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**2016-BC-063008**

REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**

General Solano St, San Miguel, Manila

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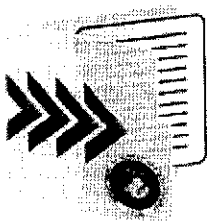
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QUARTERLY PHYSICAL REPORT OF OPERATION  
As of March 31, 2016

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_

	Current Year Appropriations
	Supplemental Appropriations
	Continuing Appropriations
	Off-Budget Account


[illegible]


**QUARTERLY PHYSICAL REPORT OF OPERATION**  
**As of March 31, 2016**

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_

	Current Year Appropriations
	Supplemental Appropriations
	Continuing Appropriations
	Off-Budget Account

Particulars	UACS CODE	Physical Targets					Physical Accomplishments					Variance as of _____	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
1	2	3	4	5	6	7=(3+4+5+6)	8	9	10	11	12=(8+9+10+11)	13	14
<b>Part B</b>  <b>Major Programs/Projects</b>  <b>KRA No. 1 - Anti-Corruption, Transparent, Accountable and Participatory Governance</b>  <b>Program Budgeting: Education Program</b> MPP Target 1 Target 2 ... <b>Other Major Programs and Projects</b> PAP Target 1 Target 2 ... ...continue down to the last PAP ...continue down to the last Program Budgeting ...continue down to the last KRA						N/A					N/A		

Prepared By:   
JEROME A. MASCARDO  
 Division Chief III  
 Date: \_\_\_\_\_

In coordination with:  
  
EDITHA LIM-MARZAL  
 Head, Financial Planning and Budget Department  
 Date: \_\_\_\_\_

Approved by:  
  
ROBERTO V. GARCIA  
 Chairman and Administrator  
 Date: \_\_\_\_\_

**STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES**  
**As of the Quarter Ending March 31, 2016**

Department \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY  
 Operating Unit \_\_\_\_\_  
 Organization Code (UACS) \_\_\_\_\_  
 Funding Source Code (as clustered) : \_\_\_\_\_ 101  
 (e.g. Old Fund Code: 101,102, 151)

	Current Year Appropriations
	Supplemental Appropriations
	Continuing Appropriations

[illegible]

	Current Year Appropriations
	Supplemental Appropriations
	Continuing Appropriations

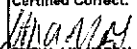
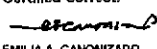


[illegible]

**STATEMENT OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES**  
As of the Quarter Ending March 31, 2015

Department : \_\_\_\_\_  
Agency : SUBIC BAY METROPOLITAN AUTHORITY  
Operating Unit : \_\_\_\_\_  
Organization Code (UACS) : \_\_\_\_\_  
Funding Source Code (as clustered) : 101  
(e.g. Old Fund Code: 101, 102, 151)

Current Year Appropriations
Supplemental Appropriations
Continuing Appropriations

Particulars	UACS CODE	Appropriations			Allotments					Current Year Obligations					Current Year Disbursements					Balances			
		Authorized Appropriation	Adjustments (Transfer To/From, Realignment)	Adjusted Appropriations	Allotments Received	Adjustments (Withdrawal, Realignment)	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 Appropriations	Unallotted Allotment	Unpaid Obligations (18-20) = (23+24)	
																						Due and Demandable	Not Yet Due and Demandable
1	2	3	4	5=(3+4)	6	7	8	9	10=(6+(-)-7)+9	11	12	13	14	15=(11+12+13+14)	16	17	18	19	20=(16+17+18+19)	21=(5-10)	22=(10-15)	23	24
PAP ...continue down to the last PAP ...continue down to the last Program Budgeting ...continue down to the last KRA																							

<b>Certified Correct:</b>  <b>EDITHA LIM-MARCIAL</b> Head, Financial Planning & Budget Dept. Date: _____	<b>Certified Correct:</b>  <b>EMILIA A. CANONIZADO</b> Head, Accounting Department Date: _____	<b>Recommending Approval:</b>  <b>ANTONIO P. SANQUI</b> Deputy Administrator for Finance Date: _____	<b>Approved By:</b>  <b>ROBERTO V. GARCIA</b> SBMA Chairman & Administrator Date: _____
---	---	--	--

	Current Year Appropriations
	Supplemental Appropriations
	Continuing Appropriations

