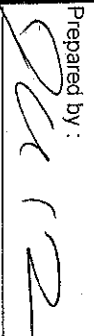


**QUARTERLY PHYSICAL REPORT OF OPERATION**  
For the Quarter Ending 30 September 2013

Department of Foreign Affairs  
Agency/OU Office of Fiscal Management  
Fund \_\_\_\_\_

Program / Activity/ Project MFO (1)	Performance Measures (2)	Physical Target (3)	Accomplishment (4)	Variance (5)	Remarks (6)
A.I General Administration and Support					
1. Liquidation of Outstanding Cash Advances Granted in 2013	Quantity: Amount of outstanding cash advances to be liquidated by the end of the quarter. Quality: Percentage of new cash advances granted in 2013 with no previous outstanding cash advance	PHIP1,723,258.14	PHIP8,234,122.38	PHIP3,489,136.11	OFM has yet to receive liquidation documents for some cash advances granted in the second quarter of 2013. OFM has denied additional cash advances for those who still have unliquidated ones and has sent several follow-up letters to the personnel concerned.
	Timeliness: Percentage of cash advances granted in 2013 liquidated within 30 days/ 60 days (international travel)	100%	84%	-16%	OFM has yet to receive liquidation documents for some cash advances granted in the second quarter of 2013. OFM has denied additional cash advances for those who still have unliquidated ones and has sent several follow-up letters to the personnel concerned.

Program / Activity/ Project MFO (1)	Performance Measures (2)	Physical Target (3)	Accomplishment (4)	Variance (5)	Remarks (6)
A1 General Administration and Support 2. Reconciliation of Abnormal Accounts	Quantity: Number of abnormal accounts to be reconciled by the end of the quarter  Quality: Percentage of reconciled abnormal accounts booked in eNGAS.	Seven (7) accounts.	Four (4) major accounts partially reconciled	Three (3) target accounts still unreconciled	OFM hired 13 COS personnel but only 2 have reported as of 01 October 2013. Once the additional personnel have reported, OFM will target eight (8) accounts for reconciliation in the fourth quarter, and then ramping up until all have been reconciled by 30 June 2014.  OFM hired 13 COS personnel but only 2 have reported as of 01 October 2013. Once the additional personnel have reported, OFM will target eight (8) accounts for reconciliation in the fourth quarter, and then ramping up until all have been reconciled by 30 June 2014.
	Timeliness: Percentage of abnormal accounts reconciled by the end of the quarter	90%	16%	-74%	OFM hired 13 COS personnel but only 2 have reported as of 01 October 2013. Once the additional personnel have reported, OFM will target eight (8) accounts for reconciliation in the fourth quarter, and then ramping up until all have been reconciled by 30 June 2014.  Status of Reconciliation (3Q): 1. Due to BIR 20% 2. Cash Account 15% 3. Cash Advance 70% 4. Due from NGAS's 10%

Prepared by:  


JUAN CARLOS C. BORROMELO  
Planning Officer  
Date: 09 October 2013

Approved by:  


DOMINGO P. NOLASCO  
Assistant Secretary  
Date: 09 October 2013

**INSTRUCTIONS**

1. The Quarterly Physical Report of Operation shall reflect the agency's/OU's actual physical accomplishments for a given quarter, in terms of the performance measures indicated in its Physical and Financial Plan (PFP). This report shall be prepared by fund (i.e., General Fund or Special Account, in the General Fund, etc.) and submitted to DBM on or before the 10th day following the quarter covered by the report.
2. Column 1 shall reflect the agency's PI/AFs.
3. Column 2 shall reflect the performance measure(s) of the agency/OU, consistent with those reflected in the PFP for the year.
4. Column 3 shall reflect the physical targets for the quarter covered by the report, consistent with the targets for the same period as reflected in the PFP for the year.
5. Column 4 shall reflect the actual accomplishments (in terms of quantity or % of completion) for the quarter covered by the report.
6. Column 5 shall reflect the variance between agency's actual accomplishments vis-à-vis physical targets for the quarter covered by the report.
7. Column 6 shall indicate the reasons/justifications for any major variance under Column 5, i.e., new activities the deviation from targets, problems encountered in the implementation of the project/activity, etc.