Incomplete

Structure of Submission

QUARTER 2 Performance Report

Summary of Vote Performance

Cumulative Progress Report for Projects and Programme

Quarterly Progress Report for Projects and Programmes

QUARTER 3: Workplans for Projects and Programmes

QUARTER 4: Cash Request

Submission Checklist

PLEASE NOTE: This submission is incomplete. If submitted in it's current form, then all vote transactions on the IFMS will be stopped after the submission deadline and future releases will be withheld until a complete submission is received. Only in circumstances of force majeure may sanctions be waived. Refer to the submission checklist at the end of this report for details of the gaps in the submission

Incomplete

HALF-YEAR: Highlights of Vote Performance

V1: Summary of Issues in Budget Execution

This section provides an overview of Vote expenditure

(i) Snapshot of Vote Releases and Expenditures

Table V1.1 below summarises cumulative releases and expenditures by the end of the quarter:

Table V1.1: Overview of Vote Expenditures (UShs Billion)

(i) Excluding	Arrears, Taxes	Approved Budget	Released by End	Spent by End Dec	% Budget Released	% Budget Spent	% Releases
	Wage	1.027	0.388	0.322	37.8%	31.3%	82.9%
Recurrent	Non Wage	4.049	2.071	2.101	51.2%	51.9%	101.4%
Development	GoU	0.653	0.613	0.007	93.9%	1.0%	1.1%
	t Donor*	0.993	0.000	0.000	0.0%	0.0%	N/A
	GoU Total	5.729	3.072	2.429	53.6%	42.4%	79.1%
Total GoU+D	onor (MTEF)	6.721	3.072	2.429	45.7%	36.1%	79.1%
(ii) Arrears	Arrears	0.000	0.000	0.000	N/A	N/A	N/A
and Taxes	Taxes**	0.304	0.000	0.000	0.0%	0.0%	N/A
	Total Budget	7.025	3.072	2.429	43.7%	34.6%	79.1%

The table below shows cumulative releases and expenditures to the Vote by Vote Function:

Table V1.2: Releases and Expenditure by Vote Function*

Billion Uganda Shillings	Approved Budget	Released	Spent	% Budget Released	% Budget Spent	% Releases Spent
VF:0752 Education Personnel Policy and Management	6.72	3.07	2.43	45.7%	36.1%	79.1%
Total For Vote	6.72	3.07	2.43	45.7%	36.1%	79.1%

^{*} Excluding Taxes and Arrears

(ii) Matters to note in budget execution

-Freeze on fresh recruitments, this limits the Commission to only recruitments for replacements and filling vacant positions for established structures.-Delay in approvals from Accountant General's Office for purchases

Table V1.3: High Unspent Balances and Over-Expenditure in the Domestic Budget (Ushs Bn)

(i) Major unpsen	t balances
Programs and Pro	jects
0.61Bn Shs	Programme/Project: 0363 Education Service Commission
Reason:	
(ii) Expenditures	in excess of the original approved budget
* Excluding Taxes	and Arrears

V2: Performance Highlights

Incomplete

HALF-YEAR: Highlights of Vote Performance

This section provides highlights of output performance, focusing on key outputs and actions impelemented to improve section performance.

Table V2.1: Key Vote Output Indicators and Expenditures*

Vote, Vote Function Key Output	Approved Budget and Planned outputs	Cumulative Expenditure and Performance	Status and Reasons for any Variation from Plans
Vote Function: 0752 Educa	tion Personnel Policy and M	<i>Management</i>	
Output: 075201	Management of Education	Service Personnel	
Description of Performance: Performance Indicators:		Appointed: 27 Min of Educ & Sports Headquarters 57 Dep't of Teacher Instruct Educ and Training 15 National Teacher College Support staff 351 BTVET 13 Kampala Capital City Authority (KCCA) 2 Accreated promotion 1 Transfer Within Service Confirmed: 2704 Confirmed in service Validated 4,323 Validated 8 Posthumous Confirmation 3 Posthumous Appointment 27 Granted Study Leave 1 Retirement on Medical Grounds 1-Appeal against Retiremen Public Interest 1 Withdrwal of offer of Appointment on Promotion 6 Disciplinary cases handled 1 Reinstatement in Service 96 Corrigenda	es' s t in
	5000	7504	
No. of personnel recruited, Output Cost	5000 : UShs Bn:	7504 3.101 UShs Bn:	1.458 % Budget Spent: 47.0%
Vote Function Cost	UShs Bn:		1.458 % Budget Spent: 47.0% 2.429 % Budget Spent: 36.1%
Cost of Vote Services:	UShs Bn:		2.429 % Budget Spent: 36.1% 36.1 %

^{*} Excluding Taxes and Arrears

Table V2.2: Implementing Actions to Improve Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
Vote: 132 Education Service Commission		
Vote Function: 07 52 Education Personnel	Policy and Management	
Increase of motivation for personnel to work in these areas like implementation of the Teachers' Scheme of Service in all Post Primary Institutions.	Increase of motivation for personnel to work in these areas like implementation of the Teachers' Scheme of Service in all Post Primary Institutions.	No noteworthy variation
Vote: 132 Education Service Commission		

⁻The Commission's efforts have been geared towards Confirmation and Validation of personnel in the Education Service.

Incomplete

HALF-YEAR: Highlights of Vote Performance

Planned Actions:	Actual Actions:	Reasons for Variation
Vote Function: 07 52 Education Personnel	Policy and Management	
Immediate confirmation after probation to avoid back log	Immediate confirmation after probation to avoid back log	No noteworthy variation
cases.	cases.	
Mass	Mass	
confirmations to be conducted.	confirmations to be conducted.	
Monitoring & guidance to 112 districts and Municipalities. Establishment of Electronic Database Management System	Immediate confirmation after probation to avoid back log cases.	No noteworthy variation
at District Service Commissions	Mass	
	confirmations to be conducted.	

V3: Details of Releases and Expenditure

This section provides a comprehensive summary of the outputs delivered by the Vote and further details of Vote expenditures by Vote Function and Expenditure Item.

