

112014001344-00256

CERTIFICATION OF COMPLIANCE
PhilGEPS Posting

This is to certify that the **FOREIGN SERVICE INSTITUTE**, for the period beginning January 1, 2014 up to November 15, 2014, has posted the Invitations to Bid (ITB), Requests for Expression of Interest (REI), Requests for Quotation (RFQ), Notices of Award/Bid Results, the Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders (P.O.s) for all the projects listed below at the Philippine Government Electronic Procurement System (PhilGEPS), to wit:

#	Reference No	Date of Posting of Invitation to Bid/REI	Bid Notice Title	Closing Date	Date of Posting of Notice of Award	Date of Posting of P.O. / Approved Contract and Notice to Proceed	Bid Notice Status	Created By	Remarks*
1	2876389	Oct 17, 2014	Bidding of One (1) Year Janitorial Services	Nov 13, 2014	-	-	Closed	apadilla13	Opening of bids was moved to Nov 20, 2014

* Data as of November 16, 2014

* Indicate current status of the ITB/REI/RFQ, ie. "Failed", "Cancelled", "Ongoing Evaluation", "Ongoing Post Qualification", "for Signature of the HOPE/BAC", etc.


This is to further certify that the list includes all projects procured by the **FOREIGN SERVICE INSTITUTE** as of November 15, 2014.

This certification is being issued to attest to the truth and accuracy of all the foregoing based on available records and information that can be verified with the PhilGEPS.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the 15th day of November 2014 at Pasay City, Philippines



CARMELITA S. MARASIGAN
Chairperson
Bids and Awards Committee



CARLOS D. SORRETA
Director and Head
of the Procurig Entity



DEPARTMENT OF FOREIGN AFFAIRS
FOREIGN SERVICE INSTITUTE
5th Floor, DFA Building, 2330 Roxas Boulevard
Pasay City 1300, Manila, Philippines www.fsi.gov.ph

CERTIFICATE OF COMPLIANCE
SALN Submission/Filing

This certifies that the **Foreign Service Institute** fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirements of the Performance-Based Incentive System for Fiscal Year 2014.

This also attests that all submissions of the agency concerned has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

This further certifies that out of 84 employees qualified for PBB under the 2014 PBIS Guidelines, 84 employees have completed and filed their SALN as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE
Foreign Service Institute	84	84	100%

The agency has forwarded/filed all SALNs with the appropriate receiving entity to the Civil Service Commission, in accordance with RA 6713 and its Implementing Rules and Regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the 28th day of July 2014 at Pasay City, Philippines.



CARMELITA S. MARASIGAN
Chairperson
Review and Compliance Committee



CARLOS D. SORRETA
Director
Foreign Service Institute

National Government Sector
Cluster 1 - Executive Offices
Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of 30 November 2014

RECEIVED
file copy
By: Man Book No.: 001
Date: DEC 10 Account Title: Advances To Special Disbursing Officer
Account Code: 1 99 01 030

Agency Name: Foreign Service Institute
Agency Code: B4646

Name	Date CA Granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel									
2. Foreign Travel									
3. Special Activities/ Projects									
Aguilar, Minda F.	29-Aug-14 & 23-Sep-14 & 31-Oct-14	Expenses in the implementation of the Basic Training for Liaison and Conference Officers for the 11 Host Agencies and 8 Local Government Unit for the Philippine Hosting of APEC 2015.	JEV# 14-08-0863 JEV# 14-09-0935 JEV# 14-10-1127	255,811.68	255,811.68	0.00	0.00	0.00	PARTIALLY LIQUIDATED: Liquidation report amounting to Php37,335.05 was taken up in the Institute's books of account on 12 November 2014 as per JEV No. 14-11-1153, thereby resulting to an unliquidated CA OF Php255,811.68, which will be used to fund the remaining basic training programs for Liaison & Conference Officers in relation to the APEC 2015. Attaches is the MOA between FSI & Office of the President as reference.
Aguilar, Minda F.	26-Nov-14	Cash advance for honorarium of resource persons for the period November 21 to December 1, 2014.	DV# 1 4-11-1083	13,230.00	13,230.00				Liquidation in process
Faigao, Mary Ann M.	21-Oct-14	Funding from DFA for the conduct of Training on Protocol for Timor-Leste Diplomats on 20-24 Oct. 2014.	JEV# 14-10-1127	191,500.00	191,500.00	0.00	0.00	0.00	Liquidation in process
B. Advances to Regular Disbursing Officers									
1. RATA									
Aguilar, Minda F.	27-Nov-14	Cash advance for payment of commutable RATA for November 2014	DV# 14-11-1086	37,000.00	37,000.00	0.00	0.00	0.00	Liquidation in process
Aguilar, Minda F.	27-Nov-14	Cash advance for payment of reimbursable RATA for November 2014	DV# 14-11-1087	20,000.00	20,000.00	0.00	0.00	0.00	Liquidation in process
2. Seminar/Conferences									
None N/A									
TOTALS				517,541.68	517,541.68	0.00	0.00	0.00	

Certified Correct:

Carmelita S. Marasigan
CARMELITA S. MARASIGAN
Head, Administrative & Financial Services Division

Approved by:

Carlos D. Sorreta
CARLOS D. SORRETA
Director

Verified by:

Edna L. de Leon
EDNA L. DE LEON
COA Resident Auditor

Reviewed by:
Pearl L. Ramos
PEARL L. RAMOS
SUPERVISING AUDITOR

Date Submitted: 15 December 2014

Note: This Report of Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.

