

DEPARTMENT OF FOREIGN AFFAIRS

End-User: TRIPOLI PE

Based on MOOE (Allocation Order 2023-ES3)

PAP Code	Project Activity/Program	End User	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												Source of Funds	Amount (Php)/ Estimated Budget		REMARKS	
				JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		Diplomacy	Consular		
	POST REPRESENTATION ALLOWANCE																			
	Post Representation	Embassy Officials	NP-43.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP 1,205,190.00		
	Authorized Officers (FSC, AO, FO, ATN, PO)	Embassy Officials	NP-43.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP 396,440.00		
	OFFICE SUPPLIES																			
	Office Supplies	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA	PHP 286,000.00		Annual office supplies used by the Embassy and its personnel.
	Drugs & Medicines Expenses	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA		PHP 117,000.00	Annual office supplies used by the Embassy and its personnel.
	Semi-Expendable M&E - Office Equipment	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA	PHP 176,000.00		Annual office supplies used by the Embassy and its personnel.
	Semi-Expendable M&E - ICT Equipment	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA	PHP 177,000.00		Annual office supplies used by the Embassy and its personnel.
	Semi-Expendable M&E - Communication Eqpt	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA	PHP 125,000.00		Annual office supplies used by the Embassy and its personnel.
	Semi-Expendable M&E - Furnitures & Fixture	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA	PHP 176,000.00		Annual office supplies used by the Embassy and its personnel.
	Semi-Expendable M&E - Other Supplies & Materials	Embassy Officials	NP-43.9 - Small Value Procurement													X	GAA	PHP 162,000.00		Annual office supplies used by the Embassy and its personnel.
	TRAVELLING EXPENSES (Administrative)																			
	Travel to Tunis - Withdrawal of Working Fund	Tripoli PE	NP-43.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	X	GAA		PHP 698,000.00	Withdrawal of working funds in Tunis.
	Travel to Tunis	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			Meeting with Ministry Officials and Diplomatic Corps.
	Travel to Niger	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			Meeting with Ministry Officials and Diplomatic Corps.
	Travel to Chad	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			Meeting with Ministry Officials and Diplomatic Corps.
	Travel to Algeria, Algeria	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			Meeting with Ministry Officials and Diplomatic Corps.
	Travel to Manila (HOC)	Embassy Officials	NP-43.9 - Small Value Procurement	X	X	X	X	X	X	X	X	X	X	X	X	X	GAA	PHP 703,570.00		Home Office Consultation Leave Tourism Promotion for Tunisia and Libya.
	Travel to Manila	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			Other trainings on personnel welfare.
	International travel outside Libya	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			Travel of the Head and Post and his delegates to attend on the needs and problems of OFWs.
	Local travels within Libya	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			
	TRAVELLING EXPENSES (Consular Outreach)																			
	Travel to Niger	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Chad	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Algeria	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Tunisia	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Benghazi, Libya	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Tobrouk, Libya	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Bregal, Libya	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	Travel to Misrata, Libya	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To conduct consular mobile services.
	TRAINING AND SCHOLARSHIP EXPENSES																			
	GAD Related Programs	Embassy Officials	NP-43.9 - Small Value Procurement														GAA			To cover expenses for GAD related activities.