Table V3.1: GoU Releases and Expenditure by Output*

Billion Uganda Shillings	Approved Budget	Released	Spent	% GoU Budget	% GoU Budget	% GoU Releases
VIDAMES EL C. D. LD V. LD V.		2.05	2.42	Released	Spent	Spen
VF:0752 Education Personnel Policy and Management	5.73	3.07	2.43	53.6%	42.4%	79.1%
Class: Outputs Provided	5.08	2.46	2.42	48.5%	47.7%	98.5%
075201 Management of Education Service Personnel	3.10	1.48	1.46	47.8%	47.0%	98.4%
075202 Policy ,Monitoring, Evaluation and Research	0.17	0.09	0.09	49.9%	49.7%	99.6%
075203 Finance, Administration, Audit and Procurement	1.71	0.85	0.83	49.4%	48.8%	98.7%
075204 Internal Audit	0.02	0.01	0.01	49.8%	49.8%	100.0%
075205 Procurement Services	0.02	0.01	0.01	50.6%	47.6%	94.1%
075206 Information Science	0.06	0.03	0.03	49.6%	48.7%	98.1%
Class: Capital Purchases	0.65	0.61	0.01	93.9%	1.0%	1.1%
075272 Government Buildings and Administrative Infrastructure	0.04	0.00	0.00	0.0%	0.0%	N/A
075275 Purchase of Motor Vehicles and Other Transport Equipment	0.27	0.27	0.01	100.0%	2.5%	2.5%
075278 Purchase of Office and Residential Furniture and Fittings	0.35	0.34	0.00	98.6%	0.0%	0.0%
Total For Vote	5.73	3.07	2.43	53.6%	42.4%	79.1%

^{*} Excluding Taxes and Arrears

Table V3.2: 2012/13 GoU Expenditure by Item

Billion Uganda Shillings	Approved Budget	Releases	Expend- iture	% Budged Released	% Budget Spent	% Releases Spent
Output Class: Outputs Provided	5.08	2.46	2.42	48.5%	47.7%	98.5%
211101 General Staff Salaries	1.03	0.39	0.32	37.8%	31.3%	82.9%
211103 Allowances	0.49	0.24	0.24	49.9%	49.9%	100.0%
213001 Medical Expenses(To Employees)	0.05	0.03	0.01	50.0%	25.0%	50.0%
213002 Incapacity, death benefits and funeral expenses	0.00	0.00	0.00	50.0%	50.0%	100.0%
221001 Advertising and Public Relations	0.04	0.02	0.02	50.0%	44.0%	88.0%
221002 Workshops and Seminars	0.02	0.01	0.01	50.0%	50.0%	100.0%
221003 Staff Training	0.06	0.03	0.03	50.0%	50.0%	100.0%
221004 Recruitment Expenses	1.86	0.99	1.01	53.6%	54.3%	101.2%
221007 Books, Periodicals and Newspapers	0.00	0.00	0.00	50.0%	50.0%	100.0%
221008 Computer Supplies and IT Services	0.05	0.02	0.03	50.0%	52.3%	104.7%
221009 Welfare and Entertainment	0.06	0.03	0.03	49.6%	48.7%	98.2%
221011 Printing, Stationery, Photocopying and Binding	0.06	0.03	0.03	50.1%	49.3%	98.3%
221012 Small Office Equipment	0.01	0.00	0.00	50.0%	50.0%	100.0%
221016 IFMS Recurrent Costs	0.00	0.00	0.00	50.0%	0.0%	0.0%

Incomplete

HALF-YEAR: Highlights of Vote Performance

Billion Uganda Shillings	Approved Budget	Releases	Expend- iture	% Budged Released	% Budget Spent	% Releases Spent
222001 Telecommunications	0.04	0.02	0.02	50.0%	50.0%	100.0%
222002 Postage and Courier	0.01	0.00	0.00	50.0%	49.4%	98.9%
223003 Rent - Produced Assets to private entities	0.00	0.00	0.00	50.0%	25.1%	50.1%
223004 Guard and Security services	0.00	0.00	0.00	50.0%	27.7%	55.3%
223005 Electricity	0.02	0.01	0.01	50.0%	50.0%	100.0%
223006 Water	0.01	0.01	0.01	50.0%	50.0%	100.0%
224002 General Supply of Goods and Services	0.18	0.09	0.09	50.1%	51.5%	102.6%
225001 Consultancy Services- Short-term	0.06	0.03	0.03	50.2%	50.1%	99.9%
227001 Travel Inland	0.35	0.18	0.17	50.0%	50.0%	99.9%
227002 Travel Abroad	0.07	0.04	0.03	50.0%	48.3%	96.7%
227004 Fuel, Lubricants and Oils	0.27	0.13	0.12	46.3%	46.3%	99.9%
228001 Maintenance - Civil	0.01	0.01	0.00	50.0%	49.8%	99.7%
228002 Maintenance - Vehicles	0.33	0.15	0.19	46.9%	57.4%	122.3%
228003 Maintenance Machinery, Equipment and Furniture	0.01	0.01	0.00	50.0%	44.8%	89.7%
Output Class: Capital Purchases	0.96	0.61	0.01	64.1%	0.7%	1.1%
231004 Transport Equipment	0.27	0.27	0.01	100.0%	2.5%	2.5%
231006 Furniture and Fixtures	0.35	0.34	0.00	98.6%	0.0%	0.0%
231007 Other Structures	0.04	0.00	0.00	0.0%	0.0%	N/A
312206 Gross Tax	0.30	0.00	0.00	0.0%	0.0%	N/A
Grand Total:	6.03	3.07	2.43	50.9%	40.3%	79.1%
Total Excluding Taxes and Arrears:	5.73	3.07	2.43	53.6%	42.4%	79.1%

