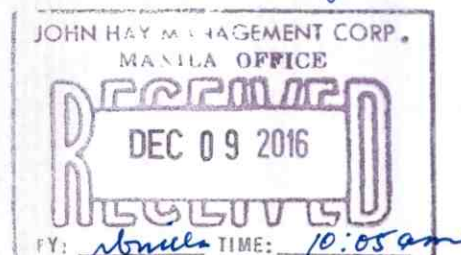


01 December 2016

JAMIE ELOISE M. AGBAYANI, M.D.
President and CEO
John Hay Management Corporation
John Hay Special Economic Zone
Baguio City



John Hay Management Corporation

a member of the BCDA Group



OPCEO-IN-2016-1160

Dear **Dr. Agbayani**:

We are pleased to inform you that on 10 November 2016, the BCDA Board of Directors approved your 2017 budget in the amount of **ONE HUNDRED SIXTY ONE MILLION EIGHT HUNDRED THIRTY TWO THOUSAND ONE HUNDRED FORTY NINE PESOS (Php161,832,149.00)** broken down as follows:

Particulars	Amount	Remarks
Estate Management Fee	69,915,149	Funded by BCDA
Legal & Regulatory	3,175,000	Funded by JHMC
Land Related Cost	88,742,000	Funded by BCDA
TOTAL	161,832,149	

The approval of the 2017 budget is subject to the following conditions:

1. The BCDA-approved budget should be approved by the JHMC Board prior to its implementation;
2. All expenditures should be disbursed within the approved budget. Supplemental and realignments of budgets within the same expenditure group maybe allowed subject to the provisions of BCDA Financial Policy No. 503-1;
3. Budget for Personal Services should not be realigned to any expense items, and vice-versa. Any change in the organizational structure that has present or future financial impact or increase in compensation package shall require BCDA and GCG's written approval prior to its implementation pursuant to Section 7 of Financial Policy No. 103-2 and RA 10149;
4. Implementation of Performance Based Bonus shall be subject to GCG approval;
5. The approved budget shall be released based on the provisions of the Performance Agreement dated 01 October 2012 and BCDA Financial Policy No. 504-1;
6. Authority to Purchase should first be secured from the Office of the President thru the Department of Budget and Management prior to the acquisition of motor vehicles;

Agbayani

7. Payment for outstanding obligations shall be allowed provided the obligations had been previously budgeted, approved for implementation and contracted prior to CY2017 budget year; and
8. Disbursement of the budget should be in accordance with the government budgetary, accounting and auditing rules and regulations.

We are enclosing your 2017 approved budget for your reference.

Thank you.

Very truly yours,


VIVENCIO B. DIZON
President and CEO



In replying, please refer to this number



CB2016-1168

John

JOHN HAY MANAGEMENT CORPORATION

SUMMARY

Budget Year 2017

Particulars	2017				2016	Variance	
	Estate Management Fee	Legal and Regulatory	Land Related Cost	Total	Approved Budget	Inc (Dec)	%
Personnel Services	32,205,696			32,205,696	30,327,711	1,877,985	6.2%
Maintenance & Other Operating Expenses	28,742,453	2,675,000	45,987,000	77,404,453	77,781,289	(376,836)	-0.5%
BOD Expenses	7,362,000			7,362,000	7,362,000		
Capital Outlay	1,605,000	500,000	42,755,000	44,860,000	14,416,287	30,443,713	211.2%
Total	69,915,149	3,175,000	88,742,000	161,832,149	129,887,287	31,944,862	24.6%



