



**SUMMARY OF PRIOR YEAR'S OBLIGATIONS, DISBURSEMENTS AND UNPAID PRIOR YEAR OBLIGATIONS**  
For the Period Ending September 30, 2014

Department: State Universities & Colleges  
Agency/Operating Units : Benguet State University  
Region/Province/City: CAR  
Fund: General Fund

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>	-	-	-	-	-	-	-	-	-

Certified Correct:  
  
**VERONICA REINA E. AROMIN**  
Agency OIC - Budget Officer

Certified Correct:  
  
**IMELDA B. GALINATO**  
Accountant IV

Reviewed by:  
  
**MARY JOY S. RAPUSO**  
Chief Administrative Officer

Recommending Approval:  
  
**ESTRELLITA M. DACLAN**  
OIC - VP Administration & Finance

Approved by:  
  
**BEN D. LADILAD**  
Head of Agency or Authorized Representative

### 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.