

Particulars	UACS Code	Approved Budget			Budget Utilization					Disbursements					BALANCES		
		Approved Budget Revenue	Adjustments (Additions, Reductions, Realignment)	Adjusted Budgeted Revenue	1st Quarter Ending March 31	2nd Quarter Ending June 30	3rd Quarter Ending Sept. 30	4th Quarter Ending Dec. 31	Total	1st Quarter Ending March 31	2nd Quarter Ending June 30	3rd Quarter Ending Sept. 30	4th Quarter Ending Dec. 31	Total	Unutilized Budget	Unpaid Utilizations (10-15)=(17+18)	
																Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5=(3+4)	6	7	8	9	10=(6+7+8+9)	11	12	13	14	15=(11+12+13+14)	16=(5-10)	17	18
Salaries and Wages - Military/Uniformed																	
Salaries and Wages - Part-time																	
Salaries and Wages - Substitute																	
Salaries and Wages - Casual																	
Salaries and Wages - Contractual																	
Maintenance & Other Operating Expenses																	
Traveling Expenses																	
Travel Expenses-Local																	
Travel Expenses-Foreign																	
Training and Scholarship Expenses																	
Training Expenses																	
Others (pls. specify)																	
Office Supplies Expenses																	
Fuel Oil & Lubricants																	
Rent Expenses																	
Representation Expenses																	
Other MOOE																	
Construction In Progress - Buildings and Other Structures	1 06 10 030																
Financial Expenses																	
Bank Charges																	
Commitments Fees																	
Debt Service Subs dy to GOCCs																	
Documentary Stamp Expenses																	
Interest Expenses																	
Capital Outlays																	
Textbooks and Instructional Materials Inventory	1 04 04 100																
Office Buildings																	
School Buildings																	
Hospitals and Health Centers																	
Office Equipment																	
Furniture and Fixtures																	
IT Equipment and Software																	
Others (pls. specify)																	
Land	1 06 01 010																
Special Purpose Fund																	
Miscellaneous Personnel Benefits Fund																	
Specify allotment class/object of expenditures																	
Celebrity Fund																	
Specify allotment class/object of expenditures																	
Priority Development Assistance Fund																	
Specify allotment class/object of expenditures																	
Others (pls. specify)																	
E. Unobligated Allotment																	
Personnel Services																	
Salaries and Wages																	
Salaries and Wages - Regular																	
Salaries and Wages - Contractual																	
Others (pls. specify)																	
Maintenance & Other Operating Expenses																	
Traveling Expenses																	
Travel Expenses-Local																	
Travel Expenses-Foreign																	
Training and Scholarship Expenses																	
Training Expenses																	
Others (pls. specify)																	
Financial Expenses																	
Bank Charges																	
Interest Expenses																	
Capital Outlays																	
Office Buildings																	
School Buildings																	
Hospitals and Health Centers																	
Office Equipment																	
Furniture and Fixtures																	
IT Equipment and Software																	
Others (pls. specify)																	
Total PRIOR YEAR'S BUDGET/CONTINUING APPROPRIATION																	
GRAND TOTAL		56,764,420.81		56,764,420.81	8,070,846.41				8,070,846.41	7,421,515.41				7,421,515.41	48,893,874.50 (17,842,839.20)	648,231.00	14,273,272.22