Annex I
JOHN HAY MANAGEMENT CORPORATION
Personal Services
Budget Year 2017

Position	No.	Job Level	Step	Monthly Rate	Basic Salary	FIXED EXPENDITURES					Total Fixed Expenditures	Total
						Total Compensation	SSS	HDMF	PHIC	ECC		
President & CEO	1	15	5	95,162	1,085,957	1,924,319	14,144	1,200	5,250	360	20,954	1,945,273
Vice President & COO	1	14	1	52,614	631,372	1,020,954	14,144	1,200	5,250	360	20,954	1,041,909
Administrative Services Manager	1	12	1	34,391	412,697	742,722	14,144	1,200	5,100	360	20,804	763,527
Business Development Manager	1	12	1	34,391	412,697	742,722	14,144	1,200	5,100	360	20,804	763,527
Environment & Asset Management Manager	1	12	2	37,779	419,473	757,893	14,144	1,200	5,125	360	20,829	778,723
Legal Manager	1	12	3	41,507	498,084	845,742	14,144	1,200	5,250	360	20,954	866,696
Finance Manager	1	12	1	34,391	412,697	742,722	14,144	1,200	5,100	360	20,804	763,527
SEZ / OSAC Manager	1	12	2	37,779	449,964	788,385	14,144	1,200	5,238	360	20,942	809,327
Safety and Security Manager	1	12	1	34,391	412,697	742,722	14,144	1,200	5,100	360	20,804	763,527
Land & Asset Development Manager	1	11	1	27,842	334,101	616,696	14,144	1,200	4,050	360	19,754	636,450
Environment Manager	1	11	3	33,573	402,872	699,667	14,144	1,200	4,950	360	20,654	720,322
Internal Audit Manager	1	11	1	27,842	334,101	616,696	14,144	1,200	4,050	360	19,754	636,450
Assistant Legal Manager	1	11	1	27,842	334,101	616,696	14,144	1,200	4,050	360	19,754	636,450
Corporate Planning Manager	1	11	1	27,842	334,101	616,696	14,144	1,200	4,050	360	19,754	636,450
Project Manager	1	11	3	33,573	380,350	677,146	14,144	1,200	4,669	360	20,373	697,519
Human Resource Manager	1	11	1	27,842	334,101	616,696	14,144	1,200	4,050	360	19,754	636,450
ICT Manager	1	11	1	27,842	334,101	616,696	14,144	1,200	4,050	360	19,754	636,450
General Services Manager	1	11	2	30,570	342,285	631,640	14,144	1,200	4,163	360	19,867	651,507
Accountant	1	11	2	30,570	364,109	653,464	14,144	1,200	4,463	360	20,167	673,630
Civil/ Structural Engineer	1	10	2	24,764	297,166	572,132	14,144	1,200	3,600	360	19,304	591,437
Budget Officer	1	10	2	24,764	297,166	572,132	14,144	1,200	3,600	360	19,304	591,437
Business Devt. & Marketing Officer	1	10	1	22,568	270,819	540,345	14,144	1,200	3,300	360	19,004	559,349
Environment Officer	1	10	3	27,182	326,178	607,136	14,144	1,200	4,050	360	19,754	626,891
Human Resource Officer	1	10	1	22,568	270,819	540,345	14,144	1,200	3,300	360	19,004	559,349
ICT Officer	1	10	1	22,568	270,819	540,345	14,144	1,200	3,300	360	19,004	559,349
Land & Asset Development Officer	1	10	1	22,568	270,819	540,345	14,144	1,200	3,300	360	19,004	559,349
Community Relations Officer	1	10	1	22,568	270,819	540,345	14,144	1,200	3,300	360	19,004	559,349
Customs Compliance Officer	1	10	3	27,182	311,672	592,630	14,144	1,200	3,825	360	19,529	612,159
Treasury & Investment Officer	1	10	3	27,182	326,178	607,136	14,144	1,200	4,050	360	19,754	626,891
Project Mgmt. Officer/Electrical Engr.	1	10	2	24,764	297,166	572,132	14,144	1,200	3,600	360	19,304	591,437
Legal Researcher and Investigation Specialist	1	10	1	22,568	270,819	540,345	14,144	1,200	3,300	360	19,004	559,349
Procurement Officer	1	10	2	24,764	294,970	569,937	14,144	1,200	3,575	360	19,279	589,216
Safety and Security Officer	1	10	2	24,764	294,970	569,937	14,144	1,200	3,575	360	19,279	589,216
Executive Assistant (OPCEO)	1	9	1	18,327	219,923	416,931	14,144	1,200	2,700	360	18,404	435,336
Property Custodian	1	9	2	20,093	241,111	444,613	14,144	1,200	3,000	360	18,704	463,318
Board Secretary	1	9	2	20,093	241,111	444,613	14,144	1,200	3,000	360	18,704	463,318
Business Devt. & Marketing Assistant	1	8	1	14,920	179,045	363,523	13,260	1,200	2,100	360	16,920	380,443
Cashier	1	8	3	17,900	214,802	410,240	14,144	1,200	2,550	360	18,254	428,494
Executive Assistant	1	8	1	14,920	179,045	363,523	13,260	1,200	2,100	360	16,920	380,443
Finance Analyst	1	8	2	16,338	196,061	385,755	14,144	1,200	2,400	360	18,104	403,859
Human Resource Assistant	1	8	1	14,920	179,045	363,523	13,260	1,200	2,100	360	16,920	380,443
ICT Specialist	1	8	3	17,900	205,431	399,932	14,144	1,200	2,475	360	18,179	418,112
Internal Audit Assistant	1	8	2	16,338	181,172	369,377	13,675	1,200	2,138	360	17,373	386,750
Assistant Board Secretary	1	8	1	14,920	179,045	363,523	13,260	1,200	2,100	360	16,920	380,443
Record Management Specialist	1	8	2	16,338	196,061	385,755	14,144	1,200	2,400	360	18,104	403,859
Custom Compliance Assistance	1	8	2	16,338	196,061	385,755	14,144	1,200	2,400	360	18,104	403,859
Supply Assistant	1	7	2	13,326	157,642	336,029	11,833	1,200	1,925	120	15,078	351,107
Labor Center Processor	1	7	1	12,191	146,296	320,737	10,608	1,200	1,800	120	13,728	334,465
Clerk-Corporate Planning	1	6	1	10,159	121,906	288,871	8,840	1,200	1,500	120	11,660	300,531
OSAC Processor	1	6	2	11,080	131,121	301,292	9,696	1,200	1,625	120	12,641	313,933
Plant Nursery Assistant II	1	6	3	12,098	145,182	319,281	10,608	1,200	1,800	120	13,728	333,009
Ticketing Clerk	1	6	1	10,159	121,906	288,871	8,840	1,200	1,500	120	11,660	300,531
Driver	1	6	2	11,080	132,965	303,319	9,724	1,200	1,650	120	12,694	316,013
Driver	1	6	6	15,836	190,029	377,874	14,144	1,200	2,250	360	17,954	395,828
Driver	1	6	3	12,098	145,182	319,281	10,608	1,200	1,800	120	13,728	333,009
Facilities & Maintenance	1	6	2	11,080	132,965	303,319	9,724	1,200	1,650	120	12,694	316,013
Cottage Attendant I	1	5	6	13,122	157,462	335,325	11,492	1,200	1,950	120	14,762	350,087
Total	56			-	16,490,806	31,166,778	762,754	68,400	189,644	18,120	1,038,918	32,205,696

