



Department of Agriculture

**Bureau of Agricultural Research**

RDMIC Bldg, Elliptical Rd cor Visayas Ave, Diliman, Quezon City – 1104

Landlines: +632 8461 2900; 8461 2800 ● Fax: +632 8927 5691

Email: [r4d@bar.gov.ph](mailto:r4d@bar.gov.ph) ● Website: <http://www.bar.gov.ph>

**BUDGET SUMMARY**

Source of Fund:					Implementing Agency:			
Item	Year 1					Year 2	Year 3	Total
	Q1	Q2	Q3	Q4	Total			
I. Personal Services (PS)								
A. Honoraria								
B. Salaries and Wages								
Sub-Total for PS								
II. Maintenance and Other Operating Expenses (MOOE)								
A. Travelling Expenses								
B. Communication Expenses								
C. Supplies and Materials								
D. Professional Services								
E. Labor and Wages								
F. Repairs and Maintenance								
G. Other Maintenance and Operating Expenses								
Sub-Total for MOOE								
III. Machinery and Equipment Outlay (EO)								



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Source of Fund:					Implementing Agency:			
Item	Year 1					Year 2	Year 3	Total
	Q1	Q2	Q3	Q4	Total			
Sub-Total for EO								
IV. Administrative Cost (<10% PS+MOOE)								
<b>TOTAL</b>								

Prepared by:

Noted by:

Noted by:

Approved by:

\_\_\_\_\_  
**Project Leader**

\_\_\_\_\_  
**Accountant**

\_\_\_\_\_  
**Head of Agency**

\_\_\_\_\_  
**Director, BAR**



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

Personal Services (PS)											
List of Personnel	Salary Per Month Wages/Day	No. of Person s	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											



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

Maintenance and Other Operating Expenses (MOOE)								
Item	Year 1					Year 2	Year 3	Total
	Q1	Q2	Q3	Q4	Total			
A. Travelling Expenses Local								
Sub-total								
B. Communication Expenses  a. Postage and Courier Services  b. Telephone Expenses  <i>Mobile</i>  <i>Internet/Data-related Expenses</i>								
Sub-total								



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Maintenance and Other Operating Expenses (MOOE)												
Item	Year 1									Year 2	Year 3	Total
	Q1		Q2		Q3		Q4		Total			
	Estimated Cost/unit (in Php)	Quantity	Estimated Cost/unit (in Php)	Quantity	Estimated Cost/unit (in Php)	Quantity	Estimated Cost/unit (in Php)	Quantity				
C. Supplies and Materials – considered as outlay if more than 15,000 per unit												
a. Office Supplies Expense												
Sub-total												
b. Animal Supplies Expense												
Sub-total												
c. Fuel, Oil and Lubricants Expenses												
Fuel												
Oil												
Lubricants												
Sub-total												



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<b>Maintenance and Other Operating Expenses (MOOE)</b>											
<b>Item</b>	<b>Year 1</b>								<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
	<b>Q1</b>		<b>Q2</b>		<b>Q3</b>		<b>Q4</b>				
d. Agricultural and marine supplies expenses											
Sub-total											
e. Chemical and filtering expenses											
Sub-total											
D. Professional Services											
Sub-total											
E. Labor and Wages											
Sub-total											
F. Repairs and Maintenance											
Sub-total											



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Maintenance and Other Operating Expenses (MOOE)								
Item	Year 1					Year 2	Year 3	Total
	Q1	Q2	Q3	Q4	Total			
G. Other Maintenance and Operating Expenses								
<i>a. Printing and Publication Expenses</i>								
<i>b. Representation Expenses</i>								
Sub-total								



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

<b>Machinery and Equipment Outlay (EO) – Minor Equipment Only</b>						
<b>Details of Equipment (Minor Equipment Only)</b>	<b>No. of Units</b>	<b>Price/ Unit</b>	<b>Total Year 1</b>	<b>Justification</b>	<b>Year 2</b>	<b>Total Outlay</b>

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 R&D project.

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**Head of Agency**

BAR-PDD-OP-01F4

Revision: 1

EFFECTIVITY DATE: **July 30, 2021**

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