

**STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES**  
**As of December, FY 2012**  
**(In Pesos)**

**Department** : STATE UNIVERSITIES AND COLLEGES  
**Agency/OU** : PHILIPPINE MERCHANT MARINE ACADEMY  
**Fund** : 101

P/A/P / ALLOTMENT CLASS / OBJECT OF EXPENDITURE  (1)	Allotment Received  (2)	Obligations Incurred		Unobligated Balance of Allotment (5)=(2)-(4)  (6)	Remarks
		This Report  (3)	To Date  (4)		
<b>CURRENT YEAR BUDGET</b>					
<b>PERSONAL SERVICES</b>					
<b>A. PROGRAMS</b>					
<b>I. GENERAL ADMINISTRATION AND SUPPORT</b>					
a. General Administration and Support Services					
Salaries and Wages - Regular	8,817,479.00	735,327.38	8,817,478.38	0.62	
Salaries and Wages - Contractual	786,528.00	67,897.00	786,528.00		
Personnel Economic Relief Allowance (PERA)	1,211,000.00	101,016.17	1,211,000.00		
Representation Allowance (RATA)	522,000.00	26,000.00	522,000.00		
Uniform/Clothing Allowance	196,000.00		196,000.00		
Subsistence, Laundry and Quarter Allowance	110,368.00	8,407.44	110,367.81	0.19	
Productivity Incentive Benefits	98,000.00		98,000.00		
Honoraria	18,000.00	3,000.00	18,000.00		
Step Increment for Length of Service	1,039.00		1,038.31	0.69	
Overtime and Night Pay	465,228.00	3,685.48	465,227.13	0.87	
Cash Gift	245,000.00		245,000.00		
Year-End Bonus	788,050.00		788,050.00		
Retirement and Life Insurance Premiums	1,209,250.00	332,900.75	1,199,581.72	9,668.28	
PAG-IBIG Contributions	59,000.00	4,800.00	59,000.00		
PHILHEALTH Contributions	52,690.64	4,737.19	52,690.32	0.32	
ECC Contributions	48,830.00	4,145.23	48,763.50	66.50	
Other Personnel Benefits	43,635.36	10,000.00	43,635.36		
	<u>14,672,098.00</u>	<u>1,301,916.64</u>	<u>14,662,360.53</u>	<u>9,737.47</u>	
a. Auxiliary Services					
Salaries and Wages - Regular	6,822,900.00	616,788.95	6,822,883.21	16.79	
Personnel Economic Relief Allowance (PERA)	1,318,680.00	108,312.83	1,318,627.49	52.51	
Uniform/Clothing Allowance	248,000.00		248,000.00		
Productivity Incentive Benefits	110,000.00		110,000.00		
Step Increment for Length of Service	1,018.00		981.89	36.11	
Overtime and Night Pay	461,542.00		461,541.65	0.35	
Cash Gift	308,000.00		308,000.00		
Year-End Bonus	620,190.00		620,099.60	90.40	
Retirement and Life Insurance Premiums	1,499,470.00	589,955.25	1,489,601.60	9,868.40	
PAG-IBIG Contributions	64,800.00	5,500.00	64,800.00		
PHILHEALTH Contributions	58,343.00	4,134.91	58,342.73	0.27	
ECC Contributions	68,646.00	5,895.95	68,645.33	0.67	
Other Personnel Benefits	29,000.00	5,000.00	29,000.00		
	<u>11,610,589.00</u>	<u>1,335,587.89</u>	<u>11,600,523.50</u>	<u>10,065.50</u>	