Department : \_\_\_\_\_  
Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
Operating Unit : \_\_\_\_\_  
Organization Code (UACS) : \_\_\_\_\_  
Funding Source Code (as clustered) : 101  
(e.g. Old Fund Code: 101,102, 151)

[illegible]

**SUMMARY OF APPROPRIATIONS, ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES BY OBJECT OF EXPENDITURES**  
**As of the Quarter Ending March 31, 2016**

	Current Year Appropriations
	Supplemental Appropriations
	Continuing Appropriations

Department :  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit :  
 Organization Code (UACS) :  
 Funding Source Code (as clustered) : 101  
 (e.g. Old Fund Code: 101,102, 151)

Particulars	UACS CODE	Appropriations			Allotments				Current Year Obligations					Current Year Disbursements					Balances					
		Authorized Appropriation	Adjustments (Transfer To/From, Realignment)	Adjusted Appropriations	Allotments Received	Adjustments (Withdrawals, Realignment)	Transfer To	Transfer From	Adjusted Total Allotments	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Unreleased Appropriations	Unobligated Allotment	Unpaid Obligations (15-20) = (23+24)		
										Ending March 31	Ending June 30	Ending Sept. 30	Ending Dec. 31		Ending March 31	Ending June 30	Ending Sept. 30	Ending Dec. 31				Due and Demandable	Not Yet Due and Demandable	
1	2	3	4	5=(3+4)	6	7	8	9	10=[(6+(-17)+8+9)]	11	12	13	14	15=(11+12+13+14)	16	17	18	19	20=(16+17+18+19)	21=(5-10)	22=(10-15)	23	24	
Interest Expenses Interest Paid to Non Residents Interest Paid to Residents other than General Government Interest Paid to other General Government Units  Continue down to the last object of expenditure...	50604040 00 50604040 01 50604040 02 50604040 03 50604040 04 50604050 00 50604050 01 50604050 02 50604050 03																							
Capital Outlays Property, Plant and Equipment Outlay Buildings and Other Structures Outlay Buildings School Buildings Hospitals and Health Centers Markets Machinery and Equipment Outlay Machinery Office Equipment Information and Communication Technology Equipment  (sample object of expenditure only)  Continue down to the last object of expenditure...																								
B. AUTOMATIC APPROPRIATIONS Retirement and Life Insurance Premium Specify allotment class/object of expenditures Customs Duties and Taxes Specify allotment class/object of expenditures  Continue down to the last object of expenditure...																								
C. SPECIAL PURPOSE FUNDS Miscellaneous Personnel Benefits Fund Specify allotment class/object of expenditures Pension and Gratuity Fund Specify allotment class/object of expenditures  Continue down to the last object of expenditure...																								
GRAND TOTAL			2,029,108	0	2,029,108	1,466,688	0	0	0	1,466,688	1,466,688	0	0	0	1,466,688	1,466,688	0	0	0	1,466,688	562,420	0	0	0
Certified Correct: <u>Editha Lim-Marzaj</u> EDITHA LIM-MARZAJ Head, Financial Planning and Budget Department Date:		Certified Correct: <u>Emilia S. Canonizado</u> EMILIA S. CANONIZADO Chief Accountant Date:								Recommending Approval: <u>Antonietta P. Sengui</u> ANTONIETTA P. SENGUI Deputy Administrator for Finance Date:								Approved By: <u>Roberto V. Garcia</u> ROBERTO V. GARCIA SBMA Chairman & Administrator Date:						



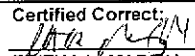
List of Allotments and Sub-Allotments  
As of the quarter ending March 31, 2016

Department :  
Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
Operating Unit :  
Organization Code (UACS) :  
Funding Source Code (as clustered) : 101  
(e.g. Old Fund Code: 101,102, 151)

☐ Current Year Appropriations  
☐ Continuing Appropriations  
☐ Supplemental Appropriations

No.	Allotments / Sub-Allotments		Funding Source		Allotments / Sub-Allotments received from COs / ROs				Sub-Allotment to Regions/Operating Units				Total Allotments / Net of Sub-allotments			
	Number	Date	Description	UACS Code	PS	MOOE	CO	Total	PS	MOOE	CO	Total	PS	MOOE	CO	Total
1	2	3	4	5	6	7	8	9=(6+7+8)	10	11	12	13=(10+11+12)	14 = (6+10)	15 = (7+11)	16 = (8 + 12)	17=(14+15+16)
A. Allotments received from DBM																
1	Comprehensive Release per Annex A and A-1 of NBC No. 551		Agency Specific Budget	1 01 101												
2	GARO No. 2014-1 (RLIP)		RLIP	1 04 102												
3																
4	SARO (MPBF) - HHIC			1 01 406		0		0					0	0	0	0
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
	Sub-total					-	-	-	-	-	-	-	-	-	-	-
B. Sub-allotments received from Central Office/Regional Office																
1																
2																
3																
4																
5																
6																
	Sub-Total					-	-	-	-	-	-	-	-	-	-	-
	Total Allotments					-	-	-	-	-	-	-	-	-	-	-