Table V3.3: GoU Releases and Expenditure by Project and Programme*

Table 13.3. Goe Releases and Expenditure by 110 jeet and 110gramme							
Billion Uganda Shillings	Approved	Released	Spent	%~GoU	%~GoU	%~GoU	
Bitton Oganaa Shittings	Budget			Budget	Budget	Releases	
				Released	Spent	Spent	
VF:0752 Education Personnel Policy and Management	5.73	3.07	2.43	53.6%	42.4%	79.1%	
Recurrent Programmes							
01 Headquarters	5.08	2.46	2.42	48.5%	47.7%	98.5%	
Development Projects							
0363 Education Service Commission	0.65	0.61	0.01	93.9%	1.0%	1.1%	
Total For Vote	5.73	3.07	2.43	53.6%	42.4%	79.1%	

^{*} Excluding Taxes and Arrears

Table V3.4: Donor Releases and Expenditure by Project and Programme*

Billion Uganda Shillings	Approved	Released	Spent	% GoU	% GoU	% GoU
Bittion Oganda Sittings	Budget			Budget	Budget	Releases
				Released	Spent	Spent
VF:0752 Education Personnel Policy and Management	0.99	0.00	0.00	0.0%	0.0%	N/A
Development Projects						
0363 Education Service Commission	0.99	0.00	0.00	0.0%	0.0%	N/A
Total For Vote	0.99	0.00	0.00	0.0%	0.0%	N/A

Spent

321,800

1,007,186

124,202

Vote: 132 Education Service Commission

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Item

211101 General Staff Salaries

221004 Recruitment Expenses

228002 Maintenance - Vehicles

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Outputs Provided

Output: 07 52 01 Management of Education Service Personnel

Annual Planned Outputs:

Appointment of 4,500 teaching and non-teaching personnel;

Validation of 2,000 secondary school teachers;

Confirmation and regularization of 2,000 appointments;

Granting study leave and reviewing disciplinary cases submitted by MoES;

Supervising and guiding 112 Districts on recruitment.

To recruit 500 personnel for Kampala Capital City Authority (KCCA).

Location at Education Service Commission.

Cumulatie Outputs Achieved by the end of the Quarter:

Appointed:

- 27 Min of Educ & Sports Headquarters
- 57 Dep't of Teacher Instructer Educ and Training
- 15 National Teacher Colleges' Support staff

351 BTVET

- 13 Kampala Capital City Authority (KCCA)
- 2 Accrerated promotion
- 1 Transfer Within Service

Confirmed:

2704 Confirmed in service

Validated

- 4.323 Validated
- **8 Posthumous Confirmation**
- 3 Posthumous Appointments
- 27 Granted Study Leave
- 1 Retirement on Medical Grounds
- 1-Appeal against Retirement in Public Interest
- 1 Withdrwal of offer of Appointment on Promotion
- 6 Disciplinary cases handled
- 1 Reinstatement in Service
- 96 Corrigenda

Reasons for Variation in performance

No Budget Provision for new recruitments, recruitments done on replacement basis and unfilled established structures. Focus was put on validation and confirmation of appointments.

 Total
 1,457,938

 Wage Recurrent
 321,800

 Non Wage Recurrent
 1,136,138

 NTR
 0

Output: 07 52 02 Policy , Monitoring, Evaluation and Research

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Item	Spent
211103 Allowances	17,500
221011 Printing, Stationery, Photocopying and Binding	22,500
224002 General Supply of Goods and Services	1,300
225001 Consultancy Services- Short-term	21,467
227004 Fuel, Lubricants and Oils	9,900
228002 Maintenance - Vehicles	12,500
	211103 Allowances 221011 Printing, Stationery, Photocopying and Binding 224002 General Supply of Goods and Services 225001 Consultancy Services- Short-term 227004 Fuel, Lubricants and Oils

Quarterly Reports April - June 2012, July-Sept 2012, Oct - Dec 2012, Jan-Mar 2013;

ROM Plan 2012/13;

ROM Progress Report 2011/12;

National Reports;

ESSAPR 2011/12;

Contributions to Nation of State Address and Presidents Manifesto Publications, 2012/13

Sector Review and Meetings;

Continue to develop an ESC Electronic Database for all personnel in the education service;

Train personnel on Result oriented Monitoring and Evaluation.

Train personnel on the Electronic Data Management System under skills development program

Evaluation of Scheme of Service (SOS) for Primary Teachers;

Print and disseminate the Education Service Commission Regulations 2012 and Teacher's Proffessional Code of Conduct 2012

Disseminate the Teacher's Proffessional Code of Conduct 2012 and sensitization of key stakeholders;

Purchase computers and install Electronic Data Management Systems for 112 District Service Commission.

Equip District Service Commission personnel with skills to manage the Electronic Data Management System.

Location of outputs at ESC headquarters at Farmers House and Districts.

Cumulatie Outputs Achieved by the end of the Quarter:

- -Annual Report 2011/12;
- -Quarterly (Q4) Report April June 2012
- -Quarterly (Q1) Report (July-Sept 2012)
- -ROM Progress Report 2011/12
- -ESSAPR 2011/12;
- -National Reports;
- -Sector Review and Meetings;
- -Pre-Evaluation survey of Scheme of service Conducted.

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

- -Continued the development of the ESC Electronic Database for all personnel in the education service;
- -Location of outputs at ESC headquarters at Farmers House and Districts

Reasons for Variation in performance

Dissemination of Education Service guidelines and code of conduct not done due to delays in the procurement process, planned for Q3.

