**PHILIPPINE SUB-TEAM LINE-ITEM BUDGET**

*(Complete* ***one for each*** *Philippine institute involved. Please refer to Section VII.*

*Convert all amounts to PHP. Add and delete rows if necessary)*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Program Title: |  | |
| Project Title: |  | |
| Project Leader: |  | |
| Implementing Agency: |  | |
| Total Duration: |  | |
| Current Year: |  | |

|  |  |  |
| --- | --- | --- |
| **Team:** ☐ Philippine Team | **PCHRD-GIA**  *(Funding Agency)* | **Implementing Agency**  *(Counterpart Funding)* |
| **I. Personnel Services (PS)** | | |
| *Direct Cost* | | |
| Salaries |  |  |
|  |  |  |
|  |  |  |
| Honoraria |  |  |
|  |  |  |
|  |  |  |
| **Sub-total for PS** |  |  |
| **II. Maintenance and Other Operating Expenses (MOOE)** | | |
| *Direct Cost* |  |  |
| Traveling Expenses |  |  |
| Local |  |  |
| Foreign |  |  |
| Communication Expenses |  |  |
| Postage and Courier Expenses |  |  |
| Telephone Expenses (Landline) |  |  |
| Mobile Expenses |  |  |
| Internet Subscription Expenses |  |  |
| Cable, Satellite, Telegraph and Radio Expenses |  |  |
| Repairs and Maintenance of Facilities |  |  |
| Repairs and Maintenance of Office Equipment |  |  |
| Repairs and Maintenance of Furniture and Fixtures |  |  |
| Repairs and Maintenance of Machinery and Equipment |  |  |
| Repairs and Maintenance of IT Equipment and Software |  |  |
| Repairs and Maintenance of Building |  |  |
| Repairs and Maintenance of Office and Laboratory Facilities |  |  |
| Repairs and Maintenance of Vehicles |  |  |
| Transportation and Delivery Services |  |  |
| Supplies and Materials Expenses *(shall be itemized based on GAM)* |  |  |
| Office Supplies Expenses, Gasoline, Oil and Lubricants Expenses |  |  |
| Agricultural Supplies Expenses, etc. |  |  |
| Utility Expenses *(Please indicate)* |  |  |
| Water, Electricity and Cooking Fuel Expenses |  |  |
| Training and Scholarship Expenses *(Please indicate)* |  |  |
| Membership Dues and Contributions to Organizations *(only by Counterpart Funding)* |  |  |
| Advertising Expenses |  |  |
| Printing and Publication Expenses |  |  |
| Rent Expenses |  |  |
| Representation Expenses *(e.g., food for meetings, etc.)* |  |  |
| Subscription Expenses |  |  |
| Survey Expenses |  |  |
| Professional Services |  |  |
| Legal Services, Auditing Services, Consultancy Services, |  |  |
| Other Professional Services etc. |  |  |
| Taxes, Insurance Premiums and Other Fees |  |  |
| Other Maintenance and Operating Expenses *(Please itemize)* |  |  |
| *Indirect Cost* |  |  |
|  |  |  |
|  |  |  |
| **Sub-total for MOOE** |  |  |
| **III. Equipment Outlay (EO)** | | |
| *Direct Cost* | | |
|  |  |  |
|  |  |  |
| *Indirect Cost* | | |
|  |  |  |
|  |  |  |
| **Sub-total for EO** |  |  |
| **GRAND TOTAL** |  |  |

**References**

* **AO 011 series of 2020 Revised DOST-GIA Guidelines and AO 017 series of 2021 Amendments to the DOST AO No. 11 Series of 2020 DOST-GIA Guidelines**

https://dpmis.dost.gov.ph/index.php/transparency/downloads/category/6-dost-administrative-order

* **2022 Salary rates for DOST-GIA Personnel**

https://dpmis.dost.gov.ph/index.php/transparency/downloads/category/1-dost-so

* **Honoraria Rates**

https://pcieerd.dost.gov.ph/images/dost\_gia\_guidelines/MC\_001\_Series\_of\_2009.pdf