Summary by Funding Source Code:																
Agency Specific Budget		1 01 101														
RLIP		1 04 102														
MPBF		1 01 406														

Certified Correct:  
  
EDITHA L. MARZAL  
Head, Financial Planning and Budget Department  
Date: \_\_\_\_\_

**List of Allotments and Sub-Allotments**  
**As of the quarter ending March 31,2016**

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered) : 101  
 (e.g. Old Fund Code: 101,102, 151)

	Current Year Appropriations
	Continuing Appropriations
	Supplemental Appropriations

No.	Allotments / Sub-Allotments		Funding Source		Allotments / Sub-Allotments received from COs / ROs				Sub-Allotment to Regions/Operating Units				Total Allotments / Net of Sub-allotments			
	Number	Date	Description	UACS Code	PS	MOOE	CO	Total	PS	MOOE	CO	Total	PS	MOOE	CO	Total
1	2	3	4	5	6	7	8	9=(6+7+8)	10	11	12	13=(10+11+12)	14 = (6+10)	15 = (7+11)	16 = (8 + 12)	17=(14+15+16)

FAR No. 1-B

**INSTRUCTIONS:**

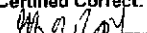
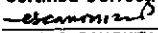
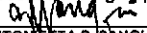

- The list of Allotments and Sub-Allotments shall be prepared to support the quarterly SAAODB per FAR No. 1.
- Columns 1 to 17 shall reflect the following information:  
 Column 1 - sequential numbering to determine how many obligational authorities were received / issued.  
 Columns 2 and 3 - Assigned allotment / Sub-allotment numbers and the date of issuance.  
 Columns 4 and 5 - the source of the current year allotments/ sub-allotments - Agency specific budget, Special Purpose Funds, Automatic Appropriations i.e., RLIP, SAGF, etc. and the corresponding Funding Source Code.  
 Columns 6 to 8 - the amount of Allotments and Sub-Allotments transferred from Central Office / Regional Offices under each allotment class should tally with the amount reflected in Column 9 of FAR Nos. 1 and 1-A.  
 Column 9 - sum of columns 6, 7 and 8.  
 Columns 10 to 12 - the amount of Sub-Allotments transferred to Regional Offices / Operating Units. Total transfers to other OUs under each allotment class should tally with the amount reflected in Column 8 of FAR Nos. 1 and 1-A.  
 Column 13 - sum of columns 10, 11 and 12.  
 Columns 14 to 17 - total of columns 9 and 13 by allotment class.

Department : \_\_\_\_\_  
 Agency : **SUBIC BAY METROPOLITAN AUTHORITY (SBMA)**  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered) : **101**  
 (e.g. Old Fund Code: 101,102, 151)

[illegible]

**STATEMENT OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES**  
**As of the Quarter Ending March 31, 2016**

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered) : 101  
 (e.g. Old Fund Code: 101,102, 151)

Particulars	UACS CODE	Approved Budget			Budget Utilization					Disbursements					BALANCES		
		Approved Budgeted 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 / Accounts Payable	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
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																	
<b>Certified Correct:</b>  <b>EDITHA LIM-MARZAL</b> Head, Financial Planning and Budget Department Date:		<b>Certified Correct:</b>  <b>EMILIA S. CANONIZADO</b> Chief Accountant Date:			<b>Recommending Approval:</b>  <b>ANTONIETTA P. SANQUI</b> Deputy Administrator for Finance Date:					<b>Approved by:</b>  <b>ROBERTO V. GARCIA</b> SBMA Chairman & Administrator Date:							

**SUMMARY OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES BY OBJECT OF EXPENDITURES**  
**As of the Quarter Ending March 31, 2016**