Total	85,167
Wage Recurrent	0
Non Wage Recurrent	85,167
NTR	0

Output: 07 52 03 Finance, Administration, Audit and Procurement

	Item	Spent
Annual Planned Outputs:	211103 Allowances	201,990
Final Outputs during FY 2012/13 under this key output are:	213002 Incapacity, death benefits and funeral	2,000
	expenses	
Final Books of Accounts;	221001 Advertising and Public Relations	15,395
Annual, Semi Annual and Quarterly Financial Reports and Statements;	221002 Workshops and Seminars	12,000
Tamana, Semi Tamana and Quarterly Tamaneta Reports and Statements,	221003 Staff Training	28,500
Payments for Goods and Services	221007 Books, Periodicals and Newspapers	1,000
	221008 Computer Supplies and IT Services	9,159
Staff salaries, wages and allowances;	221009 Welfare and Entertainment	27,000
Staff trained;	221011 Printing, Stationery, Photocopying and Binding	6,000
Payroll reports;	221012 Small Office Equipment	2,500
Taylon reports,	222001 Telecommunications	20,000
Stores registers;	222002 Postage and Courier	2,472
	223003 Rent - Produced Assets to private entities	251
Workshops & meetings.	223004 Guard and Security services	1,106
Sector Budget Working Group meetings	223005 Electricity	12,000
e e e e e e e e e e e e e e e e e e e	223006 Water	5,000
Location of outputs is at ESC headquarters at Farmers House.	224002 General Supply of Goods and Services	92,111
Cumulatie Outputs Achieved by the end of the Quarter:	225001 Consultancy Services- Short-term	8,500
Final Outputs during Quarter 2 under this key output were:	227001 Travel Inland	169,828
	227002 Travel Abroad	34,800
4th & 1st quarter Books of Accounts prepared	227004 Fuel, Lubricants and Oils	115,000
4th & 1st quarter Financial Reports and Statements prepared	228001 Maintenance - Civil	4,984
the control of the co	228002 Maintenance - Vehicles	49,879
Paid Staff salaries, wages and allowances	228003 Maintenance Machinery, Equipment and Furniture	4,485
Payment for Goods and Services done.	Total	834,709
	Wage Recurrent	0
Staff trained	Non Wage Recurrent	834,709
	NTR	0
	IVIK	· ·

Output: 07 52 04 Internal Audit

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Annual Planned Outputs:ItemSpentFinal Outputs during FY 2012/13 under this key output are:211103 Allowances6,000227001 Travel Inland2,500

Payroll Audit reports;

Non-Wage audit reports;

Project audit reports;

Management Letter/Quarterly Reports

Cumulatie Outputs Achieved by the end of the Quarter:

Payroll Audit reports;

Non-Wage audit reports;

Project audit reports;

Management Letter/Quarterly Reports

Reasons for Variation in performance

No noteworthy variation.

Total	8,500
Wage Recurrent	0
Non Wage Recurrent	8,500
NTR	0

Output: 07 52 05 Procurement Services

	Item	Spent
Annual Planned Outputs:	211103 Allowances	5,000
Final Outputs during FY 2012/13 under this key output are:	227001 Travel Inland	2,500

Management of the procurement of goods and services

Management of disposal of goods and services

Monthly, Quarterly, Semi- Annual and Annual Procurement Reports

Procurement Plan 2012/2013

Workshops on Procurement activities and Processes

Cumulatie Outputs Achieved by the end of the Quarter:

- -Procurement Plan 2012/2013 prepared and submitted to PPDA and
- -Mothly reports prepared and sent to PPDA
- -Managed procurement of goods and services notably the 50,000 copies of The Education Service Commission Regulations, 2012 and 150,000 Copies of Teacher's Proffessional Code of Conduct, 2012.

Reasons for Variation in performance

The Unit did not carry out training as planned because most staff members were engaged in field activities throught the quarter.

Total	8,000
Wage Recurrent	0
Non Wage Recurrent	8,000
NTR	0

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Output: 07 52 06 Information Science

Annual Planned Outputs: 211103 Allowances 12,500
Final Out-puts during 2012/13 under this key output are; 221008 Computer Supplies and IT Services 15,962

Support ESC ICT Functions,

Internet e-mail connectivity,

Anti-Virus subscriptions

Centralized management and sharing of ICT resources using the commission ICT Network

Maintanance of the Education Service Commission Website

Maintenance of the Onestop Information Resource Centre, Information Records and Management

Training, Workshops and Seminars

Cumulatie Outputs Achieved by the end of the Quarter:

- -Routine servicing and repairs of computers and accessories done.
- -Stocked and maintained the resource centre with relevant materials
- -provided and managed technical support systems of the Commission including upgrading the LAN and its resources
- -Subscribed for internet services and ensured that there was full time internet resources available to users
- -Guided, reccomended procurement of relevant ICT materials for the
- -Provided Reliable and Accurate Information, data and statistics for management use and stakeholder's reference.

Reasons for Variation in performance

No Noteworthy variation.

 Total
 28,462

 Wage Recurrent
 0

 Non Wage Recurrent
 28,462

 NTR
 0

Development Projects

Project 0363 Education Service Commission

Capital Purchases

Output: 07 5272 Government Buildings and Administrative Infrastructure

Annual Planned Outputs:

Planned final outputs during 2012/13 are:

Container

Trolley for rolling bundles of Files

Cumulatie Outputs Achieved by the end of the Quarter:

Procurement pushed to 4th quarter as priority shifted to purchase of furniture

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Development Projects

Project 0363 Education Service Commission

Reasons for Variation in performance

Procurement pushed to 4th quarter as priority shifted to purchase of

furniture

Total	0
GoU Development	0
Donor Development	0
NTR	0

Output: 07 5275 Purchase of Motor Vehicles and Other Transport Equipment

ItemSpent231004 Transport Equipment6,711

Planned final outputs during 2012/13 are:

Annual Planned Outputs:

2 Station Wagon Vehicles for Chairperson and 1 Member

Cumulatie Outputs Achieved by the end of the Quarter:

Contract Awarded and funds committed for purchase of 2 Station

Wagons.

