

## STATEMENT OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES FOR TRUST RECEIPTS

As of the Quarter Ending June 30, 2020

Department: Department of Social Welfare and Development

Agency : Office of the Secretary

Operating Unit : Central Office - Finance and Management Service

Organization Code (UACS):

Funding Source Code: Fund Cluster 7 - Trust Receipts

x	Inter-Agency Fund Transfer
	Grants and Donations (Less than 12 mos.)

Source Agencies and Projects	UACS Code	Approved Budget			Utilizations			Disbursements			Balances		
		Approved Budgeted Revenue/Receipts	Adjustments (Additions/ Reductions/ Modifications/ Augmentations)	Adjusted Budgeted Revenue	1st Quarter ending March 31	2nd Quarter ending June 30	Total	1st Quarter ending March 31	2nd Quarter ending June 30	Total	Unutilized Budget	Unpaid Utilizations	
												Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5 = [3 +(-) 4]	6	7	10 = (6+7+8+9)	11	12	15 = (11+12+13+14)	16 = (5-10)	17	18
DepEd-For the construction of 605 classrooms (LUMADS) Office of the Secretary MOOE FE CO		153,498,436.94	-	153,498,436.94	-	1,420,896.17	1,420,896.17	-	1,420,896.17	1,420,896.17	152,077,540.77	-	-
Region IX MOOE FE CO		152,077,540.77		152,077,540.77							152,077,540.77		
Department of Labor and Employment - for NTSB Clients Region IV-A (CALABARZON) MOOE FE CU		1,420,896.17		1,420,896.17		1,420,896.17	1,420,896.17		1,420,896.17	1,420,896.17	-		
		1,434,988.15	-	1,434,988.15	-	-	-	-	-	-	1,434,988.15	-	-
National Housing Authority(NHA)-temporary housing assistance for 5,587 family victims of the CY 2013 Zamboanga Seige under Zamboanga City Roadmap to recovery and construction plan. Office of the Secretary MOOE FE CO		1,434,988.15		1,434,988.15							1,434,988.15		
		29,431,000.00	-	29,431,000.00	-	-	-	-	-	-	29,431,000.00	-	-
Region IX MOOE FE CO		14,715,500.00		14,715,500.00							14,715,500.00		
Development of Women Friendly Space (WFS) as a Technology Pilot Test Region XI MOOE FE CO		14,715,500.00		14,715,500.00							14,715,500.00		
		32,170.25	-	32,170.25	-	-	-	-	-	-	32,170.25	-	-
		32,170.25		32,170.25							32,170.25		

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UNFPA (Regional Training On CIAG-V and WFS) Region XI		32,446.00	-	32,446.00	-	-	-	-	-	-	32,446.00	-	-
		MOOE		32,446.00			-			-	32,446.00		
		FE		-			-			-	-		
		CO		-			-			-	-		
OP PSF-Librenng Gamot para sa Masa Program (Lingap sa Masa) Office of the Secretary	50214990.00	428,299,207.10	-	428,299,207.10	217,885,537.92	7,610.49	217,893,148.41	5,331,496.08	95,401.42	5,426,897.50	210,406,058.69	1,251,298.14	211,214,952.77
		MOOE		137,490,196.89			-			-	137,490,196.89		
		FE		-			-			-	-		
		CO		-			-			-	-		
National Capital Region		273,000,000.00		273,000,000.00	214,080,251.63		214,080,251.63	2,777,507.93	95,401.42	2,872,909.35	58,919,748.37		211,207,342.28
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		
Region III		16,734,440.42		16,734,440.42	3,350,288.10		3,350,288.10	2,098,989.96		2,098,989.96	13,384,152.32	1,251,298.14	
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		
Region VI		1,049,681.36		1,049,681.36	454,998.19	7,610.49	462,608.68	454,998.19		454,998.19	587,072.68		7,610.49
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		
Region VII-Central Visayas		4,663.40		4,663.40			-			-	4,663.40		
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		
Region XI		20,225.03		20,225.03			-			-	20,225.03		
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		
OP PSF-5K Presidential Financial Assistance (5KPPFA) for Typhoon Yolanda		9,105,101.00	-	9,105,101.00	30,101.00	-	30,101.00	30,101.00	-	30,101.00	9,075,000.00	-	-
		MOOE		9,075,000.00			-			-	9,075,000.00		
		FE		-			-			-	-		
		CO		-			-			-	-		
Office of the Secretary		9,075,000.00		9,075,000.00			-			-	9,075,000.00		
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		
Region VIII		30,101.00		30,101.00	30,101.00		30,101.00	30,101.00		30,101.00	-		
		MOOE		-			-			-	-		
		FE		-			-			-	-		
		CO		-			-			-	-		

