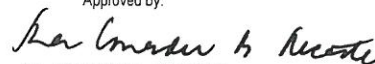
  
LOLITA R. VERDADERO

Chief Accountant  
Date:

Noted by:

  
MA. LOURDES B. RECENTE  
Director IV, Central Financial Management Office

Approved by:

  
MA. LOURDES B. RECENTE  
Assistant Secretary and Chief of Staff

**List of Agency Budget Matrix/Special Allotment Release Orders / Sub-Allotment Release Orders**  
As of December 31, 2013

Annex A.1

Department: Department of Finance  
Agency/OU: Office of the Secretary  
Fund: Fund 171

No.	ABM/SARO/Sub-ARO No.	Date of ABM SARO/Sub-ARO	Fund Source Reg/SPF/etc.	Allotments				Sub-Allotment to Regions/Operating Units				Total Allotments
				PS	MOOE	CO	Total	PS	MOOE	CO	Total	
1	2	3	4	5	6	7	8=(5+6+7)	9	10	11	12=(9+10+11)	13=(8-12)
<b>A. Allotments received from DBM</b>												
1	2013-9024994	February 1, 2013	GAA 2013 - Automatic	-	204,655.00	-	204,655.00	-	-	-	-	204,655.00
2	2013-9025141	May 2, 2013	GAA 2013 - Automatic	-	6,953,783.12	41,975,273.31	48,929,056.43	-	-	-	-	48,929,056.43
	<b>Sub-total</b>			-	<b>7,158,438.12</b>	<b>41,975,273.31</b>	<b>49,133,711.43</b>	-	-	-	-	<b>49,133,711.43</b>
<b>B. Sub-allotments received from Central Office/Regional Office</b>												
1							-				-	-
	<b>Sub-Total</b>			-	-	-	-	-	-	-	-	-
	<b>Total Allotments</b>			-	<b>7,158,438.12</b>	<b>41,975,273.31</b>	<b>49,133,711.43</b>	-	-	-	-	<b>49,133,711.43</b>

Certified Correct:



**MARICEL V. ESCOBAR**  
Supervising Administrative Officer  
Budget Division



**DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS**  
As of the Quarter Ending December 31, 2013

Department: Department of Finance  
Agency/Operating Unit: Office of the Secretary  
Fund: 171

Particulars	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligations)	Breakdown of Unpaid Obligations	
		1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total		Accounts Payable	Obligations Not Yet Due and Demandable
1	2	3	4	5	6	7	8	9	10	11	12	13=(7-12) & 13=(14+15)	14	15
<b>I. CURRENT YEAR BUDGET/APPROPRIATION</b>														
RA 10352 CY 2013														
A JFPR PH 9118 Developing Microinsurance Project		194,818.75	-	-	-	194,818.75	194,818.75	-	-	-	194,818.75	-	-	-
B NPGA-CVF Phase 2 from Japan		-	18,552,399.17	-	14,378,414.19	32,930,813.36	-	10,604,479.59	-	4,867,919.57	15,472,399.16	17,458,414.20	-	17,458,414.20
<b>TOTAL CURRENT YEAR BUDGET/APPROPRIATION</b>		<b>194,818.75</b>	<b>18,552,399.17</b>	<b>-</b>	<b>14,378,414.19</b>	<b>33,125,632.11</b>	<b>194,818.75</b>	<b>10,604,479.59</b>	<b>-</b>	<b>4,867,919.57</b>	<b>15,667,217.91</b>	<b>17,458,414.20</b>	<b>-</b>	<b>17,458,414.20</b>
<b>II. PRIOR YEAR'S BUDGET/CONTINUING APPROPRIATION</b>														
RA 10155 CY 2012														
A JFPR PH 9118 Developing Microinsurance Project		28,805.50	-	-	-	28,805.50	28,805.50	-	-	-	28,805.50	-	-	-
<b>TOTAL PRIOR YEAR'S BUDGET/ CONTINUING APPROPRIATION</b>		<b>28,805.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,805.50</b>	<b>28,805.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,805.50</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>		<b>223,624.25</b>	<b>18,552,399.17</b>	<b>-</b>	<b>14,378,414.19</b>	<b>33,154,437.61</b>	<b>223,624.25</b>	<b>10,604,479.59</b>	<b>-</b>	<b>4,867,919.57</b>	<b>15,696,023.41</b>	<b>17,458,414.20</b>	<b>-</b>	<b>17,458,414.20</b>

Certified Correct:



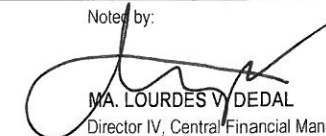
**MARICEL V. ESCOBAR**  
Supervising Administrative Officer, Budget Division  
Date: January 29, 2014

Certified Correct:



**LOLITA R. VERDADERO**  
Chief Accountant  
Date:

Noted by:



**MA. LOURDES V. DEDAL**  
Director IV, Central Financial Management Office

Approved by:



