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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
**ACKNOWLEDGEMENT RECEIPT**

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Republic of the Philippines  
Department of Transportation  
**OFFICE OF TRANSPORTATION COOPERATIVES**

June 27, 2025

**Secretary Amenah F. Pangandaman**  
Office of the Secretary  
Department of Budget and Management  
General Solano St., San Miguel  
Manila



Thru : **Ms. Maria Crescencia D. Sunga**  
Director IV  
Budget and Management Bureau-A  
DBM

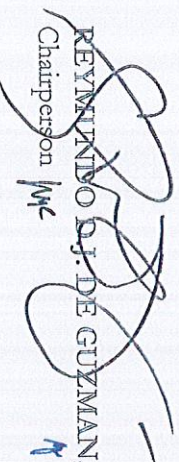
**Dear Sec. Pangandaman:**

In Compliance with National Budget Circular No. 507, dated January 31, 2007, we are submitting herewith, the following Budget Accountability Reports as of **June 2025**:


- a. Statement of Allotment, Obligations and Balances (SAOB); and
- b. Monthly Report of Disbursement.


For any further questions or queries, please reach Ms. Eleanor C. Mupas, Budget Officer, at (02) 8833-9315 or email at [eleanor.mupas@otc.gov.ph](mailto:eleanor.mupas@otc.gov.ph). Thank you.


Very Truly Yours,


  
**REYMINIDO D.J. DE GUZMAN, JR.**  
Chairperson *MC*


CC: DOTr Budget Service

 [official@otc.gov.ph](mailto:official@otc.gov.ph)

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 5/F Ben-Lor Bldg., 1184 Quezon Ave., Quezon City

 (02) 8552-9312





STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES  
FY 2025  
As of JUNE

TOTAL		23 -Department of Transportation and Communications		
Department:		004 - OFFICE OF TRANSPORTATION COOPERATIVES		
Agency:		100010000		
Fund:				
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES		Approved GAA/SARO	Obligations Incurred	Unobligated Balance of
		Amount	THIS MONTH	TO DATE
Current Operating Expenditures				
Personnel Services				
Basic Salary		18,789,000.00	1,755,429.99	10,308,748.06
Total Permanent Position		18,789,000.00	1,755,429.99	10,308,748.06
Other Compensation Common to All				
Personnel Economic Relief Allowance		912,000.00	78,000.00	452,000.04
Representation Allowance(RA)		450,000.00	37,500.00	198,875.00
Transportation Allowance(TA)		450,000.00	18,000.00	117,500.00
Clothing/Uniform Allowance		266,000.00	-	238,000.00
Mid-Year Bonus		1,566,000.00	-	1,488,988.00
Year-End Bonus		1,181,000.00	-	-
Cash Gift		575,000.00	-	-
Per Diem-Civilian		306,000.00	-	4,250.00
Step Increments - Length of Service		47,000.00	-	-
Step Increments- Meritorious Performance		-	-	-
Productivity Enhancement Incentive		190,000.00	-	-
Total Other Compensation To All		5,943,000.00	133,500.00	2,499,613.04
Other Personnel Benefits				
Administration of Personnel Benefits - Terminal Leave Benefits - Civilian		90,000.00	-	90,000.00
Loyalty Award- Civilian		25,000.00	-	25,000.00
Collection Negotiation Agreement		-	-	-
Service Recognition Incentives		-	-	-
Total Other Personnel Benefits		115,000.00	-	-
Unprogrammed Appropriation				
Basic Salary - Civilian		1,404,000.00	-	-
Bonus - Civilian		117,000.00	-	-
Mid-Year Bonus - Civilian		117,000.00	-	-
PhilHealth - Civilian		31,000.00	-	-
Lump-sum for Step Increments - Length of Service		4,000.00	-	-
Total Unprogrammed Appropriation		1,673,000.00	-	-
OTHER BENEFITS				
Pag-ibig Contribution		91,000.00	7,800.00	44,000.00
Health Insurance Premiums		446,000.00	41,307.55	228,649.72
ECIP		46,000.00	3,900.00	22,800.00
Total Other Benefits		583,000.00	53,007.55	295,449.72
TOTAL PERSONNEL SERVICES		27,103,000.00	1,941,937.54	13,218,810.82
Retirement and Life Ins. Premiums		2,255,000.00	210,651.60	1,193,536.92
Additional Retirement and Life Ins. Premiums		168,000.00	-	-
TOTAL RLP		2,423,000.00	210,651.60	1,193,536.92
TOTAL PERSONNEL SERVICES w/RLP		29,526,000.00	2,152,589.14	14,412,347.74
Maintenance and Other Operating Expenses				
Traveling Expense - local		1,500,000.00	-	63,134.75
Training and Scholar Expenses		200,000.00	-	200,000.00
ICT Training Expenses		200,000.00	-	-
Supplies and Materials Expenses				
ICT Office Supplies Expense		300,000.00	11,421.00	200,000.00
Accountable Forms		-	-	-
Fuel, Oil and Lubricants		300,000.00	25,926.07	48,699.96
Office Supplies Expense		300,000.00	15,951.86	217,706.01
Total Supplies Materials		900,000.00	53,298.93	466,405.97
Utility Expenses				
Water Expense		100,000.00	5,212.71	21,093.99
Electricity Expenses		600,000.00	-	197,024.75
Total Utility Expenses		700,000.00	5,212.71	218,118.74
COMMUNICATION EXPENSES				
Postage & Courier Services		100,000.00	8,418.00	42,269.00
Mobile		100,000.00	11,500.00	29,500.00
Landline		150,000.00	-	-
Internet Subscription Expense		264,000.00	-	-
Total Communication Expenses		614,000.00	19,918.00	71,769.00
Extraordinary and Miscellaneous Expenses		110,000.00	2,476.01	27,213.01
Security Services		382,000.00	38,237.32	164,684.50
Other General Services		176,000.00	-	87,200.94
Repairs and Maintenance Motor Vehicle		300,000.00	-	24,577.00
Repairs and Maintenance Furr. & Fixtures		50,000.00	-	2,146.74
Repairs and Maintenance Semi-Expendable Machinery and Equipment		22,000.00	-	-
Taxes, Insurance Premiums and Other Fees		419,000.00	6,669.37	39,592.00
Printing Equipment		50,000.00	-	-
Other Maintenance & other Operating Expenses				
Representation Expenses		312,000.00	-	-
ICT Software Subscription		400,000.00	-	-
Rents/Lease Expenses		5,454,000.00	-	-
Other Maintenance & other Operating Expenses		-	-	-
Total Other Maintenance		6,166,000.00	-	-
TOTAL CURRENT OPERATING EXPENDITURES		11,789,000.00	125,812.34	1,164,842.65
Property, Plant and Equipment Outlay				
Info. and Communication Technology Equipment		-	-	-
Communication Equipment		-	-	-
Printing Equipment		-	-	-
TOTAL CURRENT CAPITAL OUTLAY		-	-	-
TOTAL APPROPRIATIONS		41,315,000.00	2,278,401.48	15,577,190.39
				25,737,809.61



STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES  
FY 2025  
As of JUNE

TOTAL		23 - Department of Transportation and Communications			
Department:		004 - OFFICE OF TRANSPORTATION COOPERATIVES			
Agency:		100010000			
Fund:					
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES		Approved GAA/SARO	Obligations Incurred	Unobligated Balance of	
		Amount	THIS MONTH	TO DATE	Allotment
2024 CONTINUING APPROPRIATIONS		-	-	-	-
Maintenance and Other Operating Expenses		-	-	-	-
Traveling Expense - local		223,923.48	25,297.44	178,522.72	45,400.76
ICT Training Expense		149,100.00	-	116,600.00	32,500.00
Training and Scholar Expenses		135,500.00	-	-	135,500.00
Supplies and Materials Expenses		-	-	-	-
ICT Office Supplies Expense		-	-	-	-
Accountable Forms		-	-	-	-
Fuel, Oil and Lubricants		48,016.88	-	43,781.89	4,234.99
Office Supplies Expense		-	-	-	-
Total Supplies Materials		48,016.88	-	43,781.89	4,234.99
Utility Expenses		-	-	-	-
Water Expense		-	-	-	-
Electricity Expenses		-	-	-	-
Total Utility Expenses		-	-	-	-
COMMUNICATION EXPENSES		-	-	-	-
Postage & Courier Services		9,099.00	-	9,099.00	-
Mobile		20,500.00	-	20,500.00	-
Landline		-	-	-	-
Internet Subscription Expense		71,832.01	-	70,788.95	1,043.06
Total Communication Expenses		101,431.01	-	100,387.95	1,043.06
Extraordinary and Miscellaneous Expenses		18,723.99	3,523.99	18,723.99	-
Other Professional Services		-	-	-	-
Other General Services		-	-	-	-
Repairs and Maintenance - Motor Vehicles		517.95	-	-	517.95
Repairs and Maintenance - Furn. & Fixtures		177,971.00	-	177,971.00	-
Taxes, Insurance Premiums and Other Fees		-	-	-	-
Printing Equipment		-	-	-	-
Other Maintenance & other Operating Expenses		-	-	-	-
Representation Expenses		-	-	-	-
Rents/Lease Expenses		4,734,480.29	821,320.28	3,461,602.51	1,272,877.78
ICT Software Subscription		-	-	-	-
Other Maintenance & Other Operating Expenses		1,966,385.33	390,306.21	1,952,699.40	13,685.93
Total Other Maintenance & Other Operating Exp.		6,700,865.62	1,211,626.49	5,414,301.91	1,286,563.71
TOTAL CONTINUING OPERATING EXPENDITURES		7,556,049.93	1,240,447.92	6,050,289.46	1,505,760.47
Property, Plant and Equipment Outlay		-	-	-	-
Info. and Communication Technology/ Equipment		-	-	-	-
Communication Equipment		51,574.65	-	-	51,574.65
Printing Equipment		51,574.65	-	-	51,574.65
TOTAL CURRENT CAPITAL OUTLAY		51,574.65	-	-	51,574.65
TOTAL CURRENT AND CONTINUING (MOOE)		19,345,049.93	1,366,260.26	7,215,132.11	12,129,917.82
TOTAL CURRENT AND CONTINUING (CO)		51,574.65	-	-	51,574.65
TOTAL CONTINUING APPROPRIATIONS (PS, MOOE & CO)		7,607,624.58	1,240,447.92	6,050,289.46	1,557,335.12
TOTAL APPROPRIATIONS		48,922,624.58	3,518,849.40	21,627,419.85	27,295,144.73

Prepared by:

OLIVER C. MILLANO  
Administrative Aide VI

Certified Correct:

ELEANDT C. MUPAS  
Administrative Officer- V

Approved By:

REYNALDO D.J. DA GUZMAN JR.  
Chief Person



## STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES

FY 2025  
As of JUNE  
(In Pesos)