R&M - Other Machinery & Equipment	Embassy Officials	NP-53.9 - Small Value Procurement																	X	GAA		PHP	178,000.00	Repairs of IT Equipment that are old and need periodic maintenance due to wear and tear																				
R&M - Other Property, Plant & Equipment)	Embassy Officials	NP-53.9 - Small Value Procurement																	X	GAA		PHP	53,000.00	Repairs of PPEs that are old and need periodic maintenance due to wear and tear																				
INSURANCE PREMIUMS	Embassy Officials	NP-53.9 - Small Value Procurement																	X	GAA	PHP	41,000.00	41,000.00	Insurance premiums for the motor vehicles of the Embassy																				
Taxes - Duties - Licenses	Embassy Officials	NP-53.9 - Small Value Procurement																	X	GAA	PHP	123,000.00	123,000.00	Insurance premiums for the motor vehicles of the Embassy																				
Insurance Expenses	Embassy Officials	NP-53.9 - Small Value Procurement																	X	GAA		PHP	212,000.00	212,000.00	News publications of embassy activities re celebration of national day and tourism advertisements																			
ADVERTISING EXPENSES	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA		PHP	212,000.00	212,000.00	News publications of embassy activities re celebration of national day and tourism advertisements																			
Advertising Expenses	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA		PHP	212,000.00	212,000.00	News publications of embassy activities re celebration of national day and tourism advertisements																			
Printing & Publication Expenses	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA		PHP	212,000.00	212,000.00	Printing of leaflets for trade exhibits and distribution of leaflets during celebration of Philippine National Day																			
PRINTING EXPENSES	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA																								
Printing of leaflets	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA																								
TRANSPORTATION AND DELIVERY EXPENSES																																												
Pouch charges	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA	PHP	80,000.00	150,000.00	For expenses of sending outgoing diplomatic pouch to DFA Manila																				
Mailing		NP-53.9 - Small Value Procurement																		GAA																								
Transport		NP-53.9 - Small Value Procurement																		GAA																								
RENTLEASE																																												
**Building (Chancery)	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA	PHP	2,008,000.00	289,000.00	Rental of Chancery per annum, as specified on the 5 year contract - \$54,000 yearly advance payment																				
Rent - Motor Vehicles	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA	PHP	734,000.00		Rent of vehicles that are not available in the Embassy but are needed for the operation of the post																				
Rent - Equipments	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA	PHP	152,000.00	102,000.00	Rent of other equipment that are not available in the Embassy but are needed for the operation of the post																				
SUBSCRIPTION EXPENSES	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA		PHP	211,000.00		For the hosting of the Embassy's website																			
ICT - Software Subscription	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA																								
Library and Other Reading Materials Subscription Expenses	Tripoli PE	NP-53.9 - Small Value Procurement																		GAA																								
Other Subscription Expenses	Tripoli PE	NP-53.9 - Small Value Procurement																		GAA																								
Donations	Tripoli PE	NP-53.9 - Small Value Procurement																		GAA																								
OTHER MAINTENANCE AND OPERATING EXPENSES	Tripoli PE	NP-53.9 - Small Value Procurement																	X	GAA		PHP	350,000.00																					
TOTAL - MOOE: PHP 13,171,000.00																																							X	GAA		PHP	4,056,000.00	

To: Tripoli PE
Fr: OFMS
Re: Modification of Funds
Dt: 17 April 2023
Cn: **TP-63-OFMS-2023**

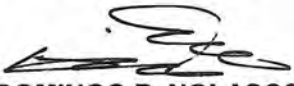
With reference to ZTP-186-2023 dated 26 March 2023, Post is informed that the following modification of funds in its Allotment Order No. 2C23-E53 dated 10 March 2023 has been approved.

Under Diplomacy Program:


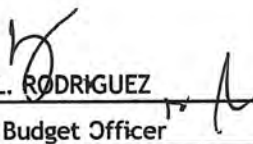
UACS Code	Particulars	Diplomacy (Amount in Php)
50299050-01	Rents - Building and Structures	1,091,060.00
TOTAL		1,091,060.00
50202010-02	Training Expenses	(276,000.00)
50203210-02	Office Equipment (Semi-Expendable)	(176,000.00)
50203210-03	Information and Communications Technology Equipment (Semi-Expendable)	(177,000.00)
50203210-07	Communications Equipment (Semi Expendable)	(125,000.00)
50203220-01	Furniture and Fixtures (Semi-Expendable)	(176,000.00)
5020399000	Other Supplies and Materials Expenses	(161,060.00)
TOTAL		(1,091,060.00)

Corresponding ORS No. 011011012023-03-001721 dated 10 March 2023 for Diplomacy Program was adjusted accordingly.