**MA. LOURDES B. RECENTE**  
Assistant Secretary and Chief of Staff

**SUMMARY OF PRIOR YEAR'S OBLIGATIONS, DUSBURSEMENTS AND UNPAID PRIOR YEAR OBLIGATIONS**  
For the Period Ending December 31, 2013

Department: Department of Finance  
Agency/Operating Unit: Office of the Secretary  
Fund: 171

Particulars	PRIOR YEARS' OBLIGATIONS			DISBURSEMENTS					Unpaid Obligations
	Balance Beginning of the Year	Adjustments	Adjusted Balance	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	
1	2	3	4=(2+3)	5	6	7	8	9=(5+6+7+8)	10=(4-9)
<b>I. PRIOR YEAR'S ACCOUNTS PAYABLE</b>									
Personal Services	-	-	-	-	-	-	-	-	-
Maintenance & Other Operating Expenses	-	-	-	-	-	-	-	-	-
Capital Outlays	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>II. OBLIGATIONS NOT YET DUE AND DEMANDABLE</b>									
Personal Services	-	-	-	-	-	-	-	-	-
Maintenance & Other Operating Expenses	2,311,593.36	-	2,311,593.36	1,303,985.36	1,000,000.00	-	-	2,303,985.36	7,608.00
Capital Outlays	35,596,536.08	-	35,596,536.08	-	873,000.00	-	24,152,552.58	25,025,552.58	10,570,983.50
<b>TOTAL</b>	<b>37,908,129.44</b>	<b>-</b>	<b>37,908,129.44</b>	<b>1,303,985.36</b>	<b>1,873,000.00</b>	<b>-</b>	<b>24,152,552.58</b>	<b>27,329,537.94</b>	<b>10,578,591.50</b>
<b>GRAND TOTAL</b>	<b>37,908,129.44</b>	<b>-</b>	<b>37,908,129.44</b>	<b>1,303,985.36</b>	<b>1,873,000.00</b>	<b>-</b>	<b>24,152,552.58</b>	<b>27,329,537.94</b>	<b>10,578,591.50</b>

Certified Correct:

  
**MARICEL V. ESCOBAR**  
Supervising Administrative Officer, Budget Division  
Date: January 29, 2014


Certified Correct:

  
**LOLITA R. VERDADERO**  
Chief Accountant  
Date:

Noted by:

  
**MA. LOURDES Y. DEDAL**  
Director IV, Central Financial Management Office

Approved by:

  
**MA. LOURDES B. RECENTE**  
Assistant Secretary and Chief of Staff



# SUMMARY REPORT OF DISBURSEMENTS

As of the Quarter Ending December 31, 2013

Department: Department of Finance

Agency/Operating Unit: Office of the Secretary

Fund: 171 Fourth Non-Project Grant Assistance from Japan-CVF and JFPR-Microinsurance Project

Particulars	Current Year Budget				Prior Year's Budget				Prior Years' Obligations				Sub -Total	Trust Liabilities				OTHERS	Grand Total				Remarks
	PS	MOOE	CO	Total	PS	MOOE	CO	Total	PS	MOOE	CO	Total		PS	MOOE	CO	Total		PS	MOOE	CO	Total	
<b>FIRST QUARTER</b>																							
Notice of Cash Allocation				-				-				-											
MDS Checks Issued - NPGA 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Special Account (CA) - JFPR Micro	-	223,624.25	-	223,624.25	-			-	-	660,611.38	-	660,611.38	884,235.63				-		-	884,235.63	-	884,235.63	from 12/12
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Cash Balance
Tax Remittance Advices Issued - NPGA4	-	-	-	-	-	-	-	-	-	-	208,283.63	208,283.63	208,283.63	-	-	-	-		-	-	208,283.63	208,283.63	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	
Total	-	223,624.25	-	223,624.25	-	-	-	-	-	660,611.38	208,283.63	868,895.01	1,092,519.26	-	-	-	-	-	-	884,235.63	208,283.63	1,092,519.26	
<b>SECOND QUARTER</b>																							
Notice of Cash Allocation				-				-				-											
MDS Checks Issued - NPGA 4		4,471,865.24	5,228,645.96	9,700,511.20				-		821,857.57	820,294.65	1,642,152.22	11,342,663.42				-		-	5,293,722.81	6,048,940.61	11,342,663.42	
Special Account (CA) - JFPR Micro				-				-		50,221.00		50,221.00	50,221.00				-		-	50,221.00	-	50,221.00	
Advice to Debit Account				-				-				-							-		-	-	
Tax Remittance Advices Issued-NPGA4		535,606.86	316,499.23	852,106.09				-		178,571.43	52,705.35	231,276.78	1,083,382.87				-		-	714,178.29	369,204.58	1,083,382.87	
Cash Disbursement Ceiling				-				-				-							-	-	-	-	
NonCash Availment Authority				-				-				-							-	-	-	-	
Total	-	5,007,472.10	5,545,145.19	10,552,617.29	-	-	-	-	-	1,050,650.00	873,000.00	1,923,650.00	12,476,267.29	-	-	-	-	-	-	6,058,122.10	6,418,145.19	12,476,267.29	
<b>THIRD QUARTER - No Transaction</b>																							
Notice of Cash Allocation				-				-				-											
MDS Checks Issued				-				-				-							-	-	-	-	
Advice to Debit Account				-				-				-							-	-	-	-	
Tax Remittance Advices Issued				-				-				-							-	-	-	-	
Cash Disbursement Ceiling				-				-				-							-	-	-	-	
NonCash Availment Authority				-				-				-							-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>FOURTH QUARTER</b>																							
Notice of Cash Allocation				-				-				-											
MDS Checks Issued - NPGA4		1,314,285.72	3,078,923.88	4,393,209.60				-			22,853,654.87	22,853,654.87	27,246,864.47				-		-	1,314,285.72	25,932,578.75	27,246,864.47	
Special Account (CA) - JFPR Micro		-	-	-				-				-							-	-	-	-	
Advice to Debit Account				-				-				-							-	-	-	-	
Tax Remittance Advices Issued-NPGA4		285,714.28	91,495.69	377,209.97				-			1,298,897.71	1,298,897.71	1,676,107.68				-		-	285,714.28	1,390,393.40	1,676,107.68	
Cash Disbursement Ceiling				-				-				-							-	-	-	-	
NonCash Availment Authority				-				-				-							-	-	-	-	
Total	-	1,600,000.00	3,170,419.57	4,770,419.57	-	-	-	-	-	-	24,152,552.58	24,152,552.58	28,922,972.15	-	-	-	-	-	-	1,600,000.00	27,322,972.15	28,922,972.15	
<b>GRAND TOTAL</b>	-	6,831,096.35	8,715,564.76	15,546,661.11	-	-	-	-	-	1,711,261.38	25,233,836.21	26,945,097.59	42,491,758.70	-	-	-	-	-	-	8,542,357.73	33,949,400.97	42,491,758.70	