General Administration Services (GAS)	23 ->Department of Transportation and Communications		
Department:	004 - OFFICE OF TRANSPORTATION COOPERATIVES		
Agency:	100010000		
Fund:			
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES	Approved GAA/SMART	Obligations Incurred	Unobligated Balance of
	Amount	THIS MONTH	TO DATE
Current Operating Expenditures			Allotment
Personnel Services			
Basic Salary	9,271,000.00	1,038,778.99	5,861,701.05
Total Permanent Position	9,271,000.00	1,038,778.99	5,861,701.05
Other Compensation Common to All			
Personnel Economic Relief Allowance	432,000.00	44,000.00	237,272.76
Representation Allowance(RA)	306,000.00	25,500.00	126,875.00
Transportation Allowance(TA)	306,000.00	6,000.00	45,500.00
Clothing/Uniform Allowance	126,000.00	-	126,000.00
Mid-Year Bonus	773,000.00	-	773,132.00
Year-End Bonus	773,000.00	-	-
Cash gift	90,000.00	-	90,000.00
Per Diem-Civilian	306,000.00	-	4,250.00
Step Increments - Length of Service	23,000.00	-	23,000.00
Step Increments- Merit/Job Performance	-	-	-
Productivity Enhancement Incentive	90,000.00	-	-
Total Other Compensation To All	3,225,000.00	75,500.00	1,259,029.76
Total Other Compensation To All			1,971,970.24
Other Personnel Benefits			
Administration of Personnel Benefits - Terminal Leave Benefits - Civilian	90,000.00	-	90,000.00
Loyalty Award- Civilian	25,000.00	-	25,000.00
Collection Negotiation Agreement	-	-	-
Service Recognition Incentives	-	-	-
Total Other Personnel Benefits	115,000.00	-	115,000.00
Unprogrammed Appropriation			
Basic Salary - Civilian	1,404,000.00	-	1,404,000.00
Bonus - Civilian	117,000.00	-	117,000.00
Mid-Year Bonus - Civilian	117,000.00	-	117,000.00
PhilHealth - Civilian	31,000.00	-	31,000.00
Lump-sum for Step Increments - Length of Service	4,000.00	-	4,000.00
Total Unprogrammed Appropriation	1,673,000.00	-	1,673,000.00
OTHER BENEFITS			
Pag-Ibig Contribution	43,000.00	4,400.00	25,300.00
Health Insurance Premiums	208,000.00	23,391.22	129,467.22
ECP	22,000.00	2,300.00	13,000.00
Total Other Benefits	273,000.00	30,091.22	167,767.22
TOTAL PERSONNEL SERVICES	14,557,000.00	1,144,370.21	7,397,298.03
Retirement and Life Ins. Premiums	1,113,000.00	124,653.48	682,024.04
Additional Retirement and Life Ins. Premiums	168,000.00	-	-
TOTAL RLP	1,281,000.00	124,653.48	682,024.04
TOTAL PERSONNEL SERVICES w/RLP	15,838,000.00	1,269,023.69	8,079,322.07
Maintenance and Other Operating Expenses			
Traveling Expense - local	400,000.00	-	400,000.00
Training and Scholar Expenses	200,000.00	-	200,000.00
ICT Training Expenses	200,000.00	-	200,000.00
Supplies and Materials Expenses			
ICT Office Supplies Expense	200,000.00	11,421.00	200,000.00
Accountable Forms	-	-	-
Fuel, Oil and Lubricants	100,000.00	25,926.07	48,699.96
Office Supplies Expense	200,000.00	15,872.86	135,873.71
Total Supplies Materials	500,000.00	53,219.93	384,573.67
Utility Expenses			
Water Expense	50,000.00	5,212.71	18,825.67
Electricity Expenses	200,000.00	-	111,451.84
Total Utility Expenses	250,000.00	5,212.71	130,277.51
COMMUNICATION EXPENSES			
Postage & Courier Services	25,000.00	-	9,000.00
Mobile	100,000.00	11,500.00	29,500.00
Landline	100,000.00	-	-
Internet Subscription Expense	100,000.00	-	100,000.00
Total Communication Expenses	325,000.00	11,500.00	38,500.00
Extraordinary and Miscellaneous Expenses	110,000.00	2,476.01	27,213.01
Security Services	382,000.00	38,237.32	164,684.50
Other General Services	176,000.00	-	87,200.94
Repairs and Maintenance Motor Vehicle	300,000.00	-	24,577.00
Repairs and Maintenance Furni.& Fixtures	50,000.00	-	2,146.74
Repairs and Maintenance Semi-Expendable Machinery and Equipment	22,000.00	-	-
Taxes,Insurance Premiums and Other Fees	419,000.00	6,669.37	39,592.00
Printing Equipment	50,000.00	-	-
Other Maintenance & other Operating Expenses			
Representation Expenses	100,000.00	-	100,000.00
ICT Software Subscription	400,000.00	-	400,000.00
Rents/Lease Expenses	2,000,000.00	-	2,000,000.00
Other Maintenance & other Operating Expenses	-	-	-
Total Other Maintenance	2,500,000.00	-	2,500,000.00
TOTAL OTHER MAINTENANCE	5,884,000.00	117,315.34	898,765.37
TOTAL CURRENT OPERATING EXPENDITURES			4,985,234.63
Property, Plant and Equipment Outlay			
Info. and Communication Technology Equipment	-	-	-
Communication Equipment	-	-	-
Printing Equipment	-	-	-
TOTAL CURRENT CAPITAL OUTLAY	-	-	-
TOTAL APPROPRIATIONS	21,723,000.00	1,386,338.03	8,978,087.44
			12,743,912.56



## STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES

FY 2025

As of JUNE

(In Pesos)