**Definition of Major Expense Items**

1. **Personnel Services (PS)** includes salaries and wages, honoraria, fees, and other compensation to consultants and specialists.
2. **Maintenance and Other Operating Expenses (MOOE**) shall be in accordance with the Philippine Government Accounting Manual (GAM) and shall be broken down/itemized as follows:
3. **Traveling Expenses** costs of: (1) movement of persons locally and abroad, such as transportation, travel insurance for researchers exposed to hazard/risks, subsistence, lodging and travel allowances, fees for guides or patrol; (2) transportation of personal baggage or household effects; (3) bus, railroad, airline, and ship fares, trips, transfers, etc. of persons while traveling; (4) charter of boats, launches, automobiles, etc. non-commutable transportation allowances, road tolls; and (5) parking fees and similar reasonable expenses. For foreign travel, include the name(s), designation of program/project personnel who will travel, possible country of destination, purpose, and duration of the travel.
4. **Communication Expenses** include costs of telephone, telegraph, mobile/wireless and tolls, fax transmission, postage and delivery charges, data communication services, internet expenses, cable, satellite, radio, and telegraph messenger services, among others.
5. **Repair and Maintenance of Facilities** include costs of repair and maintenance of office equipment, furniture and fixtures, machinery and equipment, IT equipment and software, building, office and laboratory facilities, and other S&T structures directly needed by the project.
6. **Repair and Maintenance of Vehicles** include costs of repair and maintenance of vehicles directly needed by the project except for cost of spare parts, gasoline and oil that shall fall under Supplies and Materials.
7. **Transportation and Delivery Services** include the costs of commercial transportation of mail, hauling of equipment or materials, including porterage, if any. Not included in this account are costs of transportation of equipment, supplies and materials purchased for operation. Instead, these costs shall be included as part of the cost of the equipment/ supplies and materials.
8. **Supplies and Materials** include costs of items to be used in specialized S&T work (e.g., office supplies, accountable forms, zoological supplies, food supplies, drugs and medicine, laboratory supplies, gasoline, oil and lubricants, agricultural supplies, textbooks/instructional materials, and other supplies). It also includes all expendable commodities (delivery cost included as needed/required) acquired or ordered for use in connection with project implementation such as spare parts, fuel, and oil.
9. **Utilities** include costs of water, electricity or cooking fuel consumed by the implementing agency directly related to the project.
10. **Training and Scholarship Expenses** include training fees and other expenses, and scholarship expenses such as tuition fees, stipends, book allowance, and other benefits.
11. **Advertising Expenses** include costs of authorized advertising and publication of notices in newspapers and magazines of general circulation, television, radio, and other forms of media necessary for the implementation of the project.
12. **Printing and Publication Expenses** include costs of producing, printing, and binding materials such as books, reports, catalogs, documents, and other reading materials necessary for the implementation of the project.
13. **Rent Expenses** rental fees for the use of facilities, equipment, and vehicles directly used in the implementation of the project.
14. **Representation Expenses** include costs of meal/ food for the conduct of workshops/meetings, conferences, and other official functions related to the project.
15. **Subscription Expenses** include costs of subscription to library materials, such as magazines, periodicals, other reading materials and software (including online software) necessary for the implementation of the project.
16. **Survey Expenses** include costs incurred in the conduct of surveys related to the project.
17. **Professional Services** as defined in GAM, but only those items that are relevant and appropriate to the proposed program/ project.
18. **Taxes, Insurance Premiums and Other Fees**- include costs of accident insurance of the project personnel for the performance of duties that involve hazardous activities during project duration, taxes, duties and licenses, fidelity bond premiums, and insurance expenses of equipment acquired under the project.
19. **Other Maintenance and Operating Expenses** additional items not included above such as cost of submission of scientific paper for peer reviewed journals.

1. **Capital Outlay (CO)** includes all equipment necessary for the implementation of the project, which shall be numerated in the proposed LIB.  This also includes infrastructure that are an integral part of the R&D, which are crucial in the attainment of the project objectives.

**Counterpart Funding**

1. A counterpart fund, in kind and/or in cash, shall be required from the Implementing Agency.  Projects must have a minimum of 15% counterpart contribution (except for projects involving public good).
2. Indicate the detailed breakdown of the required fund assistance to indicate the counterpart of the Implementing Agency and other agencies cooperating in the project.