**BUDGET SUMMARY**

| **Project Title:**  **Implementing Agency:** | | | | **Duration:** (in months) | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Year 1** | | | | | **Year 2** | **Total** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Total** |  |  |
| 1. Personal Services (PS) |  |  |  |  |  |  |  |
| 1. Honoraria |  |  |  |  |  |  |  |
| 1. Salaries and Wages |  |  |  |  |  |  |  |
| Sub-total for PS |  |  |  |  |  |  |  |
| 1. Maintenance and Other Operating Expenses (MOOE) |  |  |  |  |  |  |  |
| 1. Travelling Expenses |  |  |  |  |  |  |  |
| 1. Communication Expenses |  |  |  |  |  |  |  |
| 1. Supplies and Materials |  |  |  |  |  |  |  |
| 1. Professional Services |  |  |  |  |  |  |  |
| 1. Labor and Wages |  |  |  |  |  |  |  |
| 1. Repairs and Maintenance |  |  |  |  |  |  |  |
| 1. Training Expenses |  |  |  |  |  |  |  |
| 1. Other Maintenance and Operating Expenses |  |  |  |  |  |  |  |
| Subtotal for MOOE |  |  |  |  |  |  |  |
| 1. Machinery and Equipment Outlay (EO) |  |  |  |  |  |  |  |
| Subtotal for EO |  |  |  |  |  |  |  |
| 1. Administrative Cost (<10% PS+MOOE) |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

Prepared by: Noted by: Noted by: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Leader Accountant Head, Agency Name Director, DA-BAR**

**WORKSHEET DETAILS FOR PERSONAL SERVICES (PS)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Services (PS)** | | | | | | | | | | | |
| **List of Personnel** | **Salary Per Month**  **Wages/**  **Day** | **No. of Persons** | **No. of Mo. (Days)** | **% Time** | **Year 1** | | | | | **Year 2** | **Grand Total** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Total** |
| A. Honoraria |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total for Honoraria |  |  |  |  |  |  |  |  |  |  |  |
| B. Salaries and Wages |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total for Salaries and Wages |  |  |  |  |  |  |  |  |  |  |  |

**WORKSHEET DETAILS FOR MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**

| **Maintenance and Other Operating Expenses (MOOE)** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Year 1** | | | | | | | | | **Year 2** | **Total** |
| **Q1** | | **Q2** | | **Q3** | | **Q4** | | **Total** |
| 1. Traveling Expenses |  | |  | |  | |  | |  |  |  |
| Local |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |
| 1. Communication Expenses |  | |  | |  | |  | |  |  |  |
| a. Postage and Courier Services |  | |  | |  | |  | |  |  |  |
| b. Telephone Expenses |  | |  | |  | |  | |  |  |  |
| *Mobile*  *Internet/Data-related Expenses* |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |
| 1. Supplies and Materials – *considered as outlay if more than 50,000 per unit* | Estimated Cost/unit (in Php) | Quantity | Estimated Cost/unit (in Php) | Quantity | Estimated Cost/unit (in Php) | Quantity | Estimated Cost/unit (in Php) | Quantity |  |  |  |
| a. Office Supplies Expense |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |  |  |  |  |
| b. Animal Supplies Expense |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |  |  |  |  |
| c. Fuel, Oil and Lubricants Expenses  *Fuel*  *Oil*  *Lubricants* |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |  |  |  |  |
| d. Agricultural and marine supplies expenses |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |  |  |  |  |
| e. Chemical and filtering expenses |  |  |  |  |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |  |  |  |  |
| 1. Professional Services |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |
| 1. Labor and Wages |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |
| 1. Repairs and Maintenance |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |
| 1. Training Expenses |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |
| 1. Other Maintenance and Operating Expenses   *a. Printing and Publication Expenses*  *b. Representation Expenses*  *c. Subscription to communication media and cloud storage* |  | |  | |  | |  | |  |  |  |
| Sub-total |  | |  | |  | |  | |  |  |  |