Certified Correct:
 LUIS J. JAVIEREZ
 Admin. Accountant

Certified Correct:
 PILAR P. PELLANO
 Dir. Accountant

Recommendation/Approval:
 JES P. LISAMA
 Director, Admin and Finance

Approved by:
 DR. CARLO A. POLINGA
 Campus Dean

Particulars	UACG Code	Approved Budget			Budget Utilization					Disbursements				BALANCES		
		Approved Budget Revenue	Adjustments (Additions, Reductions, Realignments)	Adjusted Budgeted Revenue	1st Quarter Ending March 31	2nd Quarter Ending June 30	3rd Quarter Ending Sept. 30	4th Quarter Ending Dec. 31	Total	1st Quarter Ending March 31	2nd Quarter Ending June 30	3rd Quarter Ending Sept. 30	4th Quarter Ending Dec. 31	Total	Unpaid Utilizations (11+15)-(17+18)	
															Unutilized Budget	Due and Demandable
Others (pls. specify)		3.00	4.00	5=(3+4)					10=(6+7+8+9)					16=(11+12+13+14)	17=(5-10)	18
Special Purpose Fund																
Miscellaneous Personnel Benefits Fund																
Specify allotment class/object of expenditures																
Clarity Fund																
Specify allotment class/object of expenditures																
Priority Development Assistance Fund																
Specify allotment class/object of expenditures																
Others (pls. specify)																
E. Unobligated Allotment																
Personnel Services																
Salaries and Wages																
Salaries and Wages - Regular																
Salaries and Wages - Contractual																
Others (pls. specify)																
Maintenance & Other Operating Expenses																
Travelling Expenses																
Travel Expenses-Local																
Travel Expenses-Foreign																
Training and Scholarship Expenses																
Training Expenses																
Others (pls. specify)																
Financial Expenses																
Bank Charges																
Interest Expenses																
Capital Outlays																
Office Buildings																
School Buildings																
Hospitals and Health Centers																
Office Equipment																
Furniture and Fixtures																
IT Equipment and Software																
Others (pls. specify)																
Total PRIOR YEAR'S BUDGET CONTINUING APPROPRIATION																
GRAND TOTAL		35,934,838.76	5,846,537.67	41,781,376.43	7,278,831.27	10,071,288.04	7,838,233.13	12,594,701.38	37,833,863.82	6,863,107.48	9,886,108.02	8,551,228.70	12,395,929.00	37,818,481.20	3,897,530.61	64,432.62
														3,861,333.23		

Certified Correct: JOSE M. ALVAREZ Admin Aide III
 Certified Correct: PILAR M. LAYO OIG Accountant
 Recommending Approval: JOSE M. ALVAREZ Director, Admin & Finance
 Approved by: JOSIE P. LISAMA Camp Administrator

Instructions:

1. The Detailed Summary of Obligations, Disbursements and Unpaid Obligations shall be:

- Prepared by all agencies' central offices/regional offices/operating units in reporting the details of the obligations and corresponding disbursements/payments made for the current year. For highly decentralized departments (such as DepEd, DPWH, DA etc.) the lower operating units (provincial/division/district/field offices) shall submit a copy of their reports to the Regional Office (RO) for consolidation. Subsequently, the RO shall prepare a consolidated report (RO and OUs under its coverage) and submit the same to the Central Office (CO). In turn, the CO shall prepare an
- Presented by Fund (Fund 10; 151, etc.), by PI/AP, by allotment class (PS, MOOE, CO) and by object of expenditures consistent with the Revised Chart of Accounts.
- Certified correct by the Budget Officer (data on obligations) Chief Accountant (data on disbursements). This shall be approved by Head of Agency/Authorized Representative.
- Submitted to the Government/Accountancy Sector Commission on Audit (copy furnished the Audit Team Leader) and the Department of Budget and Management (DBM).

In submitting their reports to DBM, agencies and OUs under the coverage of DBM Central Office shall submit their reports directly to the Budget and Management Bureau (BMB) concerned. In the case however of DepEd, DOH, DPWH, TESDA, SUCs and CHED, their ROs and lowest OUs shall submit their reports directly to the DBM RO concerned. The CO of these departments/agencies

2. Columns 1 to 13 shall reflect the following information:

- Column 1 - account title of the object of expenditures by allotment class and by source of fund.
- Column 2 - account code of the object of expenditures.
- Columns 3, 4, 5 and 6 - total amount of obligations for the quarter, including adjustments/cancellation of obligations.
- Column 7 - total of the obligations for the year.
- Columns 8, 9, 10 and 11 - total disbursements/payments made for current year obligations for each quarter, including adjustments/cancellation of payments.
- Column 12 - total disbursements for the calendar year pertaining to current year obligations.
- Column 13 - unpaid obligations (obligations less disbursements) as of end of the reporting period. The balance is categorized into Accounts Payable and Not Yet Due and Demandable Obligations. The balance as of end of the 4th Quarter (December 31) shall be forwarded or reflected as Balance, Beginning of the Year in the Summary of Prior Year's Obligations, Disbursements and Unpaid