General Administration Services (GAS)		23 - Department of Transportation and Communications			
Department:		OOA - OFFICE OF TRANSPORTATION COOPERATIVES			
Agency:		100010000			
Fund:					
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES		Approved GAA/SARO Amount	Obligations Incurred THIS MONTH	TO DATE	Unobligated Balance of Allotment
<b>2024 CONTINUING APPROPRIATIONS</b>					
Maintenance and Other Operating Expenses					
Traveling Expense - local		45,087.78	25,297.44	34,766.84	10,320.94
ICT Training Expense		100,000.00	-	67,500.00	32,500.00
Training and Scholar Expenses		135,500.00	-	-	135,500.00
Supplies and Materials Expenses		-	-	-	-
ICT Office Supplies Expense		-	-	-	-
Accountable Forms		-	-	-	-
Fuel, Oil and Lubricants		20,663.58	-	16,428.59	4,234.99
Office Supplies Expense		-	-	-	-
Total Supplies Materials		20,663.58	-	16,428.59	4,234.99
Utility Expenses		-	-	-	-
Water Expense		-	-	-	-
Electricity Expenses		-	-	-	-
Total Utility Expenses		-	-	-	-
COMMUNICATION EXPENSES					
Postage & Courier Services		-	-	-	-
Mobile		-	-	-	-
Landline		-	-	-	-
Internet Subscription Expense		1,043.06	-	-	1,043.06
Total Communication Expenses		1,043.06	-	-	1,043.06
Extraordinary and Miscellaneous Expenses		18,723.99	3,523.99	18,723.99	-
Other Professional Services		-	-	-	-
Other General Services		-	-	-	-
Repairs and Maintenance - Motor Vehicles		517.95	-	-	517.95
Repairs and Maintenance - Furn. & Fixtures		-	-	-	-
Taxes, Insurance Premiums and Other Fees		-	-	-	-
Printing Equipment		-	-	-	-
Other Maintenance & other Operating Expenses		-	-	-	-
Representation Expenses		3,515,604.90	821,320.28	2,242,727.12	1,272,877.78
Rents/Lease Expenses		-	-	-	-
ICT Software Subscription		-	-	-	-
Other Maintenance & Other Operating Expenses		200,000.00	194,959.47	194,959.47	5,040.53
Total Other Maintenance & Other Operating Exp.		3,715,604.90	1,016,279.75	2,437,588.59	1,277,918.31
TOTAL CONTINUING OPERATING EXPENDITURES		4,037,141.26	1,045,101.18	2,575,106.01	1,462,035.25
Property, Plant and Equipment Outlay		-	-	-	-
Info. and Communication Technology Equipment		-	-	-	-
Communication Equipment		-	-	-	-
Printing Equipment		-	-	-	-
TOTAL CURRENT CAPITAL OUTLAY		-	-	-	-
TOTAL CURRENT AND CONTINUING (MODE)		9,971,141.26	1,162,416.52	3,473,871.38	6,447,269.88
TOTAL CURRENT AND CONTINUING (CO)		-	-	-	-
TOTAL CONTINUING APPROPRIATIONS (PS, MODE & CO)		4,037,141.26	1,045,101.18	2,575,106.01	1,462,035.25
TOTAL APPROPRIATIONS		25,759,141.26	2,431,440.21	11,553,193.45	14,205,947.81

Prepared by:

OLIVER C. WILLANO  
Administrative Aide VI

Certified Correct:

ELEANOR C. MUPAS  
Administrative Officer-V

Approved By:

REYNOLDO D.J. DE CUSIMAN JR.  
Chairperson



## STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES

FY 2025  
As of JUNE

(In Pesos)

23 -Department of Transportation and Communications  
004 - OFFICE OF TRANSPORTATION COOPERATIVESOUTPUT 1  
Department:  
Agency:  
Fund:

P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES

Approved GAA/SARO

Amount

Obligations Incurred  
THIS MONTH TO DATEUnobligated Balance of  
Allotment

Current Operating Expenditures				
Personnel Services	4,236,000.00	354,515.00	2,013,351.69	2,222,648.31
Basic Salary	4,236,000.00	354,515.00	2,013,351.69	2,222,648.31
Total Permanent Position		-	-	-
Other Compensation Common to All	215,000.00	16,000.00	105,727.27	110,272.73
Personnel Economic Relief Allowance				
Representation Allowance(RA)	72,000.00	6,000.00	36,000.00	36,000.00
Transportation Allowance(TA)	72,000.00	6,000.00	36,000.00	36,000.00
Clothing/Uniform Allowance	63,000.00	-	63,000.00	-
Mid-Year Bonus	353,000.00	-	354,515.00	1,515.00
Year-End Bonus	45,000.00	-	-	353,000.00
Cash Gift	-	-	-	45,000.00
Per Diem-Civilian	11,000.00	-	-	11,000.00
Step Increments - Length of Service	-	-	-	-
Step Increments- Meritorious Performance	45,000.00	-	-	45,000.00
Productivity Enhancement Incentive	-	-	-	-
Total Other Compensation To All	1,230,000.00	28,000.00	595,242.27	634,757.73
Other Personnel Benefits	-	-	-	-
Administration of Personnel Benefits - Terminal Leave Benefits- Civilian	-	-	-	-
Loyalty Award- Civilian	-	-	-	-
Collection Negotiation Agreement	-	-	-	-
Service Recognition Incentives	-	-	-	-
Total Other Personnel Benefits	-	-	-	-
Unprogrammed Appropriation	-	-	-	-
Basic Salary - Civilian	-	-	-	-
Bonus - Civilian	-	-	-	-
Mid-Year Bonus - Civilian	-	-	-	-
PhilHealth - Civilian	-	-	-	-
Lump-sum for Step Increments - Length of Service	-	-	-	-
Total Unprogrammed Appropriation	-	-	-	-
OTHER BENEFITS	22,000.00	1,600.00	8,800.00	13,200.00
Pag-Ibig Contribution	-	-	-	-
Health Insurance Premiums	106,000.00	9,336.83	50,035.90	55,964.10
ECP	11,000.00	800.00	5,200.00	5,800.00
Total Other Benefits	139,000.00	11,736.83	64,035.90	74,964.10
TOTAL PERSONNEL SERVICES	5,605,000.00	394,251.83	2,672,629.86	2,932,370.14
Retirement and Life Ins. Premiums	508,000.00	42,541.80	263,028.09	244,971.91
Additional Retirement and Life Ins. Premiums	-	-	-	-
TOTAL RLP	508,000.00	42,541.80	263,028.09	244,971.91
TOTAL PERSONNEL SERVICES w/ RLP	6,113,000.00	436,793.63	2,935,657.95	3,177,342.05
Maintenance and Other Operating Expenses	-	-	-	-
Travelling Expense - local	300,000.00	-	-	300,000.00
Training and Scholar Expenses	-	-	-	-
ICT Training Expenses	-	-	-	-
Supplies and Materials Expenses	100,000.00	-	-	100,000.00
ICT Office Supplies Expense	-	-	-	-
Accountable Forms	100,000.00	-	-	100,000.00
Fuel, Oil and Lubricants	100,000.00	79.00	81,832.30	18,167.70
Office Supplies Expense	300,000.00	79.00	81,832.30	218,167.70
Total Supplies Materials	-	-	-	-
Utility Expenses	25,000.00	-	2,268.32	22,731.68
Water Expense	-	-	-	-
Electricity Expenses	200,000.00	-	85,572.91	114,427.09
Total Utility Expenses	225,000.00	-	87,841.23	137,158.77
COMMUNICATION EXPENSES	-	-	-	-
Postage & Courier Services	25,000.00	-	18,311.00	6,689.00
Mobile	-	-	-	-
Landline	50,000.00	-	-	50,000.00
Internet Subscription Expense	50,000.00	-	-	50,000.00
Total Communication Expenses	125,000.00	-	18,311.00	106,689.00
Extraordinary and Miscellaneous Expenses	-	-	-	-
Security Services	-	-	-	-
Other General Services	-	-	-	-
Repairs and Maintenance Motor Vehicle	-	-	-	-
Repairs and Maintenance Furn.& Fixtures	-	-	-	-
Repairs and Maintenance Semi-Expendable Machinery and Equipment	-	-	-	-
Taxes,Insurance Premiums and Other Fees	-	-	-	-
Printing Equipment	-	-	-	-
Other Maintenance & other Operating Expenses	50,000.00	-	-	50,000.00
Representation Expenses	-	-	-	-
ICT Software Subscription	1,345,000.00	-	-	1,345,000.00
Rents/Lease Expenses	-	-	-	-
Other Maintenance & other Operating Expenses	1,395,000.00	-	-	1,395,000.00
Total Other Maintenance	2,345,000.00	79.00	187,984.53	2,157,015.47
TOTAL CURRENT OPERATING EXPENDITURES	-	-	-	-
Property, Plant and Equipment Outlay	-	-	-	-
Info. and Communication Technology Equipment	-	-	-	-
Communication Equipment	-	-	-	-
Printing Equipment	-	-	-	-
TOTAL CURRENT CAPITAL OUTLAY	-	-	-	-
TOTAL APPROPRIATIONS	8,458,000.00	436,872.63	3,123,642.48	5,334,357.52



## STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES

FY 2025  
As of JUNE

(In Pesos)

OUTPUT 1		(in Pesos)			
Department:		23 -Department of Transportation and Communications			
Agency:		004 - OFFICE OF TRANSPORTATION COOPERATIVES			
Fund:		100010000			
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES		Approved GAA/SARO	Obligations Incurred	Unobligated Balance of	
		Amount	THIS MONTH	TO DATE	Allotment
2024 CONTINUING APPROPRIATIONS					
Maintenance and Other Operating Expenses			-	-	-
Travelling Expense - local		50,000.00	14,920.18	14,920.18	35,079.82
ICT Training Expense			-	-	-
Training and Scholar Expenses			-	-	-
Supplies and Materials Expenses			-	-	-
ICT Office Supplies Expense			-	-	-
Accountable Forms			-	-	-
Fuel, Oil and Lubricants			-	-	-
Office Supplies Expense			-	-	-
Total Supplies Materials			-	-	-
Utility Expenses		*	-	-	-
Water Expense			-	-	-
Electricity Expenses			-	-	-
Total Utility Expenses			-	-	-
COMMUNICATION EXPENSES			-	-	-
Postage & Courier Services			-	-	-
Mobile			-	-	-
Landline			-	-	-
Internet Subscription Expense			-	-	-
Total Communication Expenses			-	-	-
Extraordinary and Miscellaneous Expenses			-	-	-
Other Professional Services			-	-	-
Other General Services			-	-	-
Repairs and Maintenance - Motor Vehicles			-	-	-
Repairs and Maintenance - Furn. & Fixtures			-	-	-
Taxes, Insurance Premiums and Other Fees			-	-	-
Printing Equipment			-	-	-
Other Maintenance & other Operating Expenses			-	-	-
Representation Expenses			-	-	-
Rents/Lease Expenses		1,218,875.39	-	1,218,875.39	-
ICT Software Subscription			-	-	-
Other Maintenance & Other Operating Expenses		35,951.89	32,323.80	32,323.80	3,628.09
Total Other Maintenance & Other Operating Exp.		1,254,827.28	32,323.80	1,251,199.19	3,628.09
TOTAL CONTINUING OPERATING EXPENDITURES		1,304,827.28	47,243.98	1,266,119.37	38,707.91
Property, Plant and Equipment Other			-	-	-
Info. and Communication Technology Equipment			-	-	-
Communication Equipment			-	-	-
Printing Equipment			-	-	-
TOTAL CURRENT CAPITAL OUTLAY		-	-	-	-
TOTAL CURRENT AND CONTINUING (MODE)		3,649,827.28	47,322.98	1,454,103.90	2,195,723.38
TOTAL CURRENT AND CONTINUING (CO)		-	-	-	-
TOTAL CONTINUING APPROPRIATIONS (PS, MODE & CO)		1,304,827.28	47,243.98	1,266,119.37	38,707.91
TOTAL APPROPRIATIONS		9,762,827.28	484,116.61	4,389,761.85	5,373,065.43

Prepared by:

OLIVER C. MILLANO  
Administrative Aide VI

Certified Correct:

ELEANOR C. MUPAS  
Administrative Officer V

Approved By:

REYNOLDO D.L. BERNARDO JR.  
Chief Person



## STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES

FY 2025  
As of JUNE  
(In Pesos)