**WORKSHEET DETAILS FOR THE ADMINISTRATIVE COST**

| **ADMINISTRATIVE COST** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Year 1** | | | | | **Year 2** | **Total** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Total** |
| Administrative - Personal Services |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |
| Administrative - Maintenance and other Operating Expenses |  |  |  |  |  |  |  |
| Sub-total |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**WORKSHEET DETAILS FOR MACHINERY AND EQUIPMENT OUTLAY (EO)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Machinery and Equipment Outlay (EO) – Minor Equipment Only** | | | | | | |
| **Details of Equipment**  (Minor Equipment Only) | **No. of Units** | **Price/ Unit** | **Total**  **Year 1** | **Justification** | **Year 2** | **Total Outlay** |
|  |  |  |  |  |  |  |

*This is to certify that the equipment proposed above are not available in the Agency/Institution or are available but could not be utilized for the purpose of this proposed R4D project*.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Agency Property Officer** |  | **Agency Head** |

**Annex Table 1. Sample Credentials and Expected Deliverables of Project and Study Leaders**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Study**  **No.** | **Project**  **Team**  **Members** | **Name of the**  **Project/ Study  Leader** | **Highest Educational**  **Attainment** | **Job Description/TOR** | **Deliverables** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Annex Table 2. Travel description**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specifics** | **Period** | | | |
| **Y1Q1** | **Y1Q2** | **Y1Q3** | **Y2Q4** |
| Areas of Travel (up to  provincial level) |  |  |  |  |
| Estimated Number of  travel(s) to be made in the destinations identified  above |  |  |  |  |
| Purpose of travel(s) | Short description why the travel is necessary for the research study | | | |
| Kind of transport required | Either by plane, boat or other transport means | | | |
| Number of days per travel |  |  |  |  |
| Expected cost per travel (in  PhP) | Fare of the most direct and economical flight/transport  Most economical and reasonable choice for out of pocket expenses.  Number of people per travel and their specific task in that travel  The amount should be the same as what is indicated in the worksheet details of MOOE. | | | |



**Annex Table 3. Travel Description Form**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SPECIFICS** | **PERIOD** | | | | | | | | | |  |
| **Y1Q1** | | | **Y1Q2** | | | **Y1Q3** | | **Y1Q4** | | **TOTAL** |
| Destination(s) |  |  |  |  |  |  |  |  |  |  |  |
| Number of  travel(s) to be made in the destinations identified  above |  |  |  |  |  |  |  |  |  |  |  |
| Purpose of travel(s) |  | | |  | | |  | |  | |  |
| Kind of transport required |  |  |  |  |  |  |  |  |  |  |  |
| Number of people per travel  and their specific task in that  travel |  |  |  |  |  |  |  |  |  |  |  |
| Number of days per travel |  |  |  |  |  |  |  |  |  |  |  |
| Expected cost per travel (in PhP) |  |  |  |  |  |  |  |  |  |  |  |

**Annex Table 4. Position description form**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Position Description Form** | |
| Name |  |
| Certification of pay history  (minimum of 3 contracts)\* |  |
| Position in mother agency |  |
| Current salary or salary grade |  |
| Project title |  |
| Position in the project |  |
| Duties and responsibilities |  |
| Expected  outputs/deliverables |  |
| Estimated total honorarium for the whole duration of the project |  |

*\*For those from NGOs that include private sector, international organizations, NGOs, retired professionals and others not categorized as NGAs*

**Annex Table 5. List of items under printing services**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Estimated Cost per unit |
|  |  |  |
|  |  |  |

**Annex Table 6. Meeting/workshop/training description form**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Meetings/Workshops/Training Description Form** | |
| Title of  meeting/workshop/training |  |
| Under which objective: |  |
| Tentative date(s) |  |
| Duration | *Number of days* |
| Tentative venue |  |
| Estimated number of  lecturers, resource  persons, coordinators, and  facilitators |  |
| Estimated budgetary  requirement | *Food catering expenses*  *Hotel accommodation*  *Rental of facilities*  *Estimated number of participants* |

**Annex Table 7. List of items under subscription to communication media and cloud-based storage**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | General Description | Unit/Size | Quantity | Estimated Cost per Unit |
|  |  |  |  |  |
|  |  |  |  |  |