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Fund : 101

P/A/P / ALLOTMENT CLASS / OBJECT OF EXPENDITURE  (1)	Allotment Received  (2)	Obligations Incurred		Unobligated Balance of Allotment (5)=(2)-(4)  (5)	Remarks  (6)
		This Report  (3)	To Date  (4)		
<b>CURRENT YEAR BUDGET</b>					
<b>III. OPERATIONS</b>					
a. Advanced Education Services					
Salaries and Wages - Regular	788,800.00	61,934.60	788,768.72	31.28	
Salaries and Wages - Part-time	480,600.00	30,000.00	480,600.00		
Personnel Economic Relief Allowance (PERA)	71,560.00	5,866.68	71,479.68	80.32	
Uniform/Clothing Allowance	12,000.00		12,000.00		
Productivity Incentive Benefits	6,000.00		6,000.00		
Step Increment for Length of Service	172.00		171.67	0.33	
Cash Gift	15,000.00		15,000.00		
Year-End Bonus	67,180.00		67,180.00		
Retirement and Life Insurance Premiums	96,740.00	17,431.52	96,189.16	550.84	
PAG-IBIG Contributions	3,600.00	300.00	3,600.00		
PHILHEALTH Contributions	4,603.00	175.86	4,602.88	0.12	
ECC Contributions	4,660.00	377.53	4,592.81	67.19	
	<u>1,550,915.00</u>	<u>116,086.19</u>	<u>1,550,184.92</u>	<u>730.08</u>	
b. Higher Education Services					
Salaries and Wages - Regular	14,569,923.00	1,314,537.54	14,569,922.76	0.24	
Salaries and Wages - Part-time	412,174.00	10,350.00	412,173.50	0.50	
Personnel Economic Relief Allowance (PERA)	1,380,619.00	127,446.88	1,380,618.45	0.55	
Uniform/Clothing Allowance	248,000.00		248,000.00		
Productivity Incentive Benefits	96,000.00		96,000.00		
Honoraria	5,678,798.00	208,142.42	5,678,797.90	0.10	
Step Increment for Length of Service	1,038.00		995.42	42.58	
Overtime and Night Pay	955,872.00		955,871.04	0.96	
Cash Gift	292,000.00		292,000.00		
Year-End Bonus	1,106,400.00		1,106,400.00		
Retirement and Life Insurance Premiums	1,934,800.00	311,002.84	1,927,779.65	7,020.35	
PAG-IBIG Contributions	73,000.00	6,300.00	73,000.00		
PHILHEALTH Contributions	58,716.00	4,110.66	58,715.36	0.64	
ECC Contributions	73,654.00	6,620.95	73,653.30	0.70	
Other Personnel Benefits	117,900.00		117,822.71	77.29	
	<u>26,998,894.00</u>	<u>1,988,511.29</u>	<u>26,991,750.09</u>	<u>7,143.91</u>	

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**(In Pesos)**

**Department** : STATE UNIVERSITIES AND COLLEGES  
**Agency/OU** : PHILIPPINE MERCHANT MARINE ACADEMY  
**Fund** : 101

P/A/P / ALLOTMENT CLASS / OBJECT (1)	Allotment (2)	Obligations Incurred		Unobligated Allotment (5)=(2)-(4)	(6)
		(3)	(4)		
c. Research Services					
Salaries and Wages - Regular	581,450.00	52,471.66	581,450.00		
Personnel Economic Relief Allowance (PERA)	64,999.00	6,000.00	64,998.86	0.14	
Uniform/Clothing Allowance	8,000.00		8,000.00		
Productivity Incentive Benefits	2,000.00		2,000.00		
Honoraria	117,000.00		117,000.00		
Step Increment for Length of Service	344.00		343.34	0.66	
Cash Gift	12,500.00		12,500.00		
Year-End Bonus	51,480.00		51,480.00		
Retirement and Life Insurance Premiums	96,740.00	8,633.91	96,740.00		
PAG-IBIG Contributions	2,400.00	200.00	2,400.00		
PHILHEALTH Contributions	1,630.00	25.45	1,629.46	0.54	
ECC Contributions	3,364.00	297.67	3,363.69	0.31	
	941,907.00	67,628.69	941,905.35	1.65	
<b>Sub-total</b>	<b>55,774,403.00</b>	<b>4,809,730.70</b>	<b>55,746,724.39</b>	<b>27,678.61</b>	
Certified Correct:		Submitted by:			
NORBERTO P. ALMARZA Administrative Officer V Date:		COMMO RICHARD U. RITUAL PMMA President Date:			