Reasons for Variation in performance

Delay in getting approval from Accountant General

Total	6,711
GoU Development	6,711
Donor Development	0
NTR	0

Output: 07 5278 Purchase of Office and Residential Furniture and Fittings

Annual Planned Outputs:

Planned final outputs during 2012/13 are:

Office Furniture

Cumulatie Outputs Achieved by the end of the Quarter:

N/A

Reasons for Variation in performance

Planned for Q3 FY 2012/13

Total	0
GoU Development	0
Donor Development	0
NTR	0

Outputs Provided

Output: 07 52 02 Policy , Monitoring, Evaluation and Research

Annual Planned Outputs:

Printing and Disseminanting the Education Service Commission

Regulations and Code of Conduct 2010

Procurement of service provider

Evaluating the Scheme of Service at Primary Level

Incomplete

QUARTER 2: Cumulative Outputs and Expenditure by End of Quarter

Annual Planned Outputs and Cumulative Outputs Achieved by End of Quarter (Quantity and Location)

Cumulative Expenditures made by the End of the Quarter to Deliver Cumulative Outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Development Projects

Project 0363 Education Service Commission

Development of an Electronic Database for non-teaching staff in the Education Service and staff of Ministry of Education and Sports and relating data from academic institutions and Districts

Cumulatie Outputs Achieved by the end of the Quarter:

Pre Evaluation of the Scheme of Service at Primary Level was done across the country

Development of an Electronic Database for non-teaching staff in the Education Service and staff of Ministry of Education and Sports and relating data from academic institutions and Districts was done.

Reasons for Variation in performance

Dissemination of the Education Service Commission Regulations, 2010 (50,000 Copies) and Code of Conduct, 2010 (150,000 Copies) to be done in Q3

Total	0
GoU Development	0
Donor Development	0
NTR	0
GRAND TOTAL	2,429,487
Wage Recurrent	321,800
Non Wage Recurrent	2,100,976
GoU Development	6,711
Donor Development	0
NTR	0

Incomplete

QUARTER 2: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter (Quantity and Location)

Expenditures incurred in the Quarter to deliver outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Outputs Provided

Output: 07 5201 Management of Education Service Personnel

	Item	Spent
Outputs Planned in Quarter:	211101 General Staff Salaries	187,178
Planned Outputs during Quarter 1 under this key output are:	221004 Recruitment Expenses	547,437
	228002 Maintenance - Vehicles	70.638

Validation of 1000 secondary school teachers;

Granting study leave and reviewing disciplinary cases submitted by MoES;

Supervising ,guiding & visiting 30 Districts on recruitment.

Appointment of 400 teaching and non-teaching personnel;

These outputs will be located in: government secondary schools, teacher education institutions, BTVET and Tertiary institutions countrywide.

Actual Outputs Achieved in Quarter:

Appointed:

- 27 Min of Educ & Sports Headquarters
- 47 Dep't of Teacher Instructer Educ and Training
- 15 National Teacher Colleges' Support staff

83 BTVET

- 2 Accrerated promotion
- 1 Transfer Within Service
- 256 Confirmed in service
- 4,323 Validated
- **8 Posthumous Confirmation**
- 27 Granted Study Leave
- 1 Retirement on Medical Grounds
- 1 Withdrwal of offer of Appointment on Promotion
- 1 Disciplinary case
- 1 Reinstatement in Service
- 96 Corrigenda

Reasons for Variation in performance

No Budget Provision for new recruitments, recruitments done on replacement basis and unfilled established structures. Focus was put on validation and confirmation of appointments.

Total	805,253
Wage Recurrent	187,178
Non Wage Recurrent	618,075
NTR	0

Output: 07 5202 Policy , Monitoring, Evaluation and Research

	Item	Spent
Outputs Planned in Quarter:	211103 Allowances	8,766
Planned Outputs during Quarter 2 under this key output are:	221011 Printing, Stationery, Photocopying and	11,250
	Binding	
Quarterly Report July-Sept 2012;	224002 General Supply of Goods and Services	800
National Reports;	225001 Consultancy Services- Short-term	10,717
National Reports,	227004 Fuel, Lubricants and Oils	7,540
Sector Review and Meetings;	228002 Maintenance - Vehicles	6,250

Incomplete

QUARTER 2: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter (Quantity and Location)

Expenditures incurred in the Quarter to deliver outputs

UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Dissemination of Education Service guidelines and code of conduct

Train personnel on the Electronic Data Management System under skills development program

Equip District Service Commission personnel with skills to manage the Electronic Data Management System.

Continue to develop an ESC Electronic Database for all personnel in the education service;

Location of outputs at ESC headquarters at Farmers House and Districts

Actual Outputs Achieved in Quarter:

Quarterly Report July-Sept 2012;

Pre-Evaluation survey of Scheme of service Conducted.

National Reports;

Sector Review and Meetings attended;

Train personnel on the Electronic Data Management System under skills development program

Equip District Service Commission personnel with skills to manage the Electronic Data Management System.

Continue to develop an ESC Electronic Database for all personnel in the education service:

Location of outputs at ESC headquarters at Farmers House and Districts

Reasons for Variation in performance

Dissemination of Education Service guidelines and code of conduct not done due to delays in the procurement process, planned for Q3.

Total	45,323
Wage Recurrent	0
Non Wage Recurrent	45,323
NTR	0

Output: 07 5203 Finance, Administration, Audit and Procurement

	Item	Spent
Outputs Planned in Quarter:	211103 Allowances	100,990
Planned & Final Outputs during Quarter 2 under this key output are:	213002 Incapacity, death benefits and funeral expenses	1,650
1st quarter Books of Accounts	221001 Advertising and Public Relations	11,645
1st quarter Financial Reports and Statements	221002 Workshops and Seminars	12,000
ist quarter i maneral Reports and Statements	221003 Staff Training	14,341
Staff salaries, wages and allowances	221007 Books, Periodicals and Newspapers	1,000
	221008 Computer Supplies and IT Services	3,750
Payment for Goods and Services	221009 Welfare and Entertainment	13,306
Trained staff	221011 Printing, Stationery, Photocopying and Binding	3,000
	221012 Small Office Equipment	1,250