OUTPUT 2		23 -Department of Transportation and Communications		
Agency:		004 - OFFICE OF TRANSPORTATION COOPERATIVES		
Fund:		100010000		
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES		Approved GAA/SARO Amount	Obligations Incurred THIS MONTH TO DATE	Unobligated Balance of Allotment
Current Operating Expenditures				
Personnel Services				
Basic Salary		5,282,000.00	362,136.00	2,433,695.32
Total Permanent Position		5,282,000.00	362,136.00	2,433,695.32
Other Compensation Common to All				
Personal Economic Relief Allowance		264,000.00	18,000.00	109,000.01
Representation Allowance(RA)		72,000.00	6,000.00	36,000.00
Transportation Allowance(TA)		72,000.00	6,000.00	36,000.00
Clothing/Uniform Allowance		77,000.00	-	49,000.00
Mid-Year Bonus		440,000.00	-	421,341.00
Year-End Bonus		55,000.00	-	55,000.00
Cash gift		440,000.00	-	440,000.00
Per Diem-Civilian		-	-	-
Step Increments - Length of Service		13,000.00	-	13,000.00
Step Increments-Meritorious Performance		-	-	-
Productivity Enhancement Incentive		55,000.00	-	55,000.00
Total Other Compensation To All		1,488,000.00	30,000.00	651,341.01
Other Personnel Benefits				
Administration of Personnel Benefits - Terminal Leave Benefits - Civilian		-	-	-
Loyalty Award- Civilian		-	-	-
Collection Negotiation Agreement		-	-	-
Service Recognition Incentives		-	-	-
Total Other Personnel Benefits		-	-	-
Unprogrammed Appropriation		-	-	-
Basic Salary - Civilian		-	-	-
Bonus - Civilian		-	-	-
Mid-Year Bonus - Civilian		-	-	-
Philhealth - Civilian		-	-	-
Lump-sum for Step Increments - Length of Service		-	-	-
Total Unprogrammed Appropriation		-	-	-
OTHER BENEFITS				
Pag-Ibig Contribution		26,000.00	1,800.00	9,900.00
Health Insurance Premiums		132,000.00	8,579.50	49,346.60
ECIP		13,000.00	800.00	4,600.00
Total Other Benefits		171,000.00	11,179.50	63,846.60
TOTAL PERSONNEL SERVICES		6,941,000.00	403,315.50	3,148,882.93
Retirement and Life Ins. Premiums		634,000.00	43,456.32	248,484.79
Additional Retirement and Life Ins. Premiums		-	-	-
TOTAL RLIP		634,000.00	43,456.32	248,484.79
TOTAL PERSONNEL SERVICES W/RLIP		7,575,000.00	446,771.82	3,397,367.72
Maintenance and Other Operating Expenses				
Travelling Expense - local		800,000.00	-	63,134.75
Training and Scholar Expenses		-	-	-
ICT Training Expenses		-	-	-
Supplies and Materials Expenses		-	-	-
ICT Office Supplies Expense		-	-	-
Accountable Forms		-	-	-
Fuel, Oil and Lubricants		100,000.00	-	100,000.00
Office Supplies Expense		-	-	-
Total Supplies Materials		100,000.00	-	100,000.00
Utility Expenses				
Water Expense		25,000.00	-	25,000.00
Electricity Expenses		200,000.00	-	200,000.00
Total Utility Expenses		225,000.00	-	225,000.00
COMMUNICATION EXPENSES				
Postage & Courier Services		50,000.00	8,418.00	14,958.00
Mobile		-	-	-
Landline		-	-	-
Internet Subscription Expense		114,000.00	-	114,000.00
Total Communication Expenses		164,000.00	8,418.00	14,958.00
Extraordinary and Miscellaneous Expenses		-	-	-
Security Services		-	-	-
Other General Services		-	-	-
Repairs and Maintenance Motor Vehicle		-	-	-
Repairs and Maintenance Furn.& Fixtures		-	-	-
Repairs and Maintenance Semi-Expendable Machinery and Equipment		-	-	-
Taxes, Insurance Premiums and Other Fees		-	-	-
Printing Equipment		-	-	-
Other Maintenance & other Operating Expenses		-	-	-
Representation Expenses		162,000.00	-	162,000.00
ICT Software Subscription		-	-	-
Rents/Lease Expenses		2,109,000.00	-	2,109,000.00
Other Maintenance & other Operating Expenses		-	-	-
Total Other Maintenance		2,271,000.00	-	2,271,000.00
TOTAL CURRENT OPERATING EXPENDITURES		3,560,000.00	8,418.00	78,092.75
Property, Plant and Equipment Outlay		-	-	-
Info. and Communication Technology/Equipment		-	-	-
Communication Equipment		-	-	-
Printing Equipment		-	-	-
TOTAL CURRENT CAPITAL OUTLAY		-	-	-
TOTAL APPROPRIATIONS		11,135,000.00	455,189.82	3,475,460.47
				7,659,539.53



## STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES

FY 2025

As of JUNE

(In Pesos)