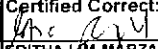
Department : \_\_\_\_\_  
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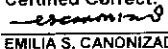
Particulars	UACS CODE	Approved Budget			Budget Utilization					Disbursements					BALANCES		
		Approved Budgeted Revenue	Adjustments (Additions, Reductions, Realignment)	Adjusted Budgeted Revenue	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Unutilized Budget	Unpaid Utilizations (10-15) = (17+18)	
					Ending March 31	Ending June 30	Ending Sept. 30	Ending Dec. 31		Ending March 31	Ending June 30	Ending Sept. 30	Ending Dec. 31			Due and Demandable / Accounts Payable	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
<b>SUMMARY</b>																	
<b>A. AGENCY SPECIFIC BUDGET</b>																	
<b>Personnel Services</b>																	
<b>Salaries and Wages</b>																	
Basic Salary - Civilian	50101010 01																
Basic Pay - Military/Uniformed Personnel	50101010 02																
<b>Other Compensation</b>																	
<b>Personnel Economic Relief Allowance (PERA)</b>																	
PERA - Civilian																	
Representation Expenses																	
Transportation Allowance																	
RATA of Sectors/Alternate Sectoral Representatives																	
<i>Continue down to the last object of expenditure...</i>																	
<b>Maintenance &amp; Other Operating Expenses</b>		2,029,108	0	2,029,108	1,466,688	0	0	0	1,466,688	1,466,688	0	0	0	1,466,688	562,420	0	0
<b>Traveling Expenses</b>	50201000 00																
Traveling Expenses - Local	50201010 00																
Traveling Expenses - Foreign	50201020 00																
<b>Training and Scholarship Expenses</b>																	
Training Expenses																	
Scholarship Grants/Expenses																	
<b>Supplies and Materials Expenses</b>																	
Office Supplies Expenses																	
Accountable Forms Expenses																	
Non-Accountable Forms Expenses																	
Animal/Zoological Supplies Expenses																	
Food Supplies Expenses																	
Welfare Goods Expenses																	
Drugs and Medicines Expenses																	
Medical, Dental and Laboratory Supplies Expenses																	
Fuel, Oil and Lubricants Expenses																	
Agricultural and Marine Supplies Expenses																	
<b>Textbooks and Instructional Materials Expenses</b>																	
Textbooks and Instructional Materials Expenses																	
Chalk Allowance																	
Military, Police and Traffic Supplies Expenses																	
Chemical and Filtering Supplies Expenses																	
Other Supplies and Materials Expenses																	
Utility Expenses		2,029,108	0	2,029,108	1,466,688	0	0	0	1,466,688	1,466,688	0	0	0	1,466,688	562,420	0	0

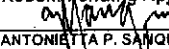
**SUMMARY OF APPROVED BUDGET, UTILIZATIONS, DISBURSEMENTS AND BALANCES BY OBJECT OF EXPENDITURES**  
**As of the Quarter Ending March 31, 2016**

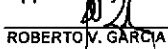
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 Funding Source Code (as clustered) : 101  
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Particulars	UACS CODE	Approved Budget			Budget Utilization					Disbursements					BALANCES		
		Approved Budgeted Revenue	Adjustments (Additions, Reductions, Realignment)	Adjusted Budgeted Revenue	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Unutilized Budget	Unpaid Utilizations (10-15) = (17+18)	
					Ending March 31	Ending June 30	Ending Sept. 30	Ending Dec. 31		Ending March 31	Ending June 30	Ending Sept. 30	Ending Dec. 31			Due and Demandable / Accounts Payable	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
Water Expenses Electricity Expenses (Trust fund-HHIC)		2,029,108		2,029,108	1,466,688			0	1,466,688	1,466,688	0	0	0	1,466,688	562,420	0	0
Continue down to the last object of expenditure...																	
<b>Financial Expenses</b>																	
Management Supervision/Trusteeship Fees																	
Interest Expenses																	
Interest Paid to Non Residents																	
Interest Paid to Residents other than General Government																	
Interest Paid to other General Government Units																	
Continue down to the last object of expenditure...																	
<b>Capital Outlays</b>																	
Property, Plant and Equipment Outlay																	
Buildings and Other Structures Outlay																	
Buildings	50604040 00																
School Buildings	50604040 01																
Hospitals and Health Centers	50604040 02																
Markets	50604040 03																
Machinery and Equipment Outlay	50604050 00																
Machinery	50604050 01																
Office Equipment	50604050 02																
Information and Communication Technology Equipment	50604050 03																
(sample object of expenditure only)																	
Continue down to the last object of expenditure...																	