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P/A/P / ALLOTMENT CLASS / OBJECT (1)	Allotment (2)	Obligations Incurred		Unobligated Allotment (5)=(2)-(4)	(6)
		(3)	(4)		
<b>CURRENT YEAR</b>					
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>					
<b>I. GENERAL ADMINISTRATION AND SUPPORT</b>					
a. General Administration and Support Services					
Travelling Expenses - Local	928,362.00	7300	928,361.47	0.53	
Training Expenses	97,672.00	3,600.00	97,671.05	0.95	
Office Supplies Expenses	964,200.00		964,199.18	0.82	
Accountable Forms Expenses	35,425.00		35,425.00		
Gasoline, Oil and Lubricants Expenses	1,781,207.00	(39,730.00)	1,781,206.87	0.13	
Other Supplies Expenses	1,037,243.00		1,037,242.04	0.96	
Electricity Expenses	6,903,852.00		6,903,851.37	0.63	
Postage and Deliveries	18,085.00		18,085.00		
Telephone Expenses - Landline	228,600.00	21,996.75	228,599.15	0.85	
Telephone Expenses - Mobile	174,955.00		174,954.32	0.68	
Internet Expenses	4,728.00		4,727.02	0.98	
Cable, Satellite and Radio Expenses	28,152.00		28,152.00		
Membership Dues & Contributions to Organizations	45,000.00		45,000.00		
Advertising Expenses	22,750.00		22,750.00		
Printing and Binding Expenses	24,108.00		24,108.00		
Rent Expenses	15,600.00		15,600.00		
Representation Expenses	109,506.00		109,505.38	0.62	
Transportation and Delivery Expenses	380.00		380.00		
Subscription Expenses	12,360.00		12,360.00		
Auditing Services (COA)	114,741.00		114,741.00		
Consultancy Services	120,000.00		120,000.00		
General Services	17,500.00		17,500.00		
Janitorial Services	921,669.00		921,668.91	0.09	
Security Services	2,596,595.00	235,557.08	2,596,594.20	0.80	
Other Professional Services	609,880.00		609,879.32	0.68	
Repair and Maintenance - Land Improvements	103,826.00		103,826.00		
Repair and Maintenance - Office Buildings	13,350.00	3,538.00	13,349.75	0.25	
Repair and Maintenance - Office Equipment	89,262.00		89,262.00		
Repair and Maintenance - IT Equipment & Software	26,934.00		26,934.00		
Repair and Maintenance - Other Machinery&Eqpt.	23,514.00		23,514.00		
Repair and Maintenance - Motor Vehicles	628,348.00		628,347.80	0.20	
Repair and Maintenance - Artesian Wells, Reservoirs, Pumping Stations, etc.	40,540.00		40,540.00		
Extraordinary Expenses	35,914.00		35,913.06	0.94	
Miscellaneous Expenses	35,914.00		35,913.06	0.94	
Taxes, Duties and Licenses	47,746.00		47,745.60	0.40	
Fidelity Bond Premium	71,644.00		71,643.75	0.25	
Insurance Expenses	531,453.00		531,452.57	0.43	
Other Maintenance and Operating Expenses	340,845.00		340,844.44	0.56	
	18,801,860.00	232,261.83	18,801,847.31	12.69	

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		This Report  (3)	To Date  (4)		
<b>CURRENT YEAR BUDGET</b>					
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>					
<b>II. SUPPORT TO OPERATIONS</b>					
a. Auxiliary Services					
Travelling Expenses - Local	7,609.00		7,609.00	-	
Office Supplies Expenses	226.00	(1,561.25)	(61.25)	287.25	
Other Supplies Expenses	184,519.00	14,160.00	184,517.24	1.76	
General Services	159,849.00		159,849.00		
	<u>352,203.00</u>	<u>12,598.75</u>	<u>351,913.99</u>	<u>289.01</u>	
<b>III. OPERATIONS</b>					
a. Advanced Education Services					
Travelling Expenses - Local	55,382.00		55,382.00	-	
Office Supplies Expenses	19,696.00		19,695.50	0.50	
Other Supplies Expenses	5,016.00		5,016.00		
Water Expenses	1,582.00		1,582.00		
Telephone Expenses - Landline	1,200.00		1,200.00		
Telephone Expenses - Mobile	4,520.00		4,520.00		
Internet Expenses	8,776.00		8,775.29	0.71	
Representation Services	38,500.00		38,500.00		
Subscription Expenses	510.00		510.00		
Janitorial Services	51,918.00		51,917.55	0.45	
Other Maintenance and Operating Expenses	644.00		644.00		
	<u>187,744.00</u>	<u>0.00</u>	<u>187,742.34</u>	<u>1.66</u>	
b. Higher Education Services					
Travelling Expenses - Local	280,815.00	1,166.18	280,814.54	0.46	
Training Expenses	104,200.00	1,200.00	104,200.00		
Office Supplies Expenses	61,609.00		61,608.61	0.39	
Food Supplies Expenses	20,310,501.00	36,860.00	20,310,500.98	0.02	
Textbooks and Instructional Materials Expenses	17,043.00		17,043.00		
Military and Police Supplies Expenses	50,260.00		50,260.00		
Other Supplies Expenses	370,402.00		370,401.90	0.10	
Cooking Gas Expenses	874,084.00		874,084.00		
Telephone Expenses - Landline	30,876.00	2,478.00	30,875.34	0.66	
Internet Expenses	10,385.00		10,384.28	0.72	
Printing and Binding Expenses	3,430.00		3,430.00		
Representation Expenses	84,000.00		84,000.00		
Subscription Expenses	113,160.00	3,230.00	113,160.00		
General Services	12,960.00		12,960.00		
Janitorial Services	30,581.00		30,580.56	0.44	
Other Professional Services	633,212.00	3,882.00	633,211.99	0.01	
Taxes, Duties and Licenses	1,405.00		1,405.00		
	<u>22,988,923.00</u>	<u>48,816.18</u>	<u>22,988,920.20</u>	<u>2.80</u>	