For the Secretary of Foreign Affairs:


DOMINGO P. NOLASCO
Assistant Secretary



Department of Foreign Affairs
Office of Asset Management and Support Services
RECEIVED
24 Apr 2023
ELECTRONIC COMMUNICATIONS SECTION

OBLIGATION REQUEST AND STATUS		No. : 011011012023-04-002757		
Department of Foreign Affairs		Date : April 17, 2023		
		Fund : (01101101) Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies		
Payee	PE - TRIPOLI			
Office	PE - TRIPOLI			
Address	PE - TRIPOLI			
Responsibility Center	Particulars	MFO/PAP/KRA	Object Code	Amount
12 001 13 00053.Philippine Embassy - Tripoli, Libya	TO ADJUST ORS - 011011012023-03-001721 DTD 10 MAR 2023 PER POST'S APPROVED MODIFICATION ADVICE FORM. (DIPLOMACY PROGRAM)	310100100002000	(502C399000)	(161,060.00)
			(50202010-02)	(276,000.00)
			(50203210-02)	(176,000.00)
			(50203210-03)	(177,000.00)
			(50203210-07)	(125,000.00)
			(50203220-01)	(176,000.00)
	Total			(1,091,060.00)
A.	Certified: Charges to appropriation / allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal		B.	Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above
Signature :			Signature :	
Printed Name :	DOMINGO P. NOLASCO		Printed Name :	NOEL L. RODRIGUEZ
Position :	Assistant Secretary, OFMS Head, Requesting Office/Authorized Representative		Position :	Acting Budget Officer Head, Budget Unit/Authorized Representative
Date :	Apr 17 2023		Date :	

Linked to : 011011012023-03-001721 (Mar 10, 2023)

STATUS: IN PROCESS

STATUS OF OBLIGATION							
Reference				Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
3/10	TO OBLIGATE ALLOTMENT FOR MAINTENANCE AND OTHER OPERATING EXPENSES FOR FY 2023 PER ATTACHED ALLOTMENT ORDER NO. 2023-E53-DIPLOMACY PROGRAM.	011011012023-03-001 721	13,171,000.00		0.00	0.00	13,171,000.00
4/17	TO ADJUST ORS - 011011012023-03-001 721 DTD 10 MAR 2023 PER POST'S APPROVED MODIFICATION ADVICE FORM. (DIPLOMACY PROGRAM)	011011012023-04-002 757	(1,091,060.00)		0.00	0.00	(1,091,060.00)
							12,079,940.00

OBLIGATION REQUEST AND STATUS				
<u>Department of Foreign Affairs</u>				
		No. : 011011012023-04-002758		
		Date : April 17, 2023		
		Fund : (01101101) Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies		
Payee	PE - TRIPOLI			
Office	PE - TRIPOLI			
Address	PE - TRIPOLI			
Responsibility Center	Particulars	MFO/PAP/KRA	Object Code	Amount
12 001 13 00053.Philippine Embassy - Tripoli, Libya	To adjust ORS - 011011012023-03-001721 dtd 10 Mar 2023 per Post's approved Modification Advice Form. (Diplomacy Program)	310100100002000	(50299050-01)	1,091,060.00
	Total			1,091,060.00
A.	Certified: Charges to appropriation / allotment necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal		B.	Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above
Signature :			Signature :	
Printed Name :	DOMINGO P. NOLASCO		Printed Name :	NOEL L. RODRIGUEZ
Position :	Assistant Secretary, OFMS Head, Requesting Office/Authorized Representative		Position :	Acting Budget Officer Head, Budget Unit/Authorized Representative
Date :	Apr 17 2023		Date :	

Linked to : 011011012023-03-001721 (Mar 10, 2023)

STATUS: IN PROCESS

STATUS OF OBLIGATION							
Reference				Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
3/10		011011012023-03-001 721	13,171,000.00		0.00	0.00	13,171,000.00
4/17		011011012023-04-002 758	1,091,060.00		0.00	0.00	1,091,060.00
							14,262,060.00

Department of Foreign Affairs
FOREIGN SERVICE OF THE PHILIPPINES
 Philippine Embassy Tripoli, Libya

MODIFICATION ADVISE FORM (MAF) NO. AD 2023-04-0001
 17 April 2023

Funding Source: Regular Agency Fund - General Fund - New General Appropriations
 Specific Budget of National Government Agencies

Legal Basis:

DEFICIENT ITEMS (TO):