Certified Correct:  
  
**EDITHA LIM-MARZAL**  
 Head, Financial Planning and Budget Department  
 Date: \_\_\_\_\_

Certified Correct:  
  
**EMILIA S. CANONIZADO**  
 Chief Accountant  
 Date: \_\_\_\_\_

Recommending Approval:  
  
**ANTONIETTA P. SANQUI**  
 Deputy Administrator for Finance  
 Date: \_\_\_\_\_

Approved By:  
  
**ROBERTO V. GARCIA**  
 SBMA Chairman & Administrator  
 Date: \_\_\_\_\_

**MONTHLY REPORT OF DISBURSEMENTS**  
For the month of January 2018

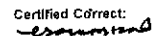
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Operating Unit : \_\_\_\_\_  
Organization Code (UACS) : \_\_\_\_\_  
Funding Source Code (as clustered) : 101  
(e.g. Old Fund Code: 101,102, 151)

PARTICULARS	CURRENT YEAR BUDGET					PRIOR YEAR'S BUDGET											SUB-TOTAL	TRUST LIABILITIES				GRAND TOTAL					Remarks
	PS	MOOE	Fin. Exp	CO	TOTAL	PRIOR YEAR'S ACCOUNTS PAYABLE					CURRENT YEAR'S ACCOUNTS PAYABLE					TOTAL		PS	MOOE	CO	TOTAL	PS	MOOE	Fin. Exp	CO	TOTAL	
						PS	MOOE	Fin. Exp	CO	Sub-Total	PS	MOOE	Fin. Exp	CO	Sub-Total												
1	2	3	4	5	5= (2+3+4+5)	7	8	9	10	11= (7+8+9+10)	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					0		0			0				0	0	0		0		0		0			0	0	e.g. Reasons for over or under spending and the catch-up plan
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

**SUMMARY:**

	Previous Report ( )	This month (January)	As of Date		Previous Report ( )	This month (January)	As of Date
Total Disbursement Authorities Received		0		Total Disbursements Program		0	
NCA				Less: * Actual Disbursements		0	
Working Fund				(Over)/Under spending			
TRA							
CDC							
NCAA							
Others (CDT, BTr Docs Stamp, etc.)							
Less: Notice of Transfer Allocations (NTA)* issued							
Total Disbursements Authorities Available							
Less: Lapsed NCA							
Disbursements *							
Balance of Disbursements Authorities as of date							

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

Certified Correct:  
  
EMILIA S. CANONIZADO  
Agency Chief Accountant  
Date: \_\_\_\_\_

Approved By:  
  
ROBERTO V. GARCIA  
SBMA Chairman & Administrator  
Date: \_\_\_\_\_

**MONTHLY REPORT OF DISBURSEMENTS**  
For the month of January 2016

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered) : 101  
 (e.g. Old Fund Code: 101, 102, 151)

FAR No. 4

**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, SUGs, 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.



PARTICULARS	CURRENT YEAR BUDGET					PRIOR YEAR'S ACCOUNTS PAYABLE										CURRENT YEAR'S ACCOUNTS PAYABLE										SUB-TOTAL	TRUST LIABILITIES				GRAND TOTAL					Remarks
	PS	MOOE	Fin. Exp	CD	TOTAL	PS	MOOE	Fin. Exp	CD	Sub-Total	PS	MOOE	Fin. Exp	CD	Sub-Total	TOTAL	PS	MOOE	CD	TOTAL	PS	MOOE	Fin. Exp	CD	TOTAL											
1	2	3	4	5	6=(2+3+4+5)	7	8	9	10	11=(7+8+9+10)	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.)					6		0			0		0			0	0	0		1,466,688		1,466,688	0		1,466,688	0	0	1,466,688	e.g. Reasons for over or under spending and the catch-up plan								
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,466,688	0	1,466,688	0		1,466,688	0	0	1,466,688									
JANUARY							0					0			0	0	0		0		0		0			0										
Notice of Cash Allocation MDS Checks Issued Advice to Debit Account Tax Remittance Advices Issued Cash Disbursement Ceiling Non-Cash Availment Authority Others (CDT, Docs Stamp, etc.)							0					0			0	0	0		0		0		0			0										
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0									
FEBRUARY							0					0			0	0	0		1,466,688		1,466,688			1,466,688			1,466,688									
Notice of Cash Allocation MDS Checks Issued Advice to Debit Account Tax Remittance Advices Issued Cash Disbursement Ceiling Non-Cash Availment Authority Others (CDT, Docs Stamp, etc.)							0					0			0	0	0		1,466,688		1,466,688			1,466,688			1,466,688									
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,466,688		1,466,688			1,466,688			1,466,688									
SUMMARY:	Previous Report (January)					This month (February)					As of Date					Total Disbursements Program Less - Actual Disbursements (Over)/Under spending					Previous Report (January)					This month (February)					As of Date					
Total Disbursement Authorities Received	0.00					1,466,688															1,466,688					1,466,688										
NCA																																				
Working Fund																																				
TRA																																				
CDC																																				
NCAA																																				
Others (CDT, BTr Docs Stamp, etc.)																																				
Less: Notice of Transfer Allocations (NTA) issued																																				
Total Disbursement Authorities Available																																				
Less: Lapses NCA																																				
Disbursements																																				
Balance of Disbursement Authorities as of date																																				
Notes: The use of NTA is discouraged																																				
* Amounts should tally																																				
Certified Correct:																																				
EMILIA S. CANONIZADO																																				
Agency Chief Accountant																																				
Date:																																				
Approved:																																				
ROBERTO V. GARCIA																																				
SBMA Chairman & Administrator																																				
Date:																																				