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Annex II
JOHN HAY MANAGEMENT CORPORATION
Maintenance & Other Operating Expenses
Budget Year 2017

PARTICULARS	2017				2016	Increase (Dec)	
	Estate Management Fee	Legal and Regulatory	Land Related Cost	Total	Approved Budget	Amount	%
Travelling Expenses	2,500,000			2,500,000	2,200,000	300,000	14%
Travelling Expenses - BOD	800,000			800,000	800,000		
Communication Expenses	950,000			950,000	900,000	50,000	6%
Repairs & Maintenance							
Building & Facilities	260,000	485,000	880,000	1,625,000	1,690,000	(65,000)	-4%
Furnitures, Fixtures & Equipment	492,000		100,000	592,000	300,000	292,000	97%
Motor Vehicles	1,000,000			1,000,000	900,000	100,000	11%
Supplies and Materials							
Office Supplies & Materials	2,100,000		100,000	2,200,000	2,150,000	50,000	2%
Gas, Oil & Lubricants	1,200,000			1,200,000	1,400,000	(200,000)	-14%
Rent Expense	5,000			5,000	10,000	(5,000)	-50%
Water & Illumination	340,000	650,000	100,000	1,090,000	1,220,000	(130,000)	-11%
Auditing Services	2,000,000			2,000,000	2,203,000	(203,000)	-9%
Training & Personnel Development	2,400,000			2,400,000	1,650,000	750,000	45%
Representation Expense	1,200,000			1,200,000	1,600,000	(400,000)	-25%
Meal Expenses - BOD	600,000			600,000	600,000		
Extraordinary & Misc. Expenses				-			
Subscription Fees	65,000		5,000	70,000	70,000		
Membership Fees	15,000			15,000	15,000		
Taxes Duties & Fees	120,000			120,000	988,150	(868,150)	-88%
Marketing and Advertising Expense	1,118,453	500,000	500,000	2,118,453	2,555,139	(436,686)	-17%
Fidelity Bonds Insurance Premiums				-			
Insurance Premiums	20,000	40,000		60,000	50,000	10,000	20%
Car Insurance & Registration	150,000			150,000	220,000	(70,000)	-32%
Fidelity Bond	80,000			80,000	30,000	50,000	167%
Other Services				-			
Security Services	1,605,000		33,895,000	35,500,000	36,000,000	(500,000)	-1%
Barangay Segregation			1,200,000	1,200,000	1,453,000	(253,000)	-17%
Legal Services	500,000		1,200,000	1,700,000	1,300,000	400,000	31%
Professional Services	3,000,000		280,000	3,280,000	3,010,000	270,000	9%
Environment/Sanitary Services			4,797,000	4,797,000	2,460,000	2,337,000	95%
R.A. 9400 (Congressional Hearings)			200,000	200,000	500,000	(300,000)	
DOLF for JHMC Management	1,000,000			1,000,000		1,000,000	
Public Relations Program			1,000,000	1,000,000	2,200,000	(1,200,000)	-55%
General Services	172,000	300,000	830,000	1,302,000	1,142,000	160,000	14%
Janitorial Expenses	900,000	700,000		1,600,000	1,120,000	480,000	43%
Corporate Social Responsibility	300,000		400,000	700,000	830,000	(130,000)	
Consultancy Services				-	2,600,000	(2,600,000)	-100%
Government Quality Management System Standards	1,000,000			1,000,000	1,000,000		
Printing and Binding	450,000			450,000	365,000	85,000	23%
Scout Barrio Housing Program				-			
Planning Expenses	400,000			400,000	400,000		
Gender and Development	1,000,000			1,000,000	1,000,000		
National Commission of Indigineous People			200,000	200,000	200,000		
Miscellaneous Expenses	1,000,000		300,000	1,300,000	650,000	650,000	100%
GRAND TOTAL	28,742,453	2,675,000	45,987,000	77,404,453	77,781,289	(376,836)	0%

