

**MONTHLY PHYSICAL AND FINANCIAL REPORT OF OPERATION**

January - June 2014

**REGIONAL ECONOMIC ZONE AUTHORITY-ARMM**

PROGRAM/ ACTIVITY/PROJECT (1)	Performance Indicators (2)	Physical Target (3)	Accomplished (4)	Variance (5)	Allotment Received (6)	Obligations Incurred (7)	Unobligated Allotment (8)	Remarks (9)
<b>A. PROGRAMS</b>								
<b>I. General Administration &amp; Support Services</b>								
1. Reports submitted to other agencies	No. of report submitted	6	9	3 ↑	3,375.00	3,375.00		- From January to February some of the programs and activities was re-scheduled due to delayed release of funds, time constrain and availability of the participants. - BOD meeting original venue was moved from Davao City due to disapproval of Regional Governor and because of this circumstances allotment fund for this activity will be re-allocated.
2. Re-staffing & Retooling	No. of Personnel hired	2	2					
3. Formulation of Pro-forma Forms	No. of forms prepared	18	25	7 ↑	4,000.00	4,000.00		
4. Send out letters & memo to other agencies	No. of letters & memo drafted	30	37	7 ↑				
5. Payment of Globe/ PLDT communication line	No. of bills paid	21	18	3	44,560.10	44,560.10		
6. Reproduction of FPEZ-ASSURED development plan	No. of documents reproduced	45	59	14 ↑	250,744.85	250,744.85		
7. Participation in ARMM-wide activities	No. of activities participated	12	13	1 ↑	97,010.75	97,010.75		
8. Submission of REZA personnel PDS	No. of personnel files updated	9	9		1,200.00	1,200.00		
9. Filling of Outgoing & Incoming communication	No. of records filed & released	54	120	66 ↑	950.00	950.00		
10. Staff assessment meetings	No. of staff meetings conducted	6	14	8 ↑	139,586.00	139,586.00		
<b>II. Support to Operations</b>								
<b>A. Capacity Building</b>								
1. Conduct Regular Planning & Programming	Annual Plan Formulated	1	1		290,000.00	290,000.00		- The REZA-ARMM is very diligent in the implementation of full operation of Polloc as a freeport & Ecozones. - The publication of REZA was not yet circulated due to lack of major activities & programs that is worth publishing.
2. Regular Board of Directors Meeting	No. of BOD conducted	1	1		26,365.00	26,365.00		
3. Regular Executive meetings	No. of meetings conducted	2	2		13,057.00	13,057.00		
4. Exploratory meeting with Bureau of Customs	No. of Meeting attended	1	1		30,264.00	30,264.00		
5. Exploratory & Consulation Meeting	No. of meetings conducted	2	3	1 ↑	41,671.00	41,671.00		
6. Attendance to Fora/ trainings	No. of trainings attended	22	38	16 ↑	113,024.18	113,024.18		
7. Attend trainings & workshop	No. of trainings/workshop attended	10	13	3 ↑	323,808.56	323,808.56		
8. Benchmarking	No. of site visited	3	4	1 ↑	137,670.96	137,670.96		
9. Strategic Planning assessment meeting	No. of staff assesement conducted	1	1		5,075.00	5,075.00		
10. Participation to Updating of Strategic planning	No. of participants attended	12	12		133,950.00	133,950.00		
11. Participation to the International Business Conference	No. of staff participated	6	6		126,525.84	126,525.84		
<b>B. MIS</b>								
1. Website Development	20 % developed	100%	100%		2,500.00	2,500.00		
2. Procurement of IT equipment	No. of IT equipment procured	2	3		74,000.00	74,000.00		
<b>III. Operations</b>								
<b>A. Freeport &amp; Ecozones Marketing &amp; Promotion</b>								
1. Formulation of online fan page	100% established	100%	100%					
2. Implementation of Polloc as a Freeport & Ecozones	50% Implemented	60%	50%	10%	100,000.00	100,000.00		
3. Preparation of REZA publication	80% Prepared	100%	100%		106,000.00	106,000.00		

Prepared by:

  
**FAWZIAH A. ARUMPAC**

Administrative Officer/ Budget Officer

Approved by:

  
**ATTY. LOREN HALLATAH L. LIAO**

Executive Director