Source Agencies and Projects	UACS Code	Approved Budget			Utilizations			Disbursements			Balances		
		Approved Budgeted Revenue/Receipts	Adjustments (Additions/ Reductions/ Modifications/ Augmentations)	Adjusted Budgeted Revenue	1st Quarter ending March 31	2nd Quarter ending June 30	Total	1st Quarter ending March 31	2nd Quarter ending June 30	Total	Unutilized Budget	Unpaid Utilizations	
												Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5 = [3 +(-) 4]	6	7	10 = (6+7+8+9)	11	12	15 = (11+12+13+14)	16 = (5-10)	17	18
OP PSF-Second tranche financial assistance to DSWD Employees affected by Typhoon Yolanda and 7.2 Magnitude Earthquake in Bohol		279,006.29	-	279,006.29	-	-	-	-	-	-	279,006.29	-	-
Office of the Secretary		249,006.29		249,006.29			-			-	249,006.29		
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
Region IV-A (CALABARZON)		30,000.00		30,000.00			-			-	30,000.00		
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
TYPHOON RUBY TRUST FUND Cash for Work/Emergency Shelter Assistance for victims- (8/10/2015);(10/10/16)		7,591,974.21	-	7,591,974.21	-	-	-	-	-	-	7,591,974.21	-	-
Region VIII-Eastern Visayas		7,591,974.21		7,591,974.21			-			-	7,591,974.21		
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
ESA-Typhoon Nona affected families (10/10/2016)		120,000.00	-	120,000.00	-	-	-	-	-	-	120,000.00	-	-
Region VIII-Eastern Visayas		120,000.00		120,000.00			-			-	120,000.00		
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
Regional Juvenile Justice and Welfare Committee/Council (RJJWC)		11,916,087.71	782,494.26	12,698,581.97	1,566,113.11	1,279,500.02	2,845,613.13	616,616.53	507,289.50	1,123,906.03	9,852,968.84	73,473.00	1,648,234.10
National Capital Region		1,465,377.50		1,465,377.50	1,380,085.61		1,380,085.61	451,415.53	19,165.18	470,580.71	85,291.89		909,504.90
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
Cordillera Administrative Region (CAR)		1,062,230.00		1,062,230.00	10,981.50	116,825.22	127,806.72	-	18,703.52	18,703.52	934,423.28		109,103.20
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
Region I		1,355,073.56		1,355,073.56	90,453.00	18,628.00	109,081.00	80,608.00		80,608.00	1,245,992.56	28,473.00	
MOOE				-			-			-	-		
FE				-			-			-	-		
CO				-			-			-	-		
Region II		762,230.00		762,230.00		48,092.00	48,092.00		48,092.00	48,092.00	714,138.00	-	
MOOE				-			-			-	-		

