









Particulars	UACB Code	Approved Budget			Budget Utilization					Disbursements					BALANCE:		
		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	Unpaid Utilizations (17+18)		
															Unutilized Budget	Due and Demandable	Not Yet Due and Demandable
Others (pls. specify)	2	3.00	4.00	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
Special Purpose Fund																	
Miscellaneous Personnel Benefits Fund																	
Specify allotment class/object of expenditures																	
Calamity 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)																	
<b>TOTAL PRIOR YEAR'S BUDGET/CONTINUING APPROPRIATION</b>																	
<b>GRAND TOTAL</b>		<b>35,934,836.76</b>	<b>5,846,937.07</b>	<b>41,781,384.43</b>	<b>7,274,631.27</b>	<b>10,071,288.04</b>			<b>17,345,923.31</b>	<b>6,863,197.48</b>	<b>6,866,408.02</b>			<b>16,732,303.50</b>	<b>24,430,465.12</b>	<b>618,623.51</b>	
															<b>25,319,068.93</b>		

Certified Correct: PLIN P. PELLAHO Dir., Accountant

Recommending Approval: JOSE P. LISAMA Director, Admin & Finance

Approved By: CARLOS A. POLINGA Campus Dean

**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 consolidated report to the Budget Office (BO) for consolidation.
- Presented by the Budget Office (BO) (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 the departments/agencies shall submit their reports to the BO and DBM within 30 days after the end of the quarter.

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 4<sup>th</sup> 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 Obligations.





Particulars	UACCS CODE	Approved Budget			Budget Utilization					Disbursements				Balances			
		Approved Budgeted Revenue	Adjustments	Adjusted Budgeted revenue	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	Unutilized Budget	Unpaid Obligations	
					Ending March 31	Ending June 30	Ending September 30	Ending Dec. 31		Ending March 31	Ending June 30	Ending June 30	Ending Dec. 31			Due and Demandable	Not yet due & 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
General Administration	1 00 0100000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
Support to Operations	2 00 0000000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
Operations	3 00 0000000																
MFO 1 - Higher Educati	3 01 0000000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
MFO 2 - Advanced Edu	3 02 0000000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
Fin Exp. (if applicable)																	
MFO 3 - Research Serv	3 03 0000000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
Fin Exp. (if applicable)																	
MFO 4 - Technical Adv	3 04 0000000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
Fin Exp. (if applicable)																	
<b>TOTAL CURRENT YEAR BUDGET</b>																	
PS	5 01 00 000	25,874,856.76		25,874,856.76	6,899,649.75	7,653,988.69			13,553,638.43	6,899,649.75	7,653,988.69			13,553,638.43	12,121,218.93		
MOOE	5 02 00 000	10,260,000.00		10,260,000.00	1,379,981.52	2,417,309.35			3,797,290.87	953,547.73	2,215,119.34			3,178,667.07	6,482,709.12	616,823.91	
Fin Exp. (if applicable)																	
CO																	
<b>II. PRIOR YEARS' BUDGET CONTINUING APPROPRIATION</b>																	
Operations	3 00 0000000																
MFO 1 - Higher Educati	3 01 0000000																
PAP																	
PS	5 01 00 000																
MOOE	5 02 00 000																
CO																	
<b>GRAND TOTAL</b>																	
PS	5 01 00 000	25,874,856.76		25,874,856.76	6,899,649.75	7,653,988.69			13,553,638.43	6,899,649.75	7,653,988.69			13,553,638.43	12,121,218.93		
MOOE	5 02 00 000	10,260,000.00		10,260,000.00	1,379,981.52	2,417,309.35			3,797,290.87	953,547.73	2,215,119.34			3,178,667.07	6,482,709.12	616,823.91	
Fin Exp. (if applicable)																	
CO																	
Recapitulation by MFO:																	
MFO 1		35,834,856.76		35,834,856.76	7,279,631.27	10,071,298.04			17,350,929.31		9,869,108.02			9,869,108.02	13,593,027.45	7,481,321.29	
MFO 2																	
MFO 3																	
MFO 4																	
OF WHICH:																	
Major Programs/Projects																	
KRA No. 1 - Anti-Corruption, Transparency, Accountable & Participatory Governance																	
Program Budgeting																	
MPP																	
Other Major Programs and Projects and monitored by the President through																	
PMS																	
PAP																	
continue down to the last PAP																	
continue down to the last Program Budgeting																	
continue down to the last KRA																	

Certified Correct:  
  
 LILIA A. ALVAREZ  
 Admin Aide II

Certified Correct:  
  
 PILAR C. PELANO  
 OIC, Accountant

Recommending Approval:  
  
 JOSE V. LISAMA  
 Director, Admin and Finance

APPROVED:  
  
 DANILLO A. POLINGA  
 Campus Dean