

**List of Agency Budget Matrix/Special Allotment Release Orders / Sub-Allotment Release Orders  
As of March 31, 2013**

**Department: Department of Labor and Employment**  
**Agency/OU: DOLE Caraga**  
**Region/Province/City: Caraga Region**  
**Fund: 101**

No.	ABM/SARO/Sub-ARO No.	Date of ABM SARO/Sub-ARO	Fund Source Reg/SPF/etc.	Allotments				Sub-Allotment to Regions/Operating Units				Total Allotments
				PS	MOOE	CO	Total	PS	MOOE	CO	Total	
1	2	3	4	5	6	7	8=(5+6+7)	9	10	11	12=(9+10+11)	13=(8-12)
<b>A. Allotments received from DBM</b>												
1	ABM-BMB-B-13-0001886	4-Jan-13	Current Year GAA	18,801,000	47,706,000	2,340,000	68,847,000				-	68,847,000
2	ABM-BMB-B-13-0001887	4-Jan-13	Current Year GAA	1,821,000			1,821,000				-	1,821,000
3	SARO-BMB-B-13-0001354	2/15/2013	PGF,Current Year GAA	591,414			591,414				-	591,414
4	SARO-BMB-B-13-0005575	29-Mar-13	PGF,Current Year GAA	661,632			661,632				-	661,632
5							-				-	-
6							-				-	-
7							-				-	-
8							-				-	-
9							-				-	-
10							-				-	-
11							-				-	-
12							-				-	-
13							-				-	-
14							-				-	-
15							-				-	-
	<b>Sub-total</b>			<u>21,875,046</u>	<u>47,706,000</u>	<u>2,340,000</u>	<u>71,921,046</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>71,921,046</u>
<b>B. Sub-allotments received from Central Office/Regional Office</b>												
1							-				-	-
2							-				-	-
3							-				-	-
4							-				-	-
5							-				-	-
6							-				-	-
	<b>Sub-Total</b>			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Allotments</b>			<u>21,875,046</u>	<u>47,706,000</u>	<u>2,340,000</u>	<u>71,921,046</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>71,921,046</u>

**Certified Correct:**

**ESTRELLO B. ESPINA**  
Budget Officer

**INSTRUCTIONS:**

- The list of Agency Budget Matrix (ABM)/Special Allotment Release Order (SARO)/Sub-Allotment Release Order shall be prepared to support the quarterly SAAODB per **Annex A.**
- The list shall be prepared by fund. (General Fund 101, Fund 102, Special Account in the General Fund (SAGF) 151,152, 171, 172, etc.)
- Columns 1 to 13 shall reflect the following information:
  - Column 1 - sequential numbering to determine how many ABMs/SAROs and Sub-AROs were received.
  - Column 2 - ABM/SARO/Sub-ARO numbers.
  - Column 3 - the date of issuance of the ABM/SARO/Sub-ARO
  - Column 4 - the source of the allotments: Current Year GAA and Prior Year GAA - agency specific budget, special purpose funds, automatic appropriations.
  - Columns 5, 6 and 7 - the amount of allotments by class
  - Column 8 - total of columns 5, 6 and 7.
  - Columns 9, 10, 11 - amount of allotments by class transferred to Regional Offices/Operating Units thru the issuance of Sub-Allotment Release Order. Total transfers to other OUs under each allotment class should tally with the amount reflected in Column 6 of Annex A.
  - Column 12 - total of columns 9, 10 and 11.
  - Column 13 - total of columns 8 and 12.

**STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES**  
As of the Quarter Ending March 31, 2013

**Annex A**

Department: Department of Labor and Employment  
Agency/Operating Unit : DOLE Caraga  
Region/Province/City: Caraga Region  
Fund: 101

Particulars	Appropriations			Allotments			Current Year Obligations					Current Year Disbursements				Balances				
	Authorized Appropriation	Adjustments	Adjusted Appropriations	Allotments Received	Transfer To	Transfer From	Adjusted Total Allotments	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	Unreleased Appropriation	Unobligated Allotment	Unpaid Obligations
1	2	3	(2+3)=4	5	6	7	8 = (5-6+7)	9	10	11	12	(9+10+11+12)	14	15	16	17	(14+15+16+17)	19= (4-8)	20= (8-13)	21= (13-18)
<b>I. CURRENT YEAR BUDGET/APPROPRIATIONS</b>																				
<b>A. AGENCY SPECIFIC BUDGET</b>																				
Personnel Services	18,801,000		18,801,000	18,801,000			18,801,000	4,423,462				4,423,462	3,605,038				3,605,038	-	14,377,538	818,424
Maintenance & Other Operating Expenses	47,706,000		47,706,000	47,706,000			47,706,000	16,750,513				16,750,513	16,574,780				16,574,780	-	30,955,487	175,733
Financial Expenses			-	-			-					-					-	-	-	-
Capital Outlays	2,340,000		2,340,000	2,340,000			2,340,000											-	2,340,000	-
<b>B. SPECIAL PURPOSE FUNDS</b>																				
Miscellaneous Personnel Benefits Fund																				
Personnel Services			-	-			-					-					-	-	-	-
Pension and Gratuity Fund / Retirement Benefits Fund																				
Personnel Services	1,253,046		1,253,046	1,253,046			1,253,046	591,414				591,414	203,102				203,102	-	661,632	388,312
Priority Development Assistance Fund																				
Maintenance & Other Operating Expenses			-	-			-					-					-	-	-	-
Others (please specify)																				
<b>C. AUTOMATIC APPROPRIATIONS</b>																				
Retirement and Life Insurance Premium																				
Personnel Services	1,821,000		1,821,000	1,821,000			1,821,000	293,170				293,170	293,170				293,170	-	1,527,830	(0)
Customs Duties and Taxes																				
Maintenance & Other Operating Expenses			-	-			-					-					-	-	-	-
Others (please specify)																				
<b>TOTAL CURRENT YEAR BUDGET /APPROPRIATIONS</b>	<b>71,921,046</b>	<b>-</b>	<b>71,921,046</b>	<b>71,921,046</b>	<b>-</b>	<b>-</b>	<b>71,921,046</b>	<b>22,058,559</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,058,559</b>	<b>20,676,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,676,090</b>	<b>-</b>	<b>49,862,487</b>	<b>1,382,469</b>
<b>II. PRIOR YEAR'S BUDGET/ CONTINUING APPROPRIATIONS</b>																				
<b>D. UNRELEASED APPROPRIATION</b>																				
<b>A. AGENCY SPECIFIC BUDGET</b>																				
Personnel Services			-	-			-					-					-	-	-	-
Maintenance & Other Operating Expenses			-	-			-					-					-	-	-	-
Financial Expenses			-	-			-					-					-	-	-	-
Capital Outlays			-	-			-					-					-	-	-	-
<b>E. SPECIAL PURPOSE FUNDS</b>																				
Calamity Fund																				
Maintenance & Other Operating Expenses			-	-			-					-					-	-	-	-
Capital Outlays																				
Priority Development Assistance Fund			-	-			-					-					-	-	-	-
Maintenance & Other Operating Expenses																				
Maintenance & Other Operating Expenses			-	-			-					-					-	-	-	-
<b>F. UNOBLIGATED ALLOTMENT</b>																				
Personnel Services (under CFAG)																				
Maintenance & Other Operating Expenses	695,578		695,578	695,578			695,578	572,201				572,201	572,201				572,201	-	123,377	0
Capital Outlays			-	-			-					-					-	-	-	-
<b>TOTAL PRIOR YEAR'S BUDGET/ CONT. APPROPRIATIONS</b>	<b>695,578</b>	<b>-</b>	<b>695,578</b>	<b>695,578</b>	<b>-</b>	<b>-</b>	<b>695,578</b>	<b>572,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>572,201</b>	<b>572,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>572,201</b>	<b>-</b>	<b>123,377</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>72,616,624</b>	<b>-</b>	<b>72,616,624</b>	<b>72,616,624</b>	<b>-</b>	<b>-</b>	<b>72,616,624</b>	<b>22,630,760</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,630,760</b>	<b>21,248,291</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,248,291</b>	<b>-</b>	<b>49,985,864</b>	<b>1,382,469</b>

Certified Correct:

ESTRELLO B. ESPINA  
Agency Budget Officer  
Date: \_\_\_\_\_

Approved By:

OFELIA B. DOMINGO, CESO III  
Regional Director

Certified Correct:

KEITH C. DURAN, CPA  
Agency Chief Accountant  
Date: \_\_\_\_\_

## STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES

## INSTRUCTIONS :

1. The Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) shall be:

- a.) prepared by all agencies' central offices/regional offices/operating units in reporting the appropriations, the allotments received, the obligations and the disbursements/expenditures made for the reporting period.

For highly decentralized departments (such as DepEd, DPWH, DA, etc.) their lowest operating units (division/district/field offices) shall submit a copy of their reports to their respective Regional Offices (ROs) for consolidation. Subsequently the ROs 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 overall consolidated report (CO, ROs, all OUs)

- b.) presented by fund (Fund 101, 151, etc), appropriation source (Current Year's Budget and Prior Year's Budget) and by allotment class (PS, MOOE, FE, CO).  
 c.) certified correct by the Budget Officer (data on appropriations, allotments and obligations) and Chief Accountant (data on disbursements). This shall be approved by Head of Agency/Authorized Representative.  
 d.) submitted to the Government Accountancy Sector, Commission on Audit (COA), 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 shall also submit a consolidated department/agency report to the BMB concerned.

- e.) due for submission to COA and DBM within 30 days after the end of the quarter.

2. Column 1 - Particulars shall indicate the allotment class (PS, MOOE, FE and CO) and sources of funds (Current Year's Budget and Prior Year's Budget).

3. Columns 2 to 4 shall reflect the available appropriations from all sources:

Column 2 - authorized regular appropriations for the agency/operating unit.

Column 3 - adjustments representing appropriations corresponding to allotment releases from Special Purpose Funds and transfers to/from other department/agency resulting to increase/reduction of appropriations. This shall include realignment from one allotment class to another.

Column 4 - adjusted appropriations representing total of columns 2 and 3.

4. Columns 5 to 8 shall reflect the available allotments identified by source, as recorded in the Registry of Allotments and Obligations (RAOs):

Column 5 - allotments received for the period, thru ABM and SAROs.

Column 6 - allotments transferred to bureaus/regional offices/operating units. This should correspond to the data reflected under Annex A-1, Columns 9 to 12.

Column 7 - additional allotments received from central office/regional office/operating units. This should correspond to the data reflected under Annex-A1, Item B.

Column 8 - total of columns 5, 6 and 7

5. Columns 9 to 13 shall reflect the actual obligations/expenditures incurred, broken down by quarter, as recorded in the RAOs.

Columns 9 to 12 - total current year obligations for the quarters ending March, June, September and December. This shall correspond with Columns 3 to 6 in Annex B.

Column 13 - total of columns 9, 10, 11 and 12.

6. Columns 14 to 17 shall reflect the actual disbursements, broken down by quarter, as recorded in the Report of Checks Issued/General Journal.

Columns 14 to 17 - total disbursements for the quarters ending March, June, September and December. This shall correspond with Columns 8 to 11 in Annex B.

Column 18 - total of columns 14, 15, 16 and 17.

7. Columns 19 to 21 shall reflect the balances of appropriations, allotments and unpaid obligations at the end of the reporting period:

Column 19 - balance of appropriations not released for the period.

Column 20 - balance of allotment not obligated for the period

Column 21 - balance of unpaid obligations for the period, consisting of accounts payable and obligations not yet due and demandable.

DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS

As of March 31, 2013

Department: Department of Labor and Employment

Agency/Operating Units : DOLE Caraga

Region/Province/City: Caraga Region

Fund: 101

Program/Activity/Project (P/A/P) and Account Title	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligations)	Breakdown of Unpaid Obligations	
		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		Accounts Payable	Obligations Not Yet Due and Demand
1	2	3	4	5	6	7	8	9	10	11	12	13 = (7-12) = (14+15)	14	15
<b>1. CURRENT YEAR BUDGET/APPROPRIATIONS</b>														
<b>A. AGENCY SPECIFIC BUDGET</b>														
<b>Personnel Services</b>							<b>FOR UPDATING</b>							
Salaries and Wages														
Salaries and Wages - Regular	701	3,661,899				3,661,899					-	3,661,899		
Other Compensation														
Personnel Economic Relief Allowance (PERA)	711	230,000				230,000					-	230,000		
Representation Allowance (RA)	713	141,000				141,000					-	141,000		
Transportation Allowance (TA)	714	141,000				141,000					-	141,000		
Clothing/Uniform Allowance	715	175,000				175,000					-	175,000		
Productivity Incentive Allowance	717	16,000				16,000					-	16,000		
Cash Gift	724					-					-	-		
Year end Bonus	725					-					-	-		
Personnel Benefit Contributions														
Life and Retirement Insurance Contributions	731	293,170				293,170					-	293,170		
Pag-ibig Contributions	732	11,500				11,500					-	11,500		
Philhealth Contributions	733	39,363				39,363					-	39,363		
ECC Contributions	734	7,700				7,700					-	7,700		
Other Personnel Benefits														
Retirement Benefits - Military/Uniformed	741					-					-	-		
Terminal Leave Benefits	742					-					-	-		
Other Personnel Benefits	749					-					-	-		
<b>Maintenance &amp; Other Operating Expenses</b>														
Traveling Expenses														
Travel Expenses-Local	751	245,803				245,803					-	245,803		
Travel Expenses-Foreign	752					-					-	-		
Training and Scholarship Expenses														
Training Expenses	753	123,012				123,012					-	123,012		
Supplies and Materials Expenses														
Office Supplies Expenses	755	117,899				117,899					-	117,899		
Accountable Forms Expenses	756	27,650				27,650					-	27,650		
Gasoline, Oil and Lubricants Expenses	761	72,815				72,815					-	72,815		
Other Supplies Expenses	765					-					-	-		
Utility Expenses														
Water Expenses	766	16,620				16,620					-	16,620		
Electricity Expenses	767	181,468				181,468					-	181,468		

**DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS**

As of March 31, 2013

Department: Department of Labor and Employment

Agency/Operating Units : DOLE Caraga

Region/Province/City: Caraga Region

Fund: 101

Program/Activity/Project (P/A/P) and Account Title	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligatio ns)	Breakdown of Unpaid Obligations	
		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		Account s Payable	Obligatio ns Not Yet Due and Demand
		3	4	5	6	7	8	9	10	11	12			
												13 = (7-12) = (14+15)		
1	2	3	4	5	6	7	8	9	10	11	12		14	15
Communication Expenses														
Postage and Deliveries	771	24,206				24,206						-	24,206	
Telephone Expenses-Landline	772	48,827				48,827						-	48,827	
Telephone Expenses-Mobile	773	26,421				26,421						-	26,421	
Internet expenses	774	18,952				18,952						-	18,952	
Cable, Satellite, Telegraph and Radio Expenses	775	1,556				1,556						-	1,556	
Membership Dues and Contributions to Org.	778	22,650				22,650						-	22,650	
Advertising Expenses/Promo	780	8,382				8,382						-	8,382	
Printing and Binding Expenses	781	384				384						-	384	
Rent Expenses	782	587,995				587,995						-	587,995	
Representation Expenses	783	152,251				152,251						-	152,251	
Transportation and Delivery Expenses	784					-						-	-	
Subscription Expenses	786	3,113				3,113						-	3,113	
Professional Services														
Security Services	797	100,589				100,589						-	100,589	
Other Professional Services	799	314,200				314,200						-	314,200	
RM - Office Equipment, Furnitures and Fixtures														
RM - Office Equipment, Furnitures and Fixtures	821					-						-	-	
RM - Transportation Equipment														
RM - Motor Vehicles	841	21,349				21,349						-	21,349	
Subsidies and Donations														
Subsidy to Local Government Units	874	3,031,999				3,031,999						-	3,031,999	
Subsidy to NGOs/POs	876	950,000				950,000						-	950,000	
Donations	878	10,573,192				10,573,192						-	10,573,192	
Confidential, Intelligence, Extraordinary and														
Miscellaneous Expenses														
Extraordinary Expenses	883	9,500				9,500						-	9,500	
Miscellaneous Expenses	884	18,000				18,000						-	18,000	
Taxes, Insurance Premiums and Other Fees														
Taxes, Duties and Licenses	891	4,508				4,508						-	4,508	
Fidelity Bond Premiums	892	169				169						-	169	
Insurance Expenses	893	47,004				47,004						-	47,004	
<b>Financial Expenses</b>														
<b>Capital Outlays</b>														
Office Equipment, Furniture and Fixtures														

**DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS**  
As of March 31, 2013

Department: Department of Labor and Employment  
Agency/Operating Units : DOLE Caraga  
Region/Province/City: Caraga Region  
Fund: 101

Program/Activity/Project (P/A/P) and Account Title	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligations)	Breakdown of Unpaid Obligations	
		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		Accounts Payable	Obligations Not Yet Due and Demand
		3	4	5	6	7	8	9	10	11	12			
1	2	3	4	5	6	7	8	9	10	11	12	13 = (7-12) = (14+15)	14	15
Office Equipment	221					-					-	-		
Furniture and Fixtures	222					-					-	-		
IT Equipment and Software, etc.	223					-					-	-		
Machinery and Equipment														
Machinery	226					-					-	-		
Communication Equipment	229					-					-	-		
Construction and Heavy Equipment	230					-					-	-		
Firefighting Equipment and Accessories	231					-					-	-		
Sports Equipment	235					-					-	-		
Other Machinery and Equipment, etc.	240					-					-	-		
Transportation Equipment														
Motor Vehicles	241					-					-	-		
Other Transportation Equipment, etc	248					-					-	-		
<b>B. SPECIAL PURPOSE FUNDS</b>														
Miscellaneous Personnel Benefits Fund														
Specify allotment class/object of expenditures														
Pension and Gratuity Fund														
Specify allotment class/object of expenditures	742	591,414				591,414								
Contingent 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 (Please specify)														
(SPF sequence in accordance with GAA)														
<b>C. AUTOMATIC APPROPRIATIONS</b>														
Retirement and Life Insurance Premium														
Specify object of expenditures														
Customs Duties and Taxes														
Specify object of expenditures														
Others (Pls. specify).														
<b>TOTAL CURRENT YEAR BUDGET/APPROPRIATION</b>		<b>22,058,559</b>	-	-	-	<b>22,058,559</b>	-	-	-	-	-	<b>21,467,145</b>	-	-
<b>II. PRIOR YEARS' BUDGET/CONTINUING APPROPRIATION</b>														
<b>D. Unreleased Appropriations</b>														

**DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS**  
As of March 31, 2013

Department: Department of Labor and Employment  
Agency/Operating Units : DOLE Caraga  
Region/Province/City: Caraga Region  
Fund: 101

Program/Activity/Project (P/A/P) and Account Title	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligations)	Breakdown of Unpaid Obligations		
		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		Accounts Payable	Obligations Not Yet Due and Demand	
		3	4	5	6	7	8	9	10	11	12				13 = (7-12) = (14+15)
Personnel Services															
Maintenance & Other Operating Expenses															
Capital Outlays															
Special Purpose Fund															
<b>E. Unobligated Allotment</b>															
Personnel Services															
Maintenance & Other Operating Expenses															
Supplies and Materials Expenses															
Office Supplies Expenses	755					-						-			
Gasoline, Oil and Lubricants Expenses	761					-						-			
Representation Expenses	783					-						-			
Subsidies and Donations															
Donations	878	572,201				572,201						-	572,201		
Financial Expenses															
Capital Outlays															
Total PRIOR YEAR'S BUDGET/CONTINUING APPROPRIATION		572,201	-	-	-	572,201	-	-	-	-	-	-	572,201	-	-
<b>GRAND TOTAL</b>		<b>22,630,760</b>	-	-	-	<b>22,630,760</b>	-	-	-	-	-	-	<b>22,039,346</b>	-	-

Certified Correct:

ESTRELLO B. ESPINA  
Agency Budget Officer  
Date:

Certified Correct:

KEITH C. DURAN, CPA  
Agency Chief Accountant  
Date:

Approved By:

OFELIA B. DOMINGO, CESO III  
Head of Agency or Authorized Representative

**DETAILED STATEMENT OF CURRENT YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID OBLIGATIONS**

As of March 31, 2013

Department: Department of Labor and Employment

Agency/Operating Units : DOLE Caraga

Region/Province/City: Caraga Region

Fund: 101

Program/Activity/Project (P/A/P) and Account Title	Account Code	Current Year Obligations					Disbursements					Balance (Unpaid Obligatio ns)	Breakdown of Unpaid Obligations	
		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		Account s Payable	Obligatio ns Not Yet Due and Demand
1	2	3	4	5	6	7	8	9	10	11	12	13 = (7-12) = (14+15)	14	15

**Instructions:**

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

- a.) 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 overall consolidated report (CO, RO, and all OUs).
- b.) Presented by fund (Fund 101, 151, etc), by P/A/P, by allotment class (PS, MOOE, CO) and by object of expenditures consistent with the Revised Chart of Accounts.
- c.) Certified correct by the Budget Officer (data on obligations) Chief Accountant (data on disbursements). This shall be approved by Head of Agency/Authorized Representative.
- d.) 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 shall also submit a consolidated department/agency report to the BMB concerned.
- e.) Due for submission to COA 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 Prior Year Obligations of the immediately succeeding year (format per Annex C).



**SUMMARY OF PRIOR YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID PRIOR YEAR OBLIGATIONS**  
For the Period Ending March 31, 2013

Department: Department of Labor and Employment  
Agency/Operating Units : DOLE Caraga  
Region/Province/City: Caraga Regional Office  
Fund: 101

Annex C

Particulars	PRIOR YEAR'S OBLIGATIONS			DISBURSEMENTS					Unpaid Obligations
	Balance Beginning of the year	Adjustments	Adjusted Balance	1st Quarter ending March 31	2nd Quarter ending June 30	3rd Quarter ending Sept. 30	4th Quarter ending Dec. 31	Total	
1	2	3	(2+3)=4	5	6	7	8	9 = (5+6+7+8)	10
<b>I. PRIOR YEARS' ACCOUNTS PAYABLE</b>									
Personnel Services			-					-	-
Maintenance & Other Operating Expenses								-	-
Capital Outlays								-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>II. OBLIGATIONS NOT YET DUE AND DEMANDABLE</b>									
Personnel Services			-					-	-
Maintenance & Other Operating Expenses			-					-	-
Capital Outlays			-					-	-
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>	-	-	-	-	-	-	-	-	-

**FOR UPDATING**

**Certified Correct:**

ESTRELLO B. ESPINA  
Agency Budget Officer

Date:

Approved by:

OFELIA B. DOMINGO, CESO III  
Head of Agency or Authorized Representative

Date:

**Certified Correct:**

KEITH C. DURAN, CPA  
Agency Chief Accountant

Date:



### Instructions:

1. The Summary of Prior Year's Obligations, Disbursements and Unpaid Obligations shall be:

- a.) prepared by agencies central offices/regional offices/operating units in reporting the details of the obligations and the corresponding disbursements/payments made for the calendar year presented by quarter and by allotment class.

For highly decentralized departments (such as DepEd, DPWH, DA etc.) their lowest 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 overall consolidated report (CO, ROs and all OUs).

- b.) Presented by fund (Fund 101, 151, etc) and by allotment class (PS, MOOE, FE, CO).

- c.) Certified correct by the Budget Officer (data on obligations) and Chief Accountant (data on disbursements) and approved by Head of Agency/Authorized Representative.

- d.) 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 (CO) 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 shall also submit a consolidated department/agency report to the BMB concerned.

- e.) Due for submission to COA and DBM within **30 days after the end of the quarter**.

2. Columns 1 to 10 shall reflect the following information:

Column 1 - status or category of obligations as to accounts payable and obligations which are not yet due and demandable by allotment class

Column 2 - amount of accounts payable and obligations which are not yet due and demandable at the beginning of the year. These balances should correspond to the amount of unpaid obligations reflected under Columns 13 to 15 of the Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations per Annex B of the immediately preceding year.

Column 3 - adjustments of obligations maybe cancellation of obligations or change of category from obligations not yet due and demandable to accounts payable.

Column 4 - total of columns 2 and 3

Columns 5 to 8 - disbursements/payments of accounts payable by quarter chargeable against all types of disbursements authorities (NCA, NCAA, CDC, TRA). This shall correspond with the amount of quarterly prior years' obligations in **Annex D**.

Column 9 - total of columns 5 to 8

Column 10 - the balance of prior years' unpaid obligations as of end of the reporting period.



## INSTRUCTIONS

1. The Summary Report of Disbursements shall:

a.) Reflect **all the authorized disbursements** of the agency/OU by type and by allotment class, showing the totals by quarter.

For highly decentralized departments (such as DepEd, DPWH, DA etc.) their lowest 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 overall consolidated report (CO, ROs and all OUs).

b.) Prepared by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.

c.) 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 (CO) 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 shall also submit a consolidated department/agency report to the BMB concerned.

d.) Due for submission to COA-GAS and DBM within 30 days after the end of the quarter.

2. Columns 1 to 9 shall reflect the following information:

**Column 1** - type of disbursement authorities and corresponding disbursements made during the quarter covered by the report.

- Disbursements against the Notice of Cash Allocations/Notice of Transfer of Allocations broken down into:

\* MDS Checks issued for authorized disbursements charged against the current year and prior year's budget (agency regular requirements, RLIP, Special Purpose Funds) as well as trust liabilities.

\* Advices to Debit Account for authorizations by the agencies/OUs to the MDS-Servicing Banks to directly credit payment to the external creditors' accounts (included in the List of Due and Demandable A/Ps chargeable against the NCAs of departments/agencies covered by the Direct Payment System for A/Ps.

- Tax Remittance Advices for remittance of taxes withheld.

- Cash Disbursement Ceiling for authorized disbursements charged against income collected and retained by the foreign service posts of DFA and DOLE;

- Non-Cash Availment Authority for cost of goods and services paid directly by lending institutions to creditors of the agency implementing a foreign-assisted project.

**Column 2** - total disbursements made for obligations/expenditures incurred **and** charged against the **current year budget** (i.e., allotments received during the year chargeable against the **current year GAA** i.e., agency regular budget, RLIP and Special Purpose Funds e.g. TL/RG).

**Column 3** - total disbursements made for obligations/expenditures incurred during the year **but** charged against **prior year's budget** (i.e. allotments received in the previous year which are still valid for obligation during current year as well as, allotment releases during the current year chargeable against **prior year's GAA** (i.e., agency regular budget and SPFs).

**Column 4** - total disbursements made for prior years' obligations/expenditures including obligations per **List of Not Yet Due and Demandable Obligations** as of the immediately preceding year.

**Column 5** - sub-total of Columns 2, 3 & 4 i.e., all disbursements for regular operating requirements.

**Column 6** - total disbursements made for trust liabilities covered by E.O. 338 / DOF-DBM Joint Circular No. 1-97.

**Column 7** - disbursements charged against other authorities such as Non-Cash Availment Authorities received by the agency/OU.

**Column 8** - grand total, i.e., Columns 5, 6 & 7 for all types of disbursements by allotment class during the quarter covered by the report.

**Column 9** - any additional information relevant to this report.