Certified Correct:

MARICEL V. ESCOBAR  
Supervising Administrative Officer, Budget Division  
Date:

Certified Correct:

LOLITA R. VERDADERO  
Chief Accountant  
Date:

Approved by:

MA. LOURDES B. RECENTE  
Assistant Secretary and Chief of Staff

Noted:

MA. LOURDES V. DEDAL  
Director IV, Central Financial Management Office  
Date:

**SUMMARY REPORT OF DISBURSEMENTS**  
As of the Quarter Ending December 31, 2013

**Department:** Department of Finance  
**Agency/Operating Unit:** Office of the Secretary  
**Fund:** 184 Trust Liabilities

Particulars	Current Year Budget				Prior Year's Budget				Prior Years' Obligations				Sub -Total	Trust Liabilities				OTHERS	Grand Total				Remarks
	PS	MOOE	CO	Total	PS	MOOE	CO	Total	PS	MOOE	CO	Total		PS	MOOE	CO	Total		PS	MOOE	CO	Total	
<b>FIRST QUARTER</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34,513.10	-	34,513.10	-	-	-	-	34,513.10	
Advice to Debit Account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tax Remittance Advices Issued	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Disbursement Ceiling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NonCash Availment Authority	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34,513.10	-	34,513.10	-	-	-	-	34,513.10	
<b>SECOND QUARTER (Revised)</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued				-				-				-			16,241.46		16,241.46	-	-	-	-	16,241.46	
Advice to Debit Account				-				-				-					-		-	-	-	-	
Tax Remittance Advices Issued				-				-				-					-		-	-	-	-	
Cash Disbursement Ceiling				-				-				-					-		-	-	-	-	
NonCash Availment Authority				-				-				-					-		-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,241.46	-	16,241.46	-	-	-	-	16,241.46	
<b>THIRD QUARTER</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued				-				-				-					-		-	-	-	-	
Advice to Debit Account				-				-				-					-		-	-	-	-	
Tax Remittance Advices Issued				-				-				-					-		-	-	-	-	
Cash Disbursement Ceiling				-				-				-					-		-	-	-	-	
NonCash Availment Authority				-				-				-					-		-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>FOURTH QUARTER</b>																							
Notice of Cash Allocation				-				-				-					-					-	
MDS Checks Issued				-				-				-					-		-	-	-	-	
Advice to Debit Account				-				-				-					-		-	-	-	-	
Tax Remittance Advices Issued				-				-				-					-		-	-	-	-	
Cash Disbursement Ceiling				-				-				-					-		-	-	-	-	
NonCash Availment Authority				-				-				-					-		-	-	-	-	
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>GRAND TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,754.56	-	50,754.56	-	-	-	-	50,754.56	

Certified Correct:

*Maricel V. Escobar*  
MARICEL V. ESCOBAR  
Supervising Administrative Officer, Budget Division  
Date:

Certified Correct:

*Lolita R. Verdadero*  
LOLITA R. VERDADERO  
Chief Accountant  
Date:

Noted:

*Ma Lourdes B. Recente*  
MA. LOURDES B. RECENTE  
Director IV-Central Financial Management Office  
Date:

Approved by:

*Ma Lourdes B. Recente*  
MA. LOURDES B. RECENTE  
Assistant Secretary and Chief of Staff