Incomplete

QUARTER 2: (Outputs and	Expenditure 1	in Quarter
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Planned and Actual Outputs in Quarter	Expenditures incurred in the Quarter to deliver outputs
(Quantity and Location)	UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Recurrent Frogrammes		
Programme 01 Headquarters		
Payroll reports	222001 Telecommunications	10,000
	222002 Postage and Courier	2,372
Stores registers	223003 Rent - Produced Assets to private entities	251
Workshops & meetings	223004 Guard and Security services	1,106
Workshops & meetings	223005 Electricity	6,000
Location of outputs is at ESC headquarters at Farmers House.	223006 Water	2,500
Actual Outputs Achieved in Quarter:	224002 General Supply of Goods and Services	48,922
Final Outputs during Quarter 2 under this key output were:	225001 Consultancy Services- Short-term	4,250
	227001 Travel Inland	84,908
1st quarter Books of Accounts	227002 Travel Abroad	34,800
1st quarter Financial Reports and Statements	227004 Fuel, Lubricants and Oils	59,774
1st quarter Financial Reports and Statements	228001 Maintenance - Civil	4,984
Paid Staff salaries, wages and allowances	228002 Maintenance - Vehicles	28,562
	228003 Maintenance Machinery, Equipment and	2,369
Payment for Goods and Services done.	Furniture	
	Total	453,732
Staff trained	Wage Recurrent	0
	Non Wage Recurrent	453,732
Payroll reports prepared	NTR	0

Output: 07 52 04 Internal Audit

ItemSpentOutputs Planned in Quarter:211103 Allowances3,000Payroll Audit reports;227001 Travel Inland1,250

Non-Wage audit reports;

Project audit reports;

Management Letter/Quarterly Reports

Actual Outputs Achieved in Quarter:

Payroll Audit reports;

Non-Wage audit reports;

Project audit reports;

Management Letter/Quarterly Reports

Reasons for Variation in performance

No noteworthy variation.

Total	4,250
Wage Recurrent	0
Non Wage Recurrent	4,250
NTR	0

Output: 07 5205 Procurement Services

Incomplete

QUARTER 2: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter	Expenditures incurred in the Quarter to deliver outputs
(Quantity and Location)	UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Spent

Outputs Planned in Quarter: 211103 Allowances 2,500 Planned & Final Outputs during Quarter 2 under this key output are: 227001 Travel Inland 1,250

Workshops on Procurement activities and Processes

Management of the procurement of goods and services

Management of disposal of goods and services

Monthly, Quarterly Procurement Reports

Procurement Plan 2012/2013 review

Workshops on Procurement activities and Processes

Actual Outputs Achieved in Quarter:

- -Procurement Plan 2012/2013 prepared and submitted to PPDA and Treasury
- -Mothly reports prepared and sent to PPDA
- -Managed procurement of goods and services notably the $50,\!000$ copies of The Education Service Commission Regulations, 2012 and 150,000 Copies of Teacher's Proffessional Code of Conduct, 2012.

Reasons for Variation in performance

The Unit did not carry out training as planned because most staff members were engaged in field activities throught the quarter.

3,750	Total
0	Wage Recurrent
3,750	Non Wage Recurrent
0	NTR

Output: 07 5206 Information Science

Outputs Planned in Quarter: 211103 Allowances

Item

Planned & Final Outputs during Quarter 2 under this key output are:

Support ESC ICT Functions, Internet e-mail connectivity, Anti-Virus subscriptions

Centralized management and sharing of ICT resources using the commission ICT Network

Maintenance of the Onestop Information Resource Centre, Information Records and Management

Training, Workshops and Seminars

Actual Outputs Achieved in Quarter:

- -Routine servicing and repairs of computers and accessories done.
- -Stocked and maintained the resource centre with relevant materials
- -provided and managed technical support systems of the Commission including upgrading the LAN and its resources
- -Subscribed for internet services and ensured that there was full time internet resources available to users
- -Guided, reccomended procurement of relevant ICT materials for the Commission.
- -Provided Reliable and Accurate Information, data and statistics for

Incomplete

QUARTER 2: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter	Expenditures incurred in the Quarter to deliver outputs
(Quantity and Location)	UShs Thousand

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

management use and stakeholder's reference.

Reasons for Variation in performance

No Noteworthy variation.

20,406
0
20,406
0

Development Projects

Project 0363 Education Service Commission

Capital Purchases

Output: 07 5272 Government Buildings and Administrative Infrastructure

Outputs Planned in Quarter:

Container

Trolley for rolling bundles of Files

Actual Outputs Achieved in Quarter:

Procurement pushed to 4th quarter as priority shifted to purchase of furniture

Reasons for Variation in performance

Procurement pushed to 4th quarter as priority shifted to purchase of furniture

Total	0
GoU Development	0
Donor Development	0
NTR	0

Output: 07 5275 Purchase of Motor Vehicles and Other Transport Equipment

Outputs Planned in Quarter:ItemSpent231004 Transport Equipment6,711

Procurement of 2 Station Wagons for Chairperson and 1 Member

Actual Outputs Achieved in Quarter:

Contract Awarded and funds committed for purchase of 2 Station

Wagons.

Reasons for Variation in performance

Delay in getting approval from Accountant General

Total	6,711
GoU Development	6,711
Donor Development	0
NTR	0

Output: 07 5278 Purchase of Office and Residential Furniture and Fittings

Incomplete

QUARTER 2: Outputs and Expenditure in Quarter

Planned and Actual Outputs in Quarter	Expenditures incurred in the Quarter to deliver outputs		
(Quantity and Location)	UShs Thousand		

Vote Function: 0752 Education Personnel Policy and Management

Development Projects

Project 0363 Education Service Commission

Outputs Planned in Quarter:

N/A

Actual Outputs Achieved in Quarter:

N/A

Reasons for Variation in performance

Planned for Q3 FY 2012/13

Total	0
GoU Development	0
Donor Development	0
NTR	0

Outputs Provided

Output: 07 5202 Policy , Monitoring, Evaluation and Research

Outputs Planned in Quarter:

Evaluating the Scheme of Service at Primary Level

Development of an Electronic Database for non-teaching staff in the Education Service and staff of Ministry of Education and Sports and relating data from academic institutions and Districts

Actual Outputs Achieved in Quarter:

Pre Evaluation of the Scheme of Service at Primary Level was done across the country

Printing the Education Service Commission Regulations,2010 (50,000 Copies) and Code of Conduct, 2010 (150,000 Copies)

Development of an Electronic Database for non-teaching staff in the Education Service and staff of Ministry of Education and Sports and relating data from academic institutions and Districts was done.