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Annex III

JOHN HAY MANAGEMENT CORPORATION

BOD Expenses

Budget Year 2017

Particulars	Computation	2017 Approved Budget	2016 Approved Budget	Variance	
				Inc (Dec)	% Inc (Dec)
I. Per Diems					
Per Diems - BOD Members	Php5,000 x 2 meetings x 12 mos x 10 BOD	1,200,000	1,200,000		
Per Diem - BOD Chairman	Php5,000 x 1.20% x 2 meetings x 12 mos	144,000	144,000		
Per Diem - Committee Meetings	Php3,000 x 2 meetings x 12 mos x 11 BOD	792,000	792,000		
Per Diem-Corporate Secretary	Php5,000 x 2 meetings x 12 months	120,000	120,000		
II. Other Expenses					
Transportation Expenses	Php10,000 x 12 mos x 11 BOD	1,320,000	1,320,000		
Representation Expenses	Php10,000 x 12 mos x 11 BOD	1,320,000	1,320,000		
Communication Expenses	Php2,500 x 12 mos x 11 BOD	330,000	330,000		
Performance-Based Incentive		2,136,000	2,136,000		
Total		7,362,000	7,362,000	-	



Annex IV
JOHN HAY MANAGEMENT CORPORATION
Capital Outlays
Budget Year 2017

Item	Quantity	Unit	Unit Cost	Estate Management	Legal and Regulatory	Land Related Cost	Total
A. Office Equipment, Furniture & Fixture							
Warehouse for the CCA	1	unit	500,000		500,000		500,000
Welding Set	1	unit	50,000			50,000	50,000
Sub-total				-	500,000	50,000	550,000
B. IT Equipment and Software							
Information System	1	unit	1,000,000	1,000,000			1,000,000
Update of the ArcGIS Software	1	unit	250,000			250,000	250,000
Integrated Audio System	1	unit	250,000	250,000			250,000
Laptops	5	units	40,000	120,000		80,000	200,000
Scanner	1	unit	80,000	80,000			80,000
Digital Projector	1	unit	80,000	80,000			80,000
Laser Printer	1	unit	40,000	40,000			40,000
Barcode Printer	1	unit	35,000	35,000			35,000
Sub-total				1,605,000		330,000	1,935,000
C. Capital Expenditure Projects							
JHMC Office Building and Customs Clearance Area							
Civil Works						21,000,000	21,000,000
Construction Management Services						2,000,000	2,000,000
Detailed Engineering Design						1,000,000	1,000,000
Rehabilitation of VOA Loghomes						10,000,000	10,000,000
Rehabilitation of the Bell House						2,500,000	2,500,000
Installation of Solar-Powered Streetlights at JHSEZ						2,475,000	2,475,000
Sub-total				-		38,975,000	38,975,000
D. Motor Vehicle	2	unit	1,700,000			3,400,000	3,400,000
Total				1,605,000	500,000	42,755,000	44,860,000

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