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		This Report  (3)	To Date  (4)		
<b>CURRENT YEAR BUDGET</b>					
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>					
c. Research Services					
Travelling Expenses - Local	55,750.00		55,750.00		
Training Expenses	19,600.00		19,600.00		
Office Supplies Expenses	40,242.00		40,241.82	0.18	
Drugs and Medicines Expenses	1,177.00		1,176.85	0.15	
Other Supplies Expenses	7,214.00		7,213.50	0.50	
Water Expenses	10,285.00		10,284.39	0.61	
Electricity Expenses	7,338.00		7,337.50	0.50	
Postage and Deliveries	35.00		35.00		
Telephone Expenses - Landline	16,564.00	1,099.68	16,563.52	0.48	
Internet Expenses	3,000.00		3,000.00		
Cable, Satellite, Telegraph & Radio Expenses	5,550.00		5,550.00		
Printing and Binding Expenses	178.00		178.00		
Representation Expenses	28,000.00		28,000.00		
Subscription Expenses	7,628.00		7,628.00		
General Expenses	1,500.00		1,500.00		
Other Professional Services	83,542.00		83,541.07	0.93	
Repair and Maintenance - Office Equipment	1,470.00		1,470.00		
Repair and Maintenance - IT Equipment	800.00		800.00		
Taxes, Duties and Licenses	7,994.00		7,993.39	0.61	
	<u>297,867.00</u>	<u>1,099.68</u>	<u>297,863.04</u>	<u>3.96</u>	
<b>Sub-total</b>	<b><u>42,628,597.00</u></b>	<b><u>294,776.44</u></b>	<b><u>42,628,286.88</u></b>	<b><u>310.12</u></b>	
Certified Correct:		Submitted by:			
NORBERTO P. ALMARZA Administrative Officer V Date:		COMMO RICHARD U. RITUAL PMMA President Date:			

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<b>CURRENT YEAR BUDGET</b>					
<b>CAPITAL OUTLAY</b>					
<b>Sub-total</b>	-	-	-	-	
<b>TOTAL</b>	<b>98,403,000.00</b>	<b>5,104,507.14</b>	<b>98,375,011.27</b>	<b>27,988.73</b>	
Certified Correct:			Submitted by:		
NORBERTO P. ALMARZA Administrative Officer V Date:			COMMO RICHARD U. RITUAL PMMA President Date:		