Reasons for Variation in performance

Dissemination of the Education Service Commission Regulations, 2010 (50,000 Copies) and Code of Conduct, 2010 (150,000 Copies) to be done in Q3

Total	0
GoU Development	0
Donor Development	0
NTR	0
GRAND TOTAL	1,339,425
Wage Recurrent	187,178
Non Wage Recurrent	1,145,536
GoU Development	6,711
Donor Development	0
NTR	0

Vote: 132 Education Service Commission

QUARTER 3: Revised Workplan

Planned Outputs for the Quarter	Estimated Funds Available in Quarter	UShs Thousand
(Quantity and Location)	(from balance brought forward and actual/expected releaes)	

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters

Outputs Provided

Output: 07 5201 Management of Education Service Personnel

•	Item	Balance b/f	New Funds	Total
Planned Outputs during Quarter 2 under this	211101 General Staff Salaries	66,271	0	66,271
key output are:	213001 Medical Expenses(To Employees)	4,750	0	4,750
•	Total	24,449	0	24,449
Appointment of 500 teaching and non-teaching	Wage Recurrent	66,271	0	66,271
personnel;	Non Wage Recurrent	-41,822	0	-41,822

Validation of 1000 secondary school teachers;

Confirmation and regularization of 500 appointments;

Granting study leave and reviewing disciplinary cases submitted by MoES;

Supervising ,guiding & visiting 32 Districts on recruitment.

These outputs will be located in: government secondary schools, teacher education institutions, BTVET and Tertiary institutions countrywide.

	NTR	0	0	0
Output: 07 5202 Policy ,Monitoring, Evalua	tion and Research			
	Item	Balance b/f	New Funds	Total
Planned Outputs during Quarter 3 under this	224002 General Supply of Goods and Services	200	0	200
key output are:	225001 Consultancy Services- Short-term	33	0	33
•	227004 Fuel, Lubricants and Oils	100	0	100
Ministerial Policy Statement 2013/14	Total	333	0	333
Budget Framework paper 2013/14	Wage Recurrent	0	0	0
	Non Wage Recurrent	333	0	333

National Reports;

Sector Review and Meetings

Quarterly Report Oct - Dec 2012

Disseminate the Education Service Commission Regulations 2012 and Teacher's Proffessional Code of Conduct 2012

Evaluation of Scheme of Service (SOS) for Primary Teachers;

Contributions to Nation of State Address and Presidents Manifesto Publications. 2012/13

Continue to develop the ESC Electronic Database for all personnel in the education service:

Location of outputs at ESC headquarters at Farmers House and Districts

NTR0 0

Incomplete

QUARTER 3: Revised Workplan

Planned Outputs for the Quarter	Estimated Funds Available in Quarter	UShs Thousand
(Quantity and Location)	(from balance brought forward and actual/expected releaes)	

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes				
Programme 01 Headquarters				
Output: 07 5203 Finance and Administration				
	Item	Balance b/f	New Funds	Total
Planned & Final Outputs during Quarter 3	211103 Allowances	10	0	10
under this key output are:	213001 Medical Expenses(To Employees)	8,750	0	8,750
	221001 Advertising and Public Relations	2,105	0	2,105
2nd quarter Books of Accounts	221009 Welfare and Entertainment	500	0	500
2nd quarter Financial Reports and Statements	221016 IFMS Recurrent Costs	500	0	500
1	222002 Postage and Courier	28	0	28
Staff salaries, wages and allowances	223003 Rent - Produced Assets to private entities	249	0	249
Devemont for Coods and Sorvices	223004 Guard and Security services	894	0	894
Payment for Goods and Services	227001 Travel Inland	172	0	172
Trained staff	227002 Travel Abroad	1,200	0	1,200
	228001 Maintenance - Civil	16	0	16
Payroll reports	228002 Maintenance - Vehicles	121	0	121
Stamps magistams	228003 Maintenance Machinery, Equipment and Furniture	515	0	515
Stores registers	Total	10,791	0	10,791
Workshops & meetings	Wage Recurrent	0	0	0
1 0	Non Wage Recurrent	10,791	0	10,791
Location of outputs is at ESC headquarters at				
Farmers House.	NTR	0	0	0
	IVIK	0	0	U
Output: 07 5204 Internal Audit				
Payroll Audit reports;				
Non-Wage audit reports;	Total	0	0	0
Non-wage audit reports,				
Project audit reports;	Wage Recurrent	0	0	0
	Non Wage Recurrent	0	0	0
Management Letter/Quarterly Reports				
	NTR	0	0	0
Output: 07 52 05 Procurement Services				
Output. 07 32031 focus ement services	Item	Balance b/f	New Funds	Total
	221011 Printing, Stationery, Photocopying and Binding	500	0	500
Planned & Final Outputs during Quarter 3 under this key output are:			v	200
under this key output are:	Total	500	0	500
Management of the procurement of goods and		0	0	
services	Wage Recurrent	_	_	0
	Non Wage Recurrent	500	0	500
Management of disposal of goods and services				
Procurement Plan 2012/2013 review				
Procurement Plan 2013/2014				
Monthly, Quarterly and Semi- Annual				
Procurement Reports				
•				
Workshops on Procurement activities and				
Processes				
	NTR	0	0	0
	1122	-	•	-

0

Vote: 132 Education Service Commission

Incomplete

QUARTER	3:	Revised	Workplan
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Planned Outputs for the Quarter	Estimated Funds Available in Quarter	UShs Thousand
(Quantity and Location)	(from balance brought forward and actual/expected releaes)	

Vote Function: 0752 Education Personnel Policy and Management

Recurrent Programmes

Programme 01 Headquarters				
Output: 07 5206 Information Science				
	Item	Balance b/f	New Funds	Total
Planned & Final Outputs during Quarter 3 under this key output are:	221008 Computer Supplies and IT Services	538	0	538
	Total	538	0	538
Support ESC ICT Functions, Internet e-mail connectivity, Anti-Virus subscriptions	Wage Recurrent	0	0	0
connectivity, i mai virus sucsemptions	Non Wage Recurrent	538	0	538
Centralized management and sharing of ICT resources using the commission ICT Network				
Maintenance of the Onestop Information Resource Centre, Information Records and Management				
Training, Workshops and Seminars				
	NTR	0	0	0
Dougland and Projects				

Development Projects

Project 0363 Education Service Commission

Capital Purchases

Output: 07 5272 Government Buildings and Administrative Infrastructure

shifted to forth quarter.