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FE CO				- -			- -			- -	- -		
Region IV-A (CALABARZON)													
MOOE		580,930.56	86,125.00	494,814.56			-			-	494,814.56	-	
FE CO				- -			- -			- -	- -		
Region IV-B (MIMAROPA)													
MOOE		662,230.00		662,230.00		57,679.79	57,679.79		12,679.79	12,679.79	604,550.21	45,000.00	
FE CO				- -			- -			- -	- -		
Region V-Bicol Region													
MOOE		962,230.00		962,230.00		39,315.00	39,315.00		39,315.00	39,315.00	922,915.00		
FE CO				- -			- -			- -	- -		
Region VI													
MOOE		26,393.33	5,020.50	31,413.83		31,413.83	31,413.83		31,413.83	31,413.83	-		
FE CO				- -			- -			- -	- -		
Region VIII-Eastern Visayas													
MOOE		1,118,257.00		1,118,257.00		651,758.00	651,758.00		22,132.00	22,132.00	466,499.00		629,626.00
FE CO				- -			- -			- -	- -		
Region IX													
MOOE		1,212,230.00		1,212,230.00		43,620.00	43,620.00		43,620.00	43,620.00	1,168,610.00		
FE CO				- -			- -			- -	- -		
Region X-Northern Mindanao (CDO)													
MOOE			863,598.76	863,598.76		231,797.07	231,797.07		231,797.07	231,797.07	631,801.69		
FE CO				- -			- -			- -	- -		
Region XI													
MOOE		1,212,067.00		1,212,067.00		19,742.00	19,742.00		19,742.00	19,742.00	1,192,325.00		
FE CO				- -			- -			- -	- -		
Region CARAGA													
MOOE		1,496,829.76		1,496,829.76	84,593.00	20,629.11	105,222.11	84,593.00	20,629.11	105,222.11	1,391,607.65		
FE CO				- -			- -			- -	- -		
PCSO - Donations for HE Clients	20201060	2,445,601.00	-	479,890.00	1,965,711.00	1,965,711.00	-	1,965,711.00	1,965,711.00	1,965,711.00	-	-	-
Region IV-A (CALABARZON)													
MOOE		2,445,601.00	-	479,890.00	1,965,711.00	1,965,711.00	-	1,965,711.00		1,965,711.00	-	-	-
FE CO				- -			- -			- -	- -		
Regular Trust (KC-CCL & Reg. Trust Receipts)		97,518,628.86	-	12,567,272.00	84,951,356.86	51,510,933.56	1,178,185.50	52,689,119.06	51,510,933.56	1,178,185.50	52,689,119.06	32,262,237.80	-



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1	2	3	4	5 = [3 +(-) 4]	6	7	10 = (6+7+8+9)	11	12	15 = (11+12+13+14)	16 = (5-10)	17	18
Region X-Northern Mindanao (CDO) MOOE FE CO		51,353,842.16		51,353,842.16	51,353,842.16		51,353,842.16	51,353,842.16		51,353,842.16	-		
Region XI MOOE FE CO		46,164,786.70	12,567,272.00	33,597,514.70	157,091.40	1,178,185.50	1,335,276.90	157,091.40	1,178,185.50	1,335,276.90	32,262,237.80	-	
Procurement related Receipts		-	792,499.00	792,499.00	-	-	-	-	-	-	792,499.00	-	-
Region X-Northern Mindanao (CDO) MOOE FE CO			792,499.00	792,499.00			-			-	792,499.00		
Cash Assistance for the Families of Killed PNP SAF Members in Maguindanao Region IV-A (CALABARZON) MOOE FE CO		65,979.27	-	65,979.27	-	-	-	-	-	-	65,979.27	-	-
Region VIII-Eastern Visayas MOOE FE CO		43,986.18		43,986.18			-			-	43,986.18		
Inter-Country Adoption Board MOOE FE CO		21,993.09		21,993.09			-			-	21,993.09		
Region VIII-Eastern Visayas MOOE FE CO		21,475.62	-	21,475.62	-	-	-	-	-	-	21,475.62	-	-
PAMANA - KAPATIRAN Office of the Secretary MOOE FE CO		17,699,650.67	328,112.26	17,371,538.41	-	842,145.10	842,145.10	-	842,145.10	842,145.10	16,529,393.31	-	-
Region IV-A (CALABARZON) MOOE FE CO		12,673,993.65		12,673,993.65			-			-	12,673,993.65		
Region VI MOOE FE CO		1,498,359.00	1,254,731.40	243,627.60			-			-	243,627.60		
Region X MOOE FE		3,527,298.02		3,527,298.02		708,423.34	708,423.34		708,423.34	708,423.34	2,818,874.68		
			926,619.14	926,619.14		133,721.76	133,721.76		133,721.76	133,721.76	792,897.38		

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CO				-			-			-	-		
Office of the Presidential Adviser on the Peace Process Socio Economic Programs for Normalization on the Bangsamoro		1,005,721,780.14	-	1,005,721,780.14	306,970,140.40	21,194,548.80	328,164,689.20	306,892,382.40	17,106,126.43	323,998,508.83	677,557,090.94	4,129,713.37	36,467.00
Office of the Secretary													
MOOE		655,643,115.14		655,643,115.14	122,466.00	75,861.00	198,327.00	111,274.00	50,586.00	161,860.00	655,444,788.14		36,467.00
FE				-			-			-	-		
CO				-			-			-	-		
Region XII													
MOOE		350,078,665.00		350,078,665.00	306,847,674.40	21,118,687.80	327,966,362.20	306,781,108.40	17,055,540.43	323,836,648.83	22,112,302.80	4,129,713.37	
FE				-			-			-	-		
CO				-			-			-	-		
DDB-Conduct 2019 Natiowide Survey on Nature and Extent of Drug Abuse in the Philippines		58,046,305.14	1,675,184.85	59,721,489.99	2,310,309.80	1,427,502.30	3,737,812.10	1,862,548.11	1,642,877.42	3,505,425.53	55,983,677.89	214,609.00	17,777.57
Office of the Secretary													
MOOE		51,617,804.14		51,617,804.14	1,222,628.55	1,183,197.55	2,405,826.10	1,016,824.55	1,371,223.98	2,388,048.53	49,211,978.04		17,777.57
FE				-			-			-	-		
CO				-			-			-	-		
Cordillera Administrative Region													
MOOE		705,111.00		705,111.00	87,688.69	1,644.49	86,044.20		86,044.20	86,044.20	619,066.80		
FE				-			-			-	-		
CO				-			-			-	-		
Region II													
MOOE		315,000.00	392,731.00	707,731.00	58,873.56	9,520.24	68,393.80	58,873.56	9,520.24	68,393.80	639,337.20	-	
FE				-			-			-	-		
CO				-			-			-	-		
Region III													
MOOE		1,003,431.00		1,003,431.00			-			-	1,003,431.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
Region IV-A (CALABARZON)													
MOOE		1,432,311.00		1,432,311.00			-			-	1,432,311.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
Region VI													
MOOE		1,158,711.00		1,158,711.00		43,200.00	43,200.00			-	1,115,511.00	43,200.00	
FE				-			-			-	-		
CO				-			-			-	-		
Region VIII													
MOOE		949,231.00		949,231.00		32,680.00	32,680.00		15,540.00	15,540.00	916,551.00	17,140.00	
FE				-			-			-	-		
CO				-			-			-	-		
Region IX													
MOOE		268,500.00		268,500.00			-			-	268,500.00	-	
FE				-			-			-	-		

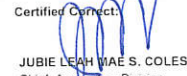

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CO				-			-			-	-		
Region X													
MOOE			1,282,453.85	1,282,453.85	941,119.00	160,549.00	1,101,668.00	786,850.00	160,549.00	947,399.00	180,785.85	154,269.00	
FE							-			-	-		
CO							-			-	-		
Region XII													
MOOE		596,206.00		596,206.00			-			-	596,206.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
POPCOM - Grants for Pre-Marriage Counselling (PMC) Training Office of the Secretary		2,105,900.00	14,400.00	2,120,300.00	-	825,847.00	825,847.00	-	262,523.08	262,523.08	1,294,453.00	563,323.92	-
MOOE		2,000,000.00		2,000,000.00		791,155.00	791,155.00		227,869.83	227,869.83	1,208,845.00	563,285.17	
FE				-			-			-	-		
CO				-			-			-	-		
Cordillera Administrative Region													
MOOE		10,500.00		10,500.00			-			-	10,500.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
Region VI													
MOOE		95,400.00		95,400.00		34,692.00	34,692.00		34,653.25	34,653.25	60,708.00	38.75	
FE				-			-			-	-		
CO				-			-			-	-		
Region X													
MOOE			14,400.00	14,400.00			-			-	14,400.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
Region XII													
MOOE			14,400.00	14,400.00			-			-	14,400.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
Traveling Expenses of participant of Training of Trainers		165,300.00	-	165,300.00	58,638.00	3,850.00	62,488.00	58,638.00	3,850.00	62,488.00	102,812.00	-	-
Region VIII													
MOOE		83,400.00		83,400.00	58,638.00	3,850.00	62,488.00	58,638.00	3,850.00	62,488.00	20,912.00		
FE				-			-			-	-		
CO				-			-			-	-		
Region IX													
MOOE		81,900.00		81,900.00			-			-	81,900.00	-	
FE				-			-			-	-		
CO				-			-			-	-		
Performance Bond of Milka Hotel		212,647.50	-	212,647.50	-	212,647.50	212,647.50	-	-	-	-	-	-
Region VIII													
MOOE		212,647.50		212,647.50		212,647.50	212,647.50			-	-		
FE				-			-			-	-		
CO				-			-			-	-		

Source Agencies and Projects	UACS Code	Approved Budget			Utilizations			Disbursements			Balances		
		Approved Budgeted Revenue/Receipts	Adjustments (Additions/ Reductions/ Modifications/ Augmentations)	Adjusted Budgeted Revenue	1st Quarter ending March 31	2nd Quarter ending June 30	Total	1st Quarter ending March 31	2nd Quarter ending June 30	Total	Unutilized Budget	Unpaid Utilizations	
												Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5 = [3 +(-) 4]	6	7	10 = (6+7+8+9)	11	12	15 = (11+12+13+14)	16 = (5-10)	17	18
CCT/CCT Beneficiaries who Graduated with Magna Cumlaude Award 2018-2019		10,413.00	-	10,413.00	-	3,472.00	3,472.00	-	-	-	6,941.00	-	-
Region VI													
MOOE		3,472.00		3,472.00		3,472.00	3,472.00			-	-		
FE				-			-			-			
CO				-			-			-			
Region IX													
MOOE		6,941.00		6,941.00			-			-	6,941.00		
FE				-			-			-			
CO				-			-			-			
GRAND TOTAL		1,825,754,098.85	10,096,296.15	1,815,657,802.70	582,297,484.79	28,396,204.88	610,693,689.67	368,268,426.68	23,059,294.62	391,327,721.30	1,204,964,113.03	6,232,417.43	212,917,431.44
MOOE		1,658,961,058.08	10,096,296.15	1,648,864,761.93	582,297,484.79	28,396,204.88	610,693,689.67	368,268,426.68	23,059,294.62	391,327,721.30	1,038,171,072.26	6,232,417.43	212,917,431.44
FE				-			-			-			
CO		166,793,040.77		166,793,040.77			-			-	166,793,040.77		

Certified Correct:

  
**MERIEL P. CASTILLO**  
 Budget Officer  
 Date: 

Certified Correct:

  
**JUBIE LEAH MAE S. COLES**  
 Chief, Accounting Division  
 Date: 

Recommending Approval:

  
**WAYNE C. BELIZAR**  
 Director IV, Finance and Management Service  
 Date: 

Approved by:

  
**ROLANDO JOSELITO D. BAUTISTA**  
 Agency Head/Department Secretary  
 Date: 



Funding Source Code: Trust Fund (Cluster 7)
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3

	Grants and Donations (Less than 12 mos.)
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[illegible]



Source Agencies and Projects	UACS Code	Approved Budget			Utilizations			Disbursements			Balances		
		Approved Budgeted Revenue/Receipts	Adjustments (Additions/ Reductions/ Modifications/ Augmentations)	Adjusted Budgeted Revenue	1st Quarter ending March 31	2nd Quarter ending June 30	Total	1st Quarter ending March 31	2nd Quarter ending June 30	Total	Unutilized Budget	Unpaid Utilizations	
												Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5 = [3 +(-) 4]	6	7	10 = (6+7+8+9)	11	12	15 = (11+12+13+14)	16 = (5-10)	17	18
MOOE FE CO		37,313.00		37,313.00			-			-	37,313.00		
RSCC Child Support Care		737,654.33		737,654.33			-			-	737,654.33		
Region IX MOOE FE CO		737,654.33		737,654.33			-			-	737,654.33		
Regional Committee/Sub-CWC		10,050.00	-	10,050.00	-	-	-	-	-	-	10,050.00	-	-
Region IX MOOE FE CO		10,050.00		10,050.00			-			-	10,050.00		-
GSIS - MV Claim of Insurance		382,913.50	-	382,913.50	-	-	-	-	-	-	382,913.50	-	-
Region IX MOOE FE CO		382,913.50		382,913.50			-			-	382,913.50		
BDSK/1/3 Municipal CICL share for Center		7,471,751.86	868,669.30	8,340,421.16	-	359,816.65	359,816.65	13,416.66	346,399.99	359,816.65	7,980,604.51	-	-
Cordillera Administrative Region MOOE FE CO		359,816.65		359,816.65		359,816.65	359,816.65	13,416.66	346,399.99	359,816.65	-	-	-
Region II MOOE FE CO		6,291,225.21	684,001.30	6,975,226.51			-			-	6,975,226.51	-	-
Region IX MOOE FE CO		820,710.00	184,668.00	1,005,378.00			-			-	1,005,378.00		-
Training Center/MAB's Catering Services by Maria Isabel Uy Nazario		1,316,729.77	-	1,316,729.77	69,965.75	185,377.71	255,343.46	69,965.73	172,911.10	242,876.83	1,061,386.31	-	12,466.63
Region VIII-Eastern Visayas MOOE FE CO		1,316,729.77		1,316,729.77	69,965.75	185,377.71	255,343.46	69,965.73	172,911.10	242,876.83	1,061,386.31		12,466.63

Source Agencies and Projects	UACS Code	Approved Budget			Utilizations			Disbursements			Balances		
		Approved Budgeted Revenue/Receipts	Adjustments (Additions/ Reductions/ Modifications/ Augmentations)	Adjusted Budgeted Revenue	1st Quarter ending March 31	2nd Quarter ending June 30	Total	1st Quarter ending March 31	2nd Quarter ending June 30	Total	Unutilized Budget	Unpaid Utilizations	
												Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5 = [3 +(-) 4]	6	7	10 = (6+7+8+9)	11	12	15 = (11+12+13+14)	16 = (5-10)	17	18
GRAND TOTAL		11,645,878.06	1,543,327.53	13,189,205.59	433,528.83	205,407.71	638,936.54	251,160.01	247,911.10	499,071.11	12,550,269.05	107,368.80	32,496.63
MOOE		10,827,323.91	1,513,031.11	12,340,355.02	350,642.41	205,407.71	556,050.12	168,273.59	247,911.10	416,184.69	11,784,304.90	107,368.80	32,496.63
FE		-	-	-	-	-	-	-	-	-	765,964.15	-	-
CO		818,554.15	30,296.42	848,850.57	82,886.42	-	82,886.42	82,886.42	-	82,886.42	-	-	-

Certified Correct:

  
**MERIEL P. CASTILLO**  
 Budget Officer  
 Date: 

Certified Correct:

  
**JUBIE LEAHIMAE S. COLES**  
 Chief, Accounting Division  
 Date: 

Recommending Approval:

  
**WAYNE C. BELIZAR**  
 Director IV, Finance and Management Service  
 Date: 

Approved by:

  
**ROLANDO JOSELITO D. BAUTISTA**  
 Agency Head/Department Secretary  
 Date: 