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		This Report  (3)	To Date  (4)		
<b>SPECIAL PURPOSE FUNDS</b>					
<b>Miscellaneous Personnel Benefits Fund</b>					
<b>Personal Services</b>					
<b>I. GENERAL ADMINISTRATION AND SUPPORT</b>					
<b>a. General Administration and Support Services</b>					
Salaries and Wages - 3rd Tranche	1,486,800.00	123,900.00	1,486,800.00	-	
Uniform/Clothing Allowance	56,000.00		56,000.00	-	
Mid-Year Bonus	95,090.00		95,090.00	-	
Life and Retirement Insurance Contributions	127,296.00	10,608.00	127,296.00	-	
PHILHEALTH Contributions	5,505.00	632.25	5,505.00	-	
ECC Contributions	1,001.25	66.00	1,001.25	-	
Salaries and Wages - 4TH Tranche	603,500.00	85,706.00	603,500.00	-	
Year End Bonus	122,694.00		122,694.00	-	
Life and Retirement Insurance Contributions	59,000.00	5,554.19	59,000.00	-	
PHILHEALTH Contributions	16,000.00	4,704.00	16,000.00	-	
ECC Contributions	500.00	23.02	500.00	-	
Performance Enhancement Incentive (PEI)	280,000.00	280,000.00	280,000.00	-	
	<u>2,853,386.25</u>	<u>511,193.46</u>	<u>2,853,386.25</u>	-	
<b>a. Auxiliary Services</b>					
Salaries and Wages - 3rd Tranche	424,800.00	35,400.00	424,800.00	-	
Uniform/Clothing Allowance	55,000.00		55,000.00	-	
Mid-Year Bonus	70,800.00		70,800.00	-	
Life and Retirement Insurance Contributions	101,832.00	8,486.00	101,832.00	-	
PHILHEALTH Contributions	4,400.00	1,506.84	4,400.00	-	
ECC Contributions	799.00		799.00	-	
Salaries and Wages - 4TH Tranche	482,800.00	100,376.00	482,800.00	-	
Year End Bonus	25,569.00		25,569.00	-	
Life and Retirement Insurance Contributions	43,000.00	7,421.50	43,000.00	-	
PHILHEALTH Contributions	12,800.00	3,767.00	12,800.00	-	
ECC Contributions	775.00	28.24	775.00	-	
Performance Enhancement Incentive (PEI)	280,000.00	280,000.00	280,000.00	-	
	<u>1,502,575.00</u>	<u>436,985.58</u>	<u>1,502,575.00</u>	-	
<b>III. OPERATIONS</b>					
<b>a. Advanced Education Services</b>					
Salaries and Wages - 3rd Tranche	212,400.00	17,700.00	212,400.00	-	
Uniform/Clothing Allowance	3,000.00		3,000.00	-	
Mid-Year Bonus	8,905.00		8,905.00	-	
Life and Retirement Insurance Contributions	25,464.00	2,122.00	25,464.00	-	
PHILHEALTH Contributions	1,100.00	376.71	1,100.00	-	
ECC Contributions	202.25		202.25	-	
Salaries and Wages - 4TH Tranche	72,420.00	12,316.00	72,420.00	-	
Year End Bonus	17,337.00		17,337.00	-	
Life and Retirement Insurance Contributions	21,000.00	4,694.31	21,000.00	-	
PHILHEALTH Contributions	1,920.00	540.00	1,920.00	-	
ECC Contributions	134.00	22.50	134.00	-	
Performance Enhancement Incentive (PEI)	30,000.00	30,000.00	30,000.00	-	
	<u>393,882.25</u>	<u>67,771.52</u>	<u>393,882.25</u>	-	