PROGRAMS / PROJECTS / ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50299050 01 - Rent - Building and Structure	1,091,060.00
T O T A L				1,091,060.00

SOURCE ITEMS (FROM):

PROGRAMS / PROJECTS / ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50202010 02 - Training Expenses	(276,000.00)
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50203210 02 - Semi Expendable Office Equipment	(176,000.00)
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50203210 03 - ICT Equipment	(177,800.00)
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50203210 07 - Communications Equipment	(125,000.00)
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50203220 01 - Furniture & Fixture	(176,000.00)
310100100002000 OO1B-Operations Diplomacy	12 001 13 00073 Tripoli PE - Diplomacy	MOOE	50203990 00 - Semi Expendable - Other Supplies and Materials	(162,060.00)
T O T A L				(1,091,060.00)

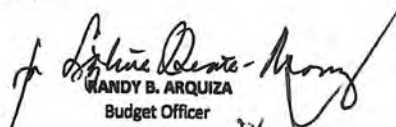
Prepared by:


 APOLINARIO E. PASURIGAN
 Finance Officer

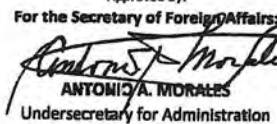
Recommended by:


 ALAN ROI Q. GABRIOLA
 Charge d'Affaires, e.p.

Verified by:


 WANDY B. ARQUIZA
 Budget Officer

Approved by:

For the Secretary of Foreign Affairs:

 ANTONIO A. MORALES
 Undersecretary for Administration

EXTREMELY URGENT

TO : SFA
FR : Tripoli PE
RE : **Request for Authority to Pay One-Year Advance Rental of Chancery**
RT : UA, HRMO, OFMS [Attn: Budget Division (ofms.budget@dfa.gov.ph)]
DT : 26 March 2023
CN : ZTP-186-2023

ACTION OFFICE	
CC	
HRMO	OFMS

With reference to TP-44-OFMS-2023 dated 15 March 2023, Post thanks OFMS for interposing no objection to the request for authority to pay one-year advance rental of the Chancery for the period from 01 April 2023 to 31 March 2024.

As instructed, and after conducting a thorough examination of Post's F.Y. 2023 Allotment Order, Post submits the attached Modification Advice Form (MAF) No.1 showing its request for modification within its MOOE allotment to fund the deficiency amounting to **Php 1,091,060.00** for the Rental of Chancery (as highlighted in our ZTP-172-2023 dated 20 March 2023).


In the said MAF, Post intends to source the funds from the following expense items:

Expense Item	Approved Allotment per Allotment Order No. 2023-E53 (in Philippine Peso)	Amount to Realign to Rent of Chancery (in Philippine Peso)
Training Expenses	276,000.00	276,000.00
Semi-Expendable - Office Equipment	176,000.00	176,000.00
Semi-Expendable - ICT Equipment	177,000.00	177,000.00
Semi Expendable - Communications Equipment	125,000.00	125,000.00
Semi Expendable - Furniture and Fixtures	176,000.00	176,000.00
Other Supplies and Materials Expenses	162,000.00	161,060.00
TOTAL		1,091,060.00

As shown in the table, the total of the amount that is requested to be realigned from the above-mentioned expense items is sufficient to cover the deficiency under the Rents - Building and Structure (Diplomacy) account.

Post notes that to address the deficit in the Rental of Chancery it will have fully canceled some of its programs and activities for F.Y. 2023. Should the proposed modification be approved, Post hopes that the deficit in the salary of local hires in the total amount of **Php 2,062,300.01** may similarly be addressed either through the further modification of its annual budget allocation or from the retention of allotment. Post as a Category E hardship post requires the assistance of its local hires especially as they have the contacts and the institutional memory needed for rapid repatriation in case security conditions in Libya deteriorate.

For the Department's consideration.


ALAN ROI Q. GABRIOLA
Chargé d'Affaires, e.p.

Encl.: a/s

Department of Foreign Affairs
Office of Asset Management and Support Services
RECEIVED
28 Mar 2023
ELECTRONIC COMMUNICATIONS SECTION