OUTPUT 2		23 - Department of Transportation and Communications			
Department:		004 - OFFICE OF TRANSPORTATION COOPERATIVES			
Agency:		1000100001			
Fund:					
P/A/P ALLOTMENT CLASS/OBJECT OF EXPENDITURES		Approved GAA/SARO Amount	Obligations Incurred THIS MONTH	TO DATE	Unobligated Balance of Allotment
<b>2024 CONTINUING APPROPRIATIONS</b>					
Maintenance and Other Operating Expenses					
Traveling Expense - local	128,835.70	(14,920.18)		128,835.70	-
ICT Training Expense	49,100.00	-		49,100.00	-
Training and Scholar Expenses	-	-		-	-
Supplies and Materials Expenses	-	-		-	-
ICT Office Supplies Expense	-	-		-	-
Accountable Forms					
Fuel, Oil and Lubricants	27,353.30	-		27,353.30	-
Office Supplies Expense					
Total Supplies Materials	27,353.30	-		27,353.30	-
Utility Expenses					
Water Expense					
Electricity Expenses					
Total Utility Expenses					
COMMUNICATION EXPENSES					
Postage & Courier Services	9,099.00	-		9,099.00	-
Mobile	20,500.00	-		20,500.00	-
Landline	-	-		-	-
Internet Subscription Expense	70,788.95	-		70,788.95	-
Total Communication Expenses	100,387.95	-		100,387.95	-
Extraordinary and Miscellaneous Expenses	-	-		-	-
Other Professional Services	-	-		-	-
Other General Services	-	-		-	-
Repairs and Maintenance - Motor Vehicles					
Repairs and Maintenance - Furn. & Fixtures	177,971.00	-		177,971.00	-
Taxes, Insurance Premiums and Other Fees	-	-		-	-
Printing Equipment	-	-		-	-
Other Maintenance & other Operating Expenses	-	-		-	-
Representation Expenses	-	-		-	-
Rents/Lease Expenses	-	-		-	-
ICT Software Subscription	1,730,433.44	163,022.94		1,725,416.13	5,017.31
Other Maintenance & Other Operating Expenses	1,730,433.44	163,022.94		1,725,416.13	5,017.31
Total Other Maintenance & Other Operating Exp.					
TOTAL CONTINUING OPERATING EXPENDITURES	2,214,081.39	148,102.76		2,209,064.08	5,017.31
Property, Plant and Equipment Outlay					
Info. and Communication Technology/ Equipment					
Communication Equipment					
Printing Equipment	51,574.65	-		-	51,574.65
TOTAL CURRENT CAPITAL OUTLAY	51,574.65	-		-	51,574.65
TOTAL CURRENT AND CONTINUING (MOOE)	5,774,081.39	156,520.76		2,287,156.83	3,486,924.56
TOTAL CURRENT AND CONTINUING (CO)	51,574.65	-		-	51,574.65
TOTAL CONTINUING APPROPRIATIONS (PS, MOOE & CO)	2,265,656.04	148,102.76		2,209,064.08	56,591.96
TOTAL APPROPRIATIONS	13,409,656.04	603,292.58		5,684,524.55	7,716,131.49

Prepared by:

Certified Correct:

Approved By:

OLIVER C. MILLANO  
Administrative Aide VIELEANOR COMPUAS  
Administrative Officer VREYNALDO D.J. DE CUSMAN JR.  
Chairperson



**MONTHLY REPORT OF DISBURSEMENTS**  
For the month of June 2025

Department : Department of Transportation (DOT)  
Agency/Entity : Office of Transportation Cooperatives  
Operating Unit : < not applicable >  
Organization Code (UACS) : 38 004 0000000  
Fund Cluster : 01 - Regular Agency Fund  
(e.g. UACS Fund Cluster: 01-Regular Agency Fund, 02-Foreign Assisted Projects Fund, 03-Special Account-Locally Funded/Domestic Grants Fund, etc.)

Particulars	Current Year Budget					Prior Year's Budget					Current Year's Accounts Payable					Prior Year's Accounts Payable					Trust Liabilities					Grand Total					Remarks
	PS	MOOE	FinEx	CO	TOTAL	PS	MOOE	FinEx	CO	TOTAL	PS	MOOE	FinEx	CO	TOTAL	PS	MOOE	FinEx	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	FinEx	CO	TOTAL		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
CASH DISBURSEMENTS	1,963,670.34	142,255.43	0.00	0.00	2,105,925.77	0.00	0.00	0.00	0.00	0.00	0.00	702,114.63	0.00	0.00	702,114.63	702,114.63	2,808,040.40	0.00	0.00	0.00	0.00	0.00	1,963,670.34	844,370.06	0.00	0.00	2,808,040.40				
Notice of Cash Allocation (NCA)	1,963,670.34	142,255.43	0.00	0.00	2,105,925.77	0.00	0.00	0.00	0.00	0.00	0.00	702,114.63	0.00	0.00	702,114.63	702,114.63	2,808,040.40	0.00	0.00	0.00	0.00	0.00	1,963,670.34	844,370.06	0.00	0.00	2,808,040.40				
MDS Checks Issued	25,639.32	0.00	0.00	0.00	25,639.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,639.32	0.00	0.00	0.00	0.00	0.00	25,639.32	0.00	0.00	0.00	0.00	25,639.32			
Advice to Debit Account	1,938,031.02	142,255.43	0.00	0.00	2,080,286.45	0.00	0.00	0.00	0.00	0.00	0.00	702,114.63	0.00	0.00	702,114.63	702,114.63	2,782,401.08	0.00	0.00	0.00	0.00	0.00	1,938,031.02	844,370.06	0.00	0.00	2,782,401.08				
Notice of Transfer Allocations (NTA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MDS Checks Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Advice to Debit Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Working Fund for FAPs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cash Disbursement Coding (CDC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL CASH DISBURSEMENTS	1,963,670.34	142,255.43	0.00	0.00	2,105,925.77	0.00	0.00	0.00	0.00	0.00	0.00	702,114.63	0.00	0.00	702,114.63	702,114.63	2,808,040.40	0.00	0.00	0.00	0.00	0.00	1,963,670.34	844,370.06	0.00	0.00	2,808,040.40				
NON-CASH DISBURSEMENTS	184,327.63	4,092.13	0.00	0.00	188,419.76	0.00	0.00	0.00	0.00	0.00	0.00	83,059.22	0.00	0.00	83,059.22	83,059.22	271,478.98	0.00	0.00	0.00	0.00	0.00	184,327.63	87,151.35	0.00	0.00	271,478.98				
Tax Reimbursement Advances Issued (TRA)	184,327.63	4,092.13	0.00	0.00	188,419.76	0.00	0.00	0.00	0.00	0.00	0.00	83,059.22	0.00	0.00	83,059.22	83,059.22	271,478.98	0.00	0.00	0.00	0.00	0.00	184,327.63	87,151.35	0.00	0.00	271,478.98				
Non-Cash Advances Available (NCAA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Disbursements effected through cash disbursements (e.g. overpayment of expenses, personnel benefits)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Restitution for loss of government property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Liquidated damages and similar claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Others (TEF, BTR, Documentary Stamp Tax)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL NON-CASH DISBURSEMENTS	184,327.63	4,092.13	0.00	0.00	188,419.76	0.00	0.00	0.00	0.00	0.00	0.00	83,059.22	0.00	0.00	83,059.22	83,059.22	271,478.98	0.00	0.00	0.00	0.00	0.00	184,327.63	87,151.35	0.00	0.00	271,478.98				
GRAND TOTAL	2,147,997.97	146,347.56	0.00	0.00	2,294,345.53	0.00	0.00	0.00	0.00	0.00	0.00	785,173.85	0.00	0.00	785,173.85	785,173.85	3,079,519.38	0.00	0.00	0.00	0.00	0.00	2,147,997.97	931,521.41	0.00	0.00	3,079,519.38				

## SUMMARY

Particulars	Previous Report	This Month	As at Date
(1)	(2)	(3)	(4)
Total Disbursements/Advances Received	17,858,929.26	3,014,241.98	20,873,171.24
NCA	16,537,817.00	2,742,163.00	19,280,580.00
NTA	0.00	0.00	0.00
Working Fund	0.00	0.00	0.00
TRA	1,321,112.26	271,478.98	1,592,591.24
CDC	0.00	0.00	0.00
NCAA	0.00	0.00	0.00
Less: Notice of Transfer of Allocations (NTA) used	0.00	0.00	0.00
Total Disbursements/Advances Available	17,858,929.26	3,014,241.98	20,873,171.24
Less:	0.00	0.00	0.00
Issued NCA	0.00	0.00	0.00
Disbursements	17,793,651.86	3,079,519.38	20,873,171.24
Less: Other Non-Cash Disbursements	0.00	0.00	0.00
Disbursements effected through cash disbursements from claims	0.00	0.00	0.00
Overpayment of expenses (e.g. personnel benefits)	0.00	0.00	0.00
Restitution for loss of government property	0.00	0.00	0.00
Liquidated damages and similar claims	0.00	0.00	0.00
Others (e.g. TEF, BTR, Door Stamp, etc.)	0.00	0.00	0.00
Adjustments (e.g. cancelled/voided checks)	0.00	0.00	0.00
Balance of Disbursement/Advances as at date	65,277.40	(65,277.40)	0.00
Total Disbursements Program	17,858,929.26	3,014,241.98	20,873,171.24
Less: Actual Disbursements	17,793,651.86	3,079,519.38	20,873,171.24
(Over)/Under spending	65,277.40	(65,277.40)	0.00

Notes: \* The use of NTA is discouraged  
Notes: \*\* Amounts should tally with the grand total disbursements (column 27)

Certified Correct:

ARMAND C. MAURICIO

Accountant III

Date: July 1, 2025 10:57 AM

Recommending Approval:

RAMON A. ILAGAN

Executive Director II

Date: July 1, 2025 10:57 AM

Approved By:

REYMONDO D.J. DE GUZMAN JR.

Chairperson

Date: July 1, 2025 10:59 AM



DEPARTMENT OF TRANSPORTATION  
OFFICE OF TRANSPORTATION COOPERATIVES  
Status of NCA Utilization/Disbursements  
Regular Agency Fund  
As of JUNE 30, 2025

DISBURSEMENT AUTHORITY	MONTHLY DISBURSEMENT PROGRAM FY 2025		DISBURSEMENT AUTHORITIES RECEIVED/ ISSUED  (c)	ACTUAL DISBURSEMENT				DISBURSEMENT  RATE (In %) (i=g/c)	DISBURSEMENT  RATE (In %) (i=g/b)	REMARKS
				As of JUNE 30, 2025						
	Full Year  (a)	Jun-25  (b)		PS	MOOE	CO	TOTAL			
				(d)	(e)	(f)	(g=d+e+f)			
Notice of Cash Allocation (NCA) for:	45,004,236.55	21,170,000.00	19,280,580.00	13,258,344.20	6,022,235.80	-	19,280,580.00	100.00%	91.08%	
-Current Year New Appropriation	37,382,000.00	21,170,000.00	19,280,580.00	13,243,732.23	1,071,154.50	-	14,314,886.73			Payment of GSIS Premium for CY 2024.
-Prior Year's AP	14,611.97			14,611.97	-	-	14,611.97			
-Continuing Appropriations	7,607,624.58			-	4,951,081.30	-	4,951,081.30			
Tax remittance Advice - Current year	2,092,000.00	971,000.00	1,592,591.24	997,210.90	408,549.99	186,830.35	1,592,591.24			
-Current Year New Appropriation	2,092,000.00	971,000.00	1,010,095.20	997,210.90	12,884.30	-	1,010,095.20			
-Prior Year's AP			186,830.35	-	-	186,830.35	186,830.35			
-Continuing Appropriations			395,665.69	-	395,665.69	-	395,665.69			
Grand Total	47,096,236.55	22,141,000.00	20,873,171.24	14,255,555.10	6,430,785.79	186,830.35	20,873,171.24	100.00%	94.27%	

CERTIFIED CORRECT:

ARMAND C. MAURICIO  
ACCOUNTANT III  
Date: JUNE 30, 2025

RECOMMENDING APPROVAL:

RAMON A. ILAGAN  
Executive Director II  
Date: JUNE 30, 2025

APPROVED BY:

REYMUNDO D.J. DE GUZMAN, JR.  
Chairperson  
Date: JUNE 30, 2025