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P/A/P / ALLOTMENT CLASS / OBJECT OF EXPENDITURE  (1)	Allotment Received  (2)	Obligations Incurred		Unobligated Balance of Allotment (5)=(2)-(4)  (6)	Remarks
		This Report  (3)	To Date  (4)		
<b>SPECIAL PURPOSE FUNDS</b>					
<b>Miscellaneous Personnel Benefits Fund</b>					
<b>Personal Services</b>					
b. Higher Education Services					
Salaries and Wages - 3rd Tranche	1,995,560.00	165,808.57	1,995,560.00	-	
Uniform/Clothing Allowance	52,000.00		52,000.00	-	
Mid-Year Bonus	176,175.00		176,175.00	-	
Life and Retirement Insurance Contributions	239,132.00	19,770.00	239,132.00	-	
PHILHEALTH Contributions	10,334.00	3,544.71	10,334.00	-	
ECC Contributions	1,877.15		1,877.15	-	
Salaries and Wages - 4TH Tranche	1,207,000.00	160,043.31	1,207,000.00	-	
Year End Bonus	172,500.00		172,500.00	-	
Life and Retirement Insurance Contributions	161,000.00	30,481.56	161,000.00	-	
PHILHEALTH Contributions	32,000.00	9,567.00	32,000.00	-	
ECC Contributions	551.00	60.00	551.00	-	
Performance Enhancement Incentive (PEI)	400,000.00	400,000.00	400,000.00	-	
	<u>4,448,129.15</u>	<u>789,275.15</u>	<u>4,448,129.15</u>	-	
c. Research Services					
Salaries and Wages - 3rd Tranche	127,440.00	10,620.00	127,440.00	-	
Uniform/Clothing Allowance	2,000.00		2,000.00	-	
Mid-Year Bonus	4,030.00		4,030.00	-	
Life and Retirement Insurance Contributions	15,276.00	1,273.00	15,276.00	-	
PHILHEALTH Contributions	661.00	225.42	661.00	-	
ECC Contributions	120.35		120.35	-	
Salaries and Wages - 4TH Tranche	48,280.00	7,835.00	48,280.00	-	
Year End Bonus	6,900.00		6,900.00	-	
Life and Retirement Insurance Contributions	5,000.00	49.56	5,000.00	-	
PHILHEALTH Contributions	1,280.00	352.00	1,280.00	-	
ECC Contributions	40.00		40.00	-	
Performance Enhancement Incentive (PEI)	15,000.00	15,000.00	15,000.00	-	
	<u>226,027.35</u>	<u>35,354.98</u>	<u>226,027.35</u>	-	
Sub-total	<u>9,424,000.00</u>	<u>1,840,580.69</u>	<u>9,424,000.00</u>	-	
<b>Pension and Gratuity Fund</b>					
<b>I. GENERAL ADMINISTRATION AND SUPPORT</b>					
a. General Administration and Support Services					
Terminal Leave	368,033.00		368,031.86	1.14	
	<u>368,033.00</u>		<u>368,031.86</u>	<u>1.14</u>	
<b>II. SUPPORT TO OPERATIONS</b>					
a. Auxiliary Services	54,222.00		54,221.16	0.84	
	<u>54,222.00</u>		<u>54,221.16</u>	<u>0.84</u>	

**STATEMENT OF ALLOTMENTS, OBLIGATIONS AND BALANCES**  
**As of December, FY 2012**  
**(In Pesos)**

**Department** : STATE UNIVERSITIES AND COLLEGES  
**Agency/OU** : PHILIPPINE MERCHANT MARINE ACADEMY  
**Fund** : 101

P/A/P / ALLOTMENT CLASS / OBJECT OF EXPENDITURE  (1)	Allotment Received  (2)	Obligations Incurred		Unobligated Balance of Allotment (5)=(2)-(4)  (6)	Remarks
		This Report  (3)	To Date  (4)		
<b>Pension and Gratuity Fund</b>					
<b>III. OPERATIONS</b>					
a. Advanced Education Services	-	-	-	-	
b. Higher Education Services	432,070.00	432,070.89	432,070.89	(0.89)	
Sub-total	<b>854,325.00</b>	-	<b>854,323.91</b>	<b>1.09</b>	
<b>Contingent Fund</b>					
Maintenance and Other Operating Expenses	-	-	-	-	
Sub-total	-	-	-	-	
Capital Outlay	-	-	-	-	
Sub-total	-	-	-	-	
<b>TOTAL</b>	<b>10,278,325.00</b>	<b>1,840,580.69</b>	<b>10,278,323.91</b>	<b>1.09</b>	
<b>PRIOR YEAR'S BUDGET (CONTINUING APPRO.)</b>					
Personal Services	-	-	-	-	
Sub-total	-	-	-	-	
Maintenance and Other Operating Expenses	-	-	-	-	
Sub-total	-	-	-	-	
Capital Outlay	-	-	-	-	
Buildings and Structures Outlay	-	-	-	-	
Sub-total	-	-	-	-	
<b>TOTAL</b>	-	-	-	-	
<b>GRAND TOTAL</b>	<b>108,681,325.00</b>	<b>6,945,087.83</b>	<b>108,653,335.18</b>	<b>27,989.82</b>	

Certified Correct:	Submitted by:
NORBERTO P. ALMARZA Administrative Officer V Date:	COMMO RICHARD U. RITUAL PMMA President Date: