

MONTHLY REPORT OF DISBURSEMENTS
For the month of JULY 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET				PRIOR YEAR'S BUDGET					SUB-TOTAL	GRAND TOTAL				Remarks
	PS	MOOE	CO	TOTAL	PRIOR YEAR'S A/P		CURRENT YEAR'S A/P		TOTAL		PS	MOOE	CO	TOTAL	
					MOOE	Sub-Total	MOOE	Sub-Total							
1	2	3	5	6=(2+3+4+5)	8	11=(7+8+9+10)	13	16=(12+13+14+15)	17=(11+16)	18=(6+17)	23	24	26	27=(23+24+25+26)	28
Notice of Cash Allocation (NCA) MDS Checks Issued Advice to Debit Account	7,433,717.42	25,739,945.73		33,173,663.15	215,004.58	215,004.58	18,906,993.28	18,906,993.28	19,121,997.86	52,295,661.01	7,433,717.42	44,861,943.59	-	52,295,661.01	
Working Fund (NCA issued to BTr) Tax Remittance Advices Issued (TRA)	1,187,063.37	113,714.21		1,300,777.58				-	-	1,300,777.58	1,187,063.37	113,714.21	-	1,300,777.58	
Cash Disbursement Ceiling (CDC)															
Non-Cash Availment Authority (NCAA)															
Others (CDT, BTr Docs Stamp, etc.)															
TOTAL	8,620,780.79	25,853,659.94	-	34,474,440.73			18,906,993.28	18,906,993.28	19,121,997.86	53,596,438.59	8,620,780.79	44,975,657.80	-	53,596,438.59	

SUMMARY:	Previous Report			This month			As of Date			Previous Report			This month(net of Lapsed NCAs)			As of Date		
	Total Disbursement Authorities Received																	
NCA/NTA		252,262,403.15			103,707,100.00			355,969,503.15		Total Disbursements Program	260,174,680.75		104,817,310.84		364,991,991.59			
Working Fund										Less: * Actual Disbursements	252,057,642.76		52,295,661.01		304,353,303.77			
TRA		7,912,277.60			1,300,777.58			9,213,055.18		(Over)/Under spending	8,117,037.99		52,521,649.83		60,638,687.82			
CDC										Less: TRA	7,912,277.60		1,300,777.58		9,213,055.18			
NCAA										LAPSED NCA/NTA	14,193.65				14,193.65			
Others (CDT, BTr Docs Stamp, etc.)										Cash Book Balance	190,566.74		51,220,872.25		51,411,438.99			
Less: Notice of Transfer Allocations (NTA)* issued																		
Total Disbursements Authorities Available		260,174,680.75			105,007,877.58			365,182,558.33										
Less: Lapsed NCA		14,193.65			190,566.74			204,760.39										
Disbursements *		252,057,642.76			52,295,661.01			304,353,303.77										
Balance of Disbursements Authorities as of to date		8,102,844.34			52,521,649.83			60,624,494.17										

Notes: The use of NTA is discouraged
* Amounts should tally

<p>Certified Correct: <u>SETY ZORAYDA S. PEREZ</u> Agency Chief Accountant Date:</p>	<p>Approved By: <u>JULIE J. DAQUIOAG, Ph. D., CESO IV</u> Head of Agency or Authorized Representative Date:</p>
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INSTRUCTIONS

1. The Monthly Report of Disbursements (MRD) shall be:

- a.) Prepared indicating **all authorized disbursements** of the agency/OU by type and by allotment class, showing the totals by disbursement authority issued.
- b.) Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.
- c.) Submitted to the Department of Budget and Management (DBM) and COA - Government Accountancy Sector (GAS).

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, CHED, their ROs and lowest OUs shall submit their reports directly to the DBM RO concerned. It is understood that the lowest operating unit shall likewise submit the reports to their next higher level unit for consolidation and transmittal to their Central Office (CO). The CO of these departments/agencies shall submit the consolidated department/agency report to the DBM - BMB concerned.

d.) Due for submission to DBM and COA on or before the **30th day of the following month covered by the report.**

2. Columns 1 to 28 shall reflect the following information:

Column 1 - type of disbursement authorities used during the month covered by the report.

- Disbursements against the Notice of Cash Allocations/Notice of Transfer of Allocations made through MDS Checks or Advices to Debit Account;
- Working Fund for NCA's issued to the Bureau of the Treasury (BTr);
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- 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; and
- Others for Custom Duties and Taxes, BTr Documentary Stamp Tax, etc.

Columns 2 to 6 - 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

Columns 7 to 17 - total disbursements made for prior years' budget

Column 18 - sub-total of Columns 6 & 17 i.e., all disbursements for regular operating requirements.

Columns 19 to 22 - total disbursements made for trust liabilities covered by E.O. 338 / DOF-DBM Joint Circular No. 1-97.

Columns 23-27 - grand total, i.e., Columns 6, 17 & 22 for all types of disbursements by allotment class during the month covered by the report.

Column 28 - any additional information relevant to this report.

3. Summary of Total Disbursement Authority received and actual disbursements shall be indicated. List of disbursement authorities shall be presented on a separate sheet by Disbursement Authorities received indicating the number, date and amount.
4. Likewise, the over or under spending shall be determined by deducting the actual disbursements from the disbursements program. The reasons for over or under spending and the catch-up plan shall be stated in the remarks.

MONTHLY REPORT OF DISBURSEMENTS
For the month of JUNE 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET				PRIOR YEAR'S BUDGET					SUB-TOTAL	GRAND TOTAL				Remarks
	PS	MOOE	CO	TOTAL	PRIOR YEAR'S A/P		CURRENT YEAR'S A/P		TOTAL		PS	MOOE	CO	TOTAL	
					MOOE	Sub-Total	MOOE	Sub-Total							
1	2	3	5	6=(2+3+4+5)	8	11=(7+8+9+10)	13	16=(12+13+14+15)	17=(11+16)	18=(6+17)	23	24	26	27=(23+24+25+26)	28
Notice of Cash Allocation (NCA) MDS Checks Issued Advice to Debit Account	8,950,941.61	76,499,347.17		85,450,288.78	1,146,169.08	1,146,169.08	33,701,115.20	33,701,115.20	34,847,284.28	120,297,573.06	8,950,941.61	111,346,631.45	-	120,297,573.06	P190,566.74 Lapsed NCAs/NTAs
Working Fund (NCA issued to BTr) Tax Remittance Advices Issued (TRA)	1,189,047.99	148,255.38		1,337,303.37				-	-	1,337,303.37	1,189,047.99	148,255.38	-	1,337,303.37	
Cash Disbursement Ceiling (CDC) Non-Cash Availment Authority (NCAA) Others (CDT, BTr Docs Stamp, etc.)															
TOTAL	10,139,989.60	76,647,602.55	-	86,787,592.15			33,701,115.20	33,701,115.20	34,847,284.28	121,634,876.43	10,139,989.60	111,494,886.83	-	121,634,876.43	

SUMMARY:	Previous Report			This month			As of Date			Previous Report			This month (net of Lapsed NCAs)			As of Date		
	Total Disbursement Authorities Received																	
NCA/NTA			206,891,305.15			45,371,098.00			252,262,403.15	Total Disbursements Program	213,466,279.38		46,708,401.37		260,174,680.75			
Working Fund										Less: * Actual Disbursements	131,760,069.70		120,297,573.06		252,057,642.76			
TRA			6,574,974.23			1,337,303.37			7,912,277.60	(Over)/Under spending	81,706,209.68		(73,589,171.69)		8,117,037.99			
CDC										Less: TRA	6,574,974.23		1,337,303.37		7,912,277.60			
NCAA										LAPSED NCA/NTA	14,193.65				14,193.65			
Others (CDT, BTr Docs Stamp, etc.)										Cash Book Balance	75,117,041.80		(74,926,475.06)		190,566.74			
Less: Notice of Transfer Allocations (NTA)* issued																		
Total Disbursements Authorities Available			213,466,279.38			46,708,401.37			260,174,680.75									
Less: Lapsed NCA			14,193.65						14,193.65									
Disbursements *			131,760,069.70			120,297,573.06			252,057,642.76									
Balance of Disbursements Authorities as of to date			81,692,016.03			(73,589,171.69)			8,102,844.34									

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Certified Correct:
SETY ZORAYDA S. PEREZ
 Agency Chief Accountant
 Date:

Approved By:
JULIE J. DAQUIOAG, Ph. D., CESO IV
 Head of Agency or Authorized Representative
 Date:

INSTRUCTIONS

1. The Monthly Report of Disbursements (MRD) shall be:

- a.) Prepared indicating **all authorized disbursements** of the agency/OU by type and by allotment class, showing the totals by disbursement authority issued.
- b.) Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.
- c.) Submitted to the Department of Budget and Management (DBM) and COA - Government Accountancy Sector (GAS).

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, CHED, their ROs and lowest OUs shall submit their reports directly to the DBM RO concerned. It is understood that the lowest operating unit shall likewise submit the reports to their next higher level unit for consolidation and transmittal to their Central Office (CO). The CO of these departments/agencies shall submit the consolidated department/agency report to the DBM - BMB concerned.

d.) Due for submission to DBM and COA on or before the **30th day of the following month covered by the report.**

2. Columns 1 to 28 shall reflect the following information:

Column 1 - type of disbursement authorities used during the month covered by the report.

- Disbursements against the Notice of Cash Allocations/Notice of Transfer of Allocations made through MDS Checks or Advices to Debit Account;
- Working Fund for NCA's issued to the Bureau of the Treasury (BTr);
- 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; and
- Others for Custom Duties and Taxes, BTr Documentary Stamp Tax, etc.

Columns 2 to 6 - 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

Columns 7 to 17 - total disbursements made for prior years' budget

Column 18 - sub-total of Columns 6 & 17 i.e., all disbursements for regular operating requirements.

Columns 19 to 22 - total disbursements made for trust liabilities covered by E.O. 338 / DOF-DBM Joint Circular No. 1-97.

Columns 23-27 - grand total, i.e., Columns 6, 17 & 22 for all types of disbursements by allotment class during the month covered by the report.

Column 28 - any additional information relevant to this report.

3. Summary of Total Disbursement Authority received and actual disbursements shall be indicated. List of disbursement authorities shall be presented on a separate sheet by Disbursement Authorities received indicating the number, date and amount.
4. Likewise, the over or under spending shall be determined by deducting the actual disbursements from the disbursements program. The reasons for over or under spending and the catch-up plan shall be stated in the remarks.

MONTHLY REPORT OF DISBURSEMENTS
For the month of May 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET				PRIOR YEAR'S BUDGET					SUB-TOTAL	GRAND TOTAL				Remarks
	PS	MOOE	CO	TOTAL	PRIOR YEAR'S A/P		CURRENT YEAR'S A/P		TOTAL		PS	MOOE	CO	TOTAL	
					MOOE	Sub-Total	MOOE	Sub-Total							
1	2	3	5	6= (2+ 3+4+5)	8	11= (7+ 8+9+10)	13	16= (12+ 13+14+15)	17=(11+16)	18=(6+17)	23	24	26	27=(23+24+25+26)	28
Notice of Cash Allocation (NCA) MDS Checks Issued Advice to Debit Account	8,456,877.52	4,740,617.41		13,197,494.93	4,000,000.00	4,000,000.00	10,391,399.15	10,391,399.15	14,391,399.15	27,588,894.08	8,456,877.52	19,132,016.56	-	27,588,894.08	
Working Fund (NCA issued to BTr) Tax Remittance Advices Issued (TRA)	1,215,936.73	118,705.04		1,334,641.77				-	-	1,334,641.77	1,215,936.73	118,705.04	-	1,334,641.77	
Cash Disbursement Ceiling (CDC) Non-Cash Availment Authority (NCAA) Others (CDT, BTr Docs Stamp, etc.)															
TOTAL	9,672,814.25	4,859,322.45	-	14,532,136.70			10,391,399.15	10,391,399.15	14,391,399.15	28,923,535.85	9,672,814.25	19,250,721.60	-	28,923,535.85	

SUMMARY:	Previous Report			This month			As of Date			Previous Report			This month(net of Lapsed NCAs)			As of Date		
	Total Disbursement Authorities Received																	
NCA/NTA			188,346,277.15			18,545,028.00			206,891,305.15	Total Disbursements Program	193,586,609.61		19,879,669.77		213,466,279.38			
Working Fund										Less: * Actual Disbursements	104,171,175.62		27,588,894.08		131,760,069.70			
TRA			5,240,332.46			1,334,641.77			6,574,974.23	(Over)/Under spending	89,415,433.99		(7,709,224.31)		81,706,209.68			
CDC										Less: TRA	5,240,332.46		1,334,641.77		6,574,974.23			
NCAA										LAPSED NCA/NTA	14,193.65				14,193.65			
Others (CDT, BTr Docs Stamp, etc.)										Cash Book Balance	84,160,907.88		(9,043,866.08)		75,117,041.80			
Less: Notice of Transfer Allocations (NTA)* issued																		
Total Disbursements Authorities Available			193,586,609.61			19,879,669.77			213,466,279.38									
Less: Lapsed NCA			14,193.65						14,193.65									
Disbursements *			104,171,175.62			27,588,894.08			131,760,069.70									
Balance of Disbursements Authorities as of to date			89,401,240.34			(7,709,224.31)			81,692,016.03									

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Certified Correct:
SETY ZORAYDA S. PEREZ
 Agency Chief Accountant
 Date:

Approved By:
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 Head of Agency or Authorized Representative
 Date:

INSTRUCTIONS

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Columns 7 to 17 - total disbursements made for prior years' budget

Column 18 - sub-total of Columns 6 & 17 i.e., all disbursements for regular operating requirements.

Columns 19 to 22 - total disbursements made for trust liabilities covered by E.O. 338 / DOF-DBM Joint Circular No. 1-97.

Columns 23-27 - grand total, i.e., Columns 6, 17 & 22 for all types of disbursements by allotment class during the month covered by the report.

Column 28 - any additional information relevant to this report.

3. Summary of Total Disbursement Authority received and actual disbursements shall be indicated. List of disbursements authorities shall be presented on a separate sheet by Disbursement Authorities received indicating the number, date and amount.
4. Likewise, the over or under spending shall be determined by deducting the actual disbursements from the disbursements program. The reasons for over or under spending and the catch-up plan shall be stated in the remarks.

MONTHLY REPORT OF DISBURSEMENTS
For the month of April 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET				PRIOR YEAR'S BUDGET						SUB-TOTAL	GRAND TOTAL				Remarks
	PS	MOOE	CO	TOTAL	PRIOR YEAR'S A/P		CURRENT YEAR'S A/P			TOTAL		PS	MOOE	CO	TOTAL	
					MOOE	Sub-Total	MOOE	CO	Sub-Total							
1	2	3	5	6= (2+ 3+4+5)	8	11= (7+ 8+9+10)	13	15	16= (12+ 13+14+15)	17=(11+16)	18=(6+17)	23	24	26	27=(23+24+25+26)	28
Notice of Cash Allocation (NCA) MDS Checks Issued Advice to Debit Account Working Fund (NCA issued to BTr) Tax Remittance Advices Issued (TRA) Cash Disbursement Ceiling (CDC) Non-Cash Availment Authority (NCAA) Others (CDT, BTr Docs Stamp, etc.) TOTAL	16,477,477.98	1,187,255.69	838,946.43	18,503,680.10	6,250,000.00	6,250,000.00	38,448,883.71	1,021,921.31	39,470,805.02	45,720,805.02	64,224,485.12	16,477,477.98	45,886,139.40	1,860,867.74	64,224,485.12	
	1,194,001.93	146,196.93	48,053.57	1,340,198.86				74,566.88	74,566.88	74,566.88	1,414,765.74	1,194,001.93	146,196.93	122,620.45	1,462,819.31	
	17,671,479.91	1,333,452.62	887,000.00	19,843,878.96			38,448,883.71		39,545,371.90	45,795,371.90	65,639,250.86	17,671,479.91	46,032,336.33	1,983,488.19	65,687,304.43	

SUMMARY:

	Previous Report	This month	As of Date		Previous Report	This month(net of Lapsed NCAs)	As of Date
Total Disbursement Authorities Received				Total Disbursements Program	43,738,397.30	149,834,018.66	193,572,415.96
NCA/NTA	39,960,884.15	148,385,393.00	188,346,277.15	Less: * Actual Disbursements	39,946,690.50	64,224,485.12	104,171,175.62
Working Fund				(Over)/Under spending	3,791,706.80	85,609,533.54	89,401,240.34
TRA	3,777,513.15	1,462,819.31	5,240,332.46	Less: TRA	3,777,513.15	1,462,819.31	5,240,332.46
CDC				Cash Book Balance	14,193.65	84,146,714.23	84,160,907.88
NCAA							
Others (CDT, BTr Docs Stamp, etc.)							
Less: Notice of Transfer Allocations (NTA)* issued							
Total Disbursements Authorities Available	43,738,397.30	149,848,212.31	193,586,609.61				
Less: Lapsed NCA		14,193.65	14,193.65				
Disbursements *	39,946,690.50	64,224,485.12	104,171,175.62				
Balance of Disbursements Authorities as of to date	3,791,706.80	85,609,533.54	89,401,240.34				

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Certified Correct:
SETY ZORAYDA S. PEREZ
 Agency Chief Accountant
 Date: _____

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MONTHLY REPORT OF DISBURSEMENTS
For the month of March 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET					PRIOR YEAR'S BUDGET										SUB-TOTAL	UST LIABILITY				GRAND TOTAL					Remarks							
	PS	MOOE	Fin. Exp	CO	TOTAL	PRIOR YEAR'S A/P				CURRENT YEAR'S A/P				TOTAL	PS		MOOE	Fin. Exp	CO	Sub-Total	TOTAL	PS	MOOE	Fin. Exp	CO		TOTAL						
						7	8	9	10	11	12	13	14															15	16	17	18	19	20
1	2	3	4	5	6=(2+3+4+5)											12	13	14	15	16=(12+13+14+15)	17=(11+16)	18=(6+17)						23	24	25	26	27=(23+24+25+26)	28
Notice of Cash Allocation (NCA)	8,057,685.57	2,037,134.43			10,094,820.00												3,773,905.88			3,773,905.88	3,773,905.88	13,868,725.88						8,057,685.57	5,811,040.31			13,868,725.88	Lapsed NCA amounts to P14,193.65
MDS Checks Issued																																	
Advice to Debit Account																																	
Working Fund (NCA issued to BTr)																																	
Tax Remittance Advices Issued (TRA)	1,227,845.42	-			1,227,845.42												160,228.09			160,228.09	160,228.09	1,388,073.51						1,227,845.42	160,228.09			1,388,073.51	
Cash Disbursement Ceiling (CDC)																																	
Non-Cash Availment Authority (NCAA)																																	
Others (CDT, BTr Docs Stamp, etc.)																																	
TOTAL	9,285,530.99	2,037,134.43	-	-	11,322,665.42											-	3,934,133.97			3,934,133.97	3,934,133.97	15,256,799.39						9,285,530.99	5,971,268.40	-	-	15,256,799.39	

SUMMARY:

	Previous Report	This month	As of Date		Previous Report	This month(net of Lapsed NCAs)	As of Date
Total Disbursement Authorities Received				Total Disbursements Program	28,476,323.79	15,262,073.51	43,738,397.30
NCA/NTA	26,086,884.15	13,874,000.00	39,960,884.15	Less: * Actual Disbursements	26,077,964.62	13,868,725.88	39,946,690.50
Working Fund				(Over)/Under spending	2,398,359.17	1,393,347.63	3,791,706.80
TRA	2,389,439.64	1,388,073.51	3,777,513.15	Less: TRA	2,389,439.64	1,388,073.51	3,777,513.15
CDC				Cash Book Balance	8,919.53	5,274.12	14,193.65
NCAA							
Others (CDT, BTr Docs Stamp, etc.)							
Less: Notice of Transfer Allocations (NTA)* issued							
Total Disbursements Authorities Available	28,476,323.79	15,262,073.51	43,738,397.30				
Less: Lapsed NCA							
Disbursements *	26,077,964.62	13,868,725.88	39,946,690.50				
Balance of Disbursements Authorities as of to date	2,398,359.17	1,393,347.63	3,791,706.80				

Notes: The use of NTA is discouraged
 * Amounts should tally

Certified Correct:
SETY ZORAYDA S. PEREZ
 Agency Chief Accountant
 Date:

Approved By:
JULIE J. DAQUIOAG, Ph. D., CESO IV
 Head of Agency or Authorized Representative
 Date:

INSTRUCTIONS

1. The Monthly Report of Disbursements (MRD) shall be:
 - a.) Prepared indicating **all authorized disbursements** of the agency/OU by type and by allotment class, showing the totals by disbursement authority issued.
 - b.) Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.
 - c.) Submitted to the Department of Budget and Management (DBM) and COA - Government Accountancy Sector (GAS).

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, CHED, their ROs and lowest OUs shall submit their reports directly to the DBM RO concerned. It is understood that the lowest operating unit shall likewise submit the reports to their next higher level unit for consolidation and transmittal to their Central Office (CO). The CO of these departments/agencies shall submit the consolidated department/agency report to the DBM - BMB concerned.
 - d.) Due for submission to DBM and COA on or before the **30th day of the following month covered by the report.**
2. Columns 1 to 28 shall reflect the following information:

Column 1 - type of disbursement authorities used during the month covered by the report.

 - Disbursements against the Notice of Cash Allocations/Notice of Transfer of Allocations made through MDS Checks or Advices to Debit Account;
 - Working Fund for NCA's issued to the Bureau of the Treasury (BTr);
 - 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; and
 - Others for Custom Duties and Taxes, BTr Documentary Stamp Tax, etc.

Columns 2 to 6 - 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

Columns 7 to 17 - total disbursements made for prior years' budget

Column 18 - sub-total of Columns 6 & 17 i.e., all disbursements for regular operating requirements.

Columns 19 to 22 - total disbursements made for trust liabilities covered by E.O. 338 / DOF-DBM Joint Circular No. 1-97.

Columns 23-27 - grand total, i.e., Columns 6, 17 & 22 for all types of disbursements by allotment class during the month covered by the report.

Column 28 - any additional information relevant to this report.
3. Summary of Total Disbursement Authority received and actual disbursements shall be indicated. List of disbursements authorities shall be presented on a separate sheet by Disbursement Authorities received indicating the number, date and amount.
4. Likewise, the over or under spending shall be determined by deducting the actual disbursements from the disbursements program. The reasons for over or under spending and the catch-up plan shall be stated in the remarks.

MONTHLY REPORT OF DISBURSEMENTS
For the month of February 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET					PRIOR YEAR'S BUDGET											SUB-TOTAL	UST LIABILITY				GRAND TOTAL					Remarks	
	PS	MOOE	Fin. Exp	CO	TOTAL	PRIOR YEAR'S A/P				CURRENT YEAR'S A/P				TOTAL	PS	MOOE		Fin. Exp	CO	Sub-Total	TOTAL	PS	MOOE	Fin. Exp	CO	TOTAL		
						PS	OC	Fi n.	CO	PS	MOOE	Fin. Exp	CO															PS
1	2	3	4	5	6=(2+3+4+5)	7	8	9	10	11	12	13	14	15	16=(12+13+14+15)	17=(11+16)	18=(6+17)	19	20	21	22=(19+20+21)	23	24	25	26	27=(23+24+25+26)	28	
Notice of Cash Allocation (NCA)	6,633,060.31	1,431,390.93			8,064,451.24						7,487,000.00	1,700.00			7,488,700.00	7,488,700.00	15,553,151.24					14,120,060.31	1,433,090.93			15,553,151.24		
MDS Checks Issued																												
Advice to Debit Account																												
Working Fund (NCA issued to BTr)																												
Tax Remittance Advices Issued (TRA)	1,201,594.12	33,620.58			1,235,214.70										-	-	1,235,214.70					1,201,594.12	33,620.58			1,235,214.70		
Cash Disbursement Ceiling (CDC)																												
Non-Cash Availment Authority (NCAA)																												
Others (CDT, BTr Docs Stamp, etc.)																												
TOTAL	7,834,654.43	1,465,011.51	-	-	9,299,665.94						7,487,000.00	1,700.00			7,488,700.00	7,488,700.00	16,788,365.94					15,321,654.43	1,466,711.51	-	-	16,788,365.94		

SUMMARY:

	Previous Report	This month	As of Date		Previous Report	This month(net of Lapsed NCAs)	As of Date
Total Disbursement Authorities Received				Total Disbursements Program	12,925,424.94	15,550,898.85	28,476,323.79
NCA/NTA	11,771,200.00	14,315,684.15	26,086,884.15	Less: * Actual Disbursements	10,524,813.38	15,553,151.24	26,077,964.62
Working Fund				(Over)/Under spending	2,400,611.56	(2,252.39)	2,398,359.17
TRA	1,154,224.94	1,235,214.70	2,389,439.64	Less: TRA	1,154,224.94	1,235,214.70	2,389,439.64
CDC				Cash Book Balance	1,246,386.62	(1,237,467.09)	8,919.53
NCAA							
Others (CDT, BTr Docs Stamp, etc.)							
Less: Notice of Transfer Allocations (NTA)* issued							
Total Disbursements Authorities Available	12,925,424.94	15,550,898.85	28,476,323.79				
Less: Lapsed NCA							
Disbursements *	10,524,813.38	15,553,151.24	26,077,964.62				
Balance of Disbursements Authorities as of to date	2,400,611.56	(2,252.39)	(2,252.39)				

Notes: The use of NTA is discouraged
 * Amounts should tally

Certified Correct:
SETY ZORAYDA S. PEREZ
 Agency Chief Accountant
 Date:

Approved By:
JULIE J. DAQUIOAG, Ph. D., CESO IV
 Head of Agency or Authorized Representative
 Date:

INSTRUCTIONS

1. The Monthly Report of Disbursements (MRD) shall be:
 - a.) Prepared indicating **all authorized disbursements** of the agency/OU by type and by allotment class, showing the totals by disbursement authority issued.
 - b.) Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.
 - c.) Submitted to the Department of Budget and Management (DBM) and COA - Government Accountancy Sector (GAS).

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, CHED, their ROs and lowest OUs shall submit their reports directly to the DBM RO concerned. It is understood that the lowest operating unit shall likewise submit the reports to their next higher level unit for consolidation and transmittal to their Central Office (CO). The CO of these departments/agencies shall submit the consolidated department/agency report to the DBM - BMB concerned.
 - d.) Due for submission to DBM and COA on or before the **30th day of the following month covered by the report.**
2. Columns 1 to 28 shall reflect the following information:

Column 1 - type of disbursement authorities used during the month covered by the report.

 - Disbursements against the Notice of Cash Allocations/Notice of Transfer of Allocations made through MDS Checks or Advices to Debit Account;
 - Working Fund for NCA's issued to the Bureau of the Treasury (BTr);
 - 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;
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 - Others for Custom Duties and Taxes, BTr Documentary Stamp Tax, etc.

Columns 2 to 6 - 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

Columns 7 to 17 - total disbursements made for prior years' budget

Column 18 - sub-total of Columns 6 & 17 i.e., all disbursements for regular operating requirements.

Columns 19 to 22 - total disbursements made for trust liabilities covered by E.O. 338 / DOF-DBM Joint Circular No. 1-97.

Columns 23-27 - grand total, i.e., Columns 6, 17 & 22 for all types of disbursements by allotment class during the month covered by the report.

Column 28 - any additional information relevant to this report.
3. Summary of Total Disbursement Authority received and actual disbursements shall be indicated. List of disbursements authorities shall be presented on a separate sheet by Disbursement Authorities received indicating the number, date and amount.
4. Likewise, the over or under spending shall be determined by deducting the actual disbursements from the disbursements program. The reasons for over or under spending and the catch-up plan shall be stated in the remarks.

MONTHLY REPORT OF DISBURSEMENTS
For the month of January 2015

Department : Department of the Interior and Local Government
 Agency : Department of the Interior and Local Government
 Operating Unit : Region I
 Organization Code (UACS) : 140010300001
 Funding Source Code (as clustered): 01101101

PARTICULARS	CURRENT YEAR BUDGET					PRIOR YEAR'S BUDGET										SUB-TOTAL	UST LIABILITY				GRAND TOTAL					Remarks	
	PS	MOOE	Fin. Exp	CO	TOTAL	PRIOR YEAR'S AP				CURRENT YEAR'S AP				TOTAL	PS		MOOE	Fin. Exp	CO	Sub-Total	TOTAL	PS	MOOE	Fin. Exp	CO		TOTAL
						PS	OC	Fi n.	CO	T	PS	MOOE	Fin. Exp														
1	2	3	4	5	6=(2+3+4+5)	7	8	9	10	11	12	13	14	15	16=(12+13+14+15)	17=(11+16)	18=(6+17)	19	20	21	22=(19+20+21)	23	24	25	26	27=(23+24+25+26)	28
Notice of Cash Allocation (NCA) MDS Checks Issued Advice to Debit Account Working Fund (NCA issued to BTr) Tax Remittance Advices Issued (TRA) Cash Disbursement Ceiling (CDC) Non-Cash Availment Authority (NCAA) Others (CDT, BTr Docs Stamp, etc.) TOTAL	8,616,819.06	1,209,064.05			9,825,883.11						110,324.85	588,605.42			698,930.27	698,930.27	10,524,813.38					8,727,143.91	1,797,669.47			10,524,813.38	
	1,133,032.14	20,751.03			1,153,783.17							441.77			441.77	441.77	1,154,224.94					1,133,032.14	21,192.80			1,154,224.94	
	9,749,851.20	1,229,815.08	-	-	10,979,666.28						110,324.85	589,047.19			699,372.04	699,372.04	11,679,038.32					9,860,176.05	1,818,862.27	-	-	11,679,038.32	

SUMMARY:

	Previous Report	This month	As of Date		Previous Report	This month(net of Lapsed NCAs)	As of Date
Total Disbursement Authorities Received				Total Disbursements Program		12,925,424.94	12,925,424.94
NCA/NTA		11,771,200.00		Less: * Actual Disbursements	-	10,524,813.38	10,524,813.38
Working Fund				(Over)/Under spending	-	2,400,611.56	2,400,611.56
TRA		1,154,224.94		Less: TRA	1,154,224.94	1,154,224.94	1,154,224.94
CDC				Cash Book Balance	-	1,246,386.62	1,246,386.62
NCAA							
Others (CDT, BTr Docs Stamp, etc.)							
Less: Notice of Transfer Allocations (NTA)* issued							
Total Disbursements Authorities Available	-	12,925,424.94					
Less: Lapsed NCA							
Disbursements *		10,524,813.38					
Balance of Disbursements Authorities as of to date	-	2,400,611.56					

Notes: The use of NTA is discouraged
* Amounts should tally

Certified Correct:

SETY ZORAYDA S. PEREZ
Agency Chief Accountant
Date:

Approved By:

JULIE J. DAQUIOAG, Ph. D., CESO IV
Head of Agency or Authorized Representative
Date:

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