	Donor Development		0	0	0
	N	TR	0	0	0
Output: 07 5275 Purchase of Motor Vehicle	es and Other Transport Equipment				
	Item	Balance	<i>b/f</i>	New Funds	Total
Conclusion of Purchase and delivery of 2	231004 Transport Equipment	266,	350	0	266,350

Total

0

 $GoU\, Development$

Conclusion of Purchase and delivery of 2 Station Wagons.

Total 266,350 0 266,350

GoU Development 266,350 0 266,350

Donor Development 0 0 0 0

Output: 07 5278 Purchase of Office and Residential Furniture and Fittings

	Item		Balance b/f	New Funds	Total
Purchase of Office Furniture	231006 Furniture and Fixtures		340,000	0	340,000
		Total	340,000	0	340,000
		GoU Development	340,000	0	340,000
		Donor Development	0	0	0
		NTR	0	0	0

Outputs Provided

Incomplete

QUARTER 3: Revised Workplan

Planned Outputs for the Quarter	Estimated Funds Available in Quarter	UShs Thousand
(Quantity and Location)	(from balance brought forward and actual/expected releaes)	

Vote Function: 0752 Education Personnel Policy and Management

Development Projects

Project 0363 Education Service Commission

Output: 07 5202 Policy ,Monitoring, Evaluation and Research

Total	0	0	0
GoU Development	0	0	0
Donor Development	0	0	0
NTR	0	0	0
GRAND TOTAL	642,961	0	642,961
Wage Recurrent	66,271	0	66,271
Non Wage Recurrent	-29,660	0	-29,660
GoU Development	606,350	0	606,350
Donor Development	0	0	0
NTR	0	0	0
	GoU Development Donor Development NTR GRAND TOTAL Wage Recurrent Non Wage Recurrent GoU Development Donor Development	GoU Development 0 Donor Development 0 NTR 0 GRAND TOTAL 642,961 Wage Recurrent 66,271 Non Wage Recurrent -29,660 GoU Development 606,350 Donor Development 0	GoU Development 0 0 Donor Development 0 0 NTR 0 0 GRAND TOTAL 642,961 0 Wage Recurrent 66,271 0 Non Wage Recurrent -29,660 0 GoU Development 606,350 0 Donor Development 0 0

Incomplete

QUARTER 4: Revised Cashflow Plan

Non-Wage Recurrent

	Annual budget		% Budget	Q4 Cash	Q4 Cash Requirement	
		end of Q3 Released	Released	Total	% Budget	
PAF	0	0	0.0%	0	0.0%	
Statutory	0	0	0.0%	0	0.0%	
Other	4.048727658	3.436615112	84.9%	0	0.0%	
Total	4.048727658	3.436615112	84.9%	0	0.0%	
Reasons for c	ash requirement grea	ter than 1/4 of th	e budget:	Balances	No notable variation	

GoU Development

Annual budget	Release to % Budget end of Q3 Released	O .	Q4 Cash Requirement			
		Total	% Budget			
PAF	0	0	0.0%	0	0.0%	
Other	0.653060501	0.915921	140.3%	0	0.0%	
Total	0.653060501	0.915921	140.3%	0	0.0%	
	0.653060501 sh requirement great			Developn	0.0% nent Budget Exausted r Taxes Due.	

Grand Total

	Annual budget Relea				Requirement	
		end of Q3	Released	Total	% Budget	
Grand Total	4.701788159	4.352536112	92.6%	0	0.0%	

Incomplete

Checklist for OBT Submissions made during QUARTER 3

This is an automated checklist which shows whether data has been entered into the areas which are required for a complete quarterly submission. It does not verify the quality of the data that has been entered. A complete checklist is therefore a necessary, but not sufficient condition for a satisfactory submission to MoFPED.

Project and Programme Quarterly Performance Reports and Workplans (Step 2)

The table below shows whether output information, and where relevant donor and ntr data has been entered into the required areas for the quarterly performance reports and quarterly workplans under step 2.

Output Information

Vote Function, Project and Program	Q2	Q3
	Report	Workplan
0752 Education Personnel Policy and Management		
○ Recurrent Programmes		
- 01 Headquarters	Data In l	Data In
Development Projects		
- 0363 Education Service Commission	Data In	Gaps

Donor Releases and Expenditure

Vote Function, Project and Program	Q2	Q3
	Report	Workplan
0752 Education Personnel Policy and Management		
Development Projects		
- 0363 Education Service Commission	Data In	Data In

NTR Releases and Expenditure

Vote Performance Summary (Step 3)

The table below shows whether information has been entered into the required fields in the vote performance summary tables for each vote functions under step 3.1:

Vote Function	Perf. Indicators	Output Summary	Actions
0752 Education Personnel Policy and Management	Data In	Data In	Data In

The table below shows whether data has been entered in the fields for key variances in budget execution under step 3.2:

The table below shows whether data has been entered into the vote narrative fields under step 3.3:

	Narrative
Narrative	Data In

Quarterly Cash Requests (Step 4)

The table below shows whether data has been entered into the cash request under step 4:

Casn	Request	

Incomplete

Checklist for OBT Submissions made during QUARTER 3

Cash Request Data In