**MONTHLY REPORT OF DISBURSEMENTS**  
For the month of February 2016

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered) : 101  
 (e.g. Old Fund Code: 101,102, 151)

FAR No. 4

## 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 March 2016

Department: \_\_\_\_\_  
Agency: SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
Operating Unit: \_\_\_\_\_  
Organization Code (UACS): \_\_\_\_\_  
Funding Source Code (as clustered): 101  
(e.g. Old Fund Code: 101, 102, 151)

PARTICULARS	CURRENT YEAR BUDGET					PRIOR YEAR'S BUDGET											SUB-TOTAL	TRUST LIABILITIES				GRAND TOTAL					Remarks	
	PS	MOOE	Fin. Exp.	CO	TOTAL	PRIOR YEAR'S ACCOUNTS PAYABLE					CURRENT YEAR'S ACCOUNTS PAYABLE					TOTAL		PS	MOOE	CO	TOTAL	PS	MOOE	Fin. Exp.	CO	TOTAL		
						PS	MOOE	Fin. Exp.	CO	Sub-Total	PS	MOOE	Fin. Exp.	CO	Sub-Total													
1	2	3	4	5	6= (2+3+4+5)	7	8	9	10	11= (7+8+9+10)	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 BTF) Tax Remittance Advices Issued (TRA) Cash Disbursement Celling (CDC) Non-Cash Availment Authority (NCAA) Others (CDT, BTr Docs Stamp, etc.)					0		0			0		0			0	0	0				0							e.g. Reasons for over or under spending and the catch-up plan
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>FEBRUARY</b>							0				0				0	0	0		1,486,688		1,486,688		1,486,688			1,486,688		
Notice of Cash Allocation MDS Checks Issued Advice to Debit Account Tax Remittance Advices Issued Cash Disbursement Celling Non-Cash Availment Authority Others (CDT, Docs Stamp, etc.)							0				0				0	0	0		1,486,688		1,486,688		1,486,688			1,486,688		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,486,688		1,486,688		1,486,688			1,486,688		
<b>MARCH</b>							0				0				0	0	0											
Notice of Cash Allocation MDS Checks Issued Advice to Debit Account Tax Remittance Advices Issued Cash Disbursement Celling Non-Cash Availment Authority Others (CDT, Docs Stamp, etc.)							0				0				0	0	0											
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
<b>1ST QUARTER</b>							0				0				0	0	0		1,486,688		1,486,688		1,486,688			1,486,688		
Notice of Cash Allocation MDS Checks Issued Advice to Debit Account Tax Remittance Advices Issued Cash Disbursement Celling Non-Cash Availment Authority Others (CDT, Docs Stamp, etc.)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,486,688		1,486,688		1,486,688			1,486,688		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,486,688		1,486,688		1,486,688			1,486,688		
<b>GRAND TOTAL</b>																			1,486,688		1,486,688		1,486,688			1,486,688		

**SUMMARY:**

Total Disbursement Authorities Received  
NCA: 1,486,688

Less: Notice of Transfer Allocations (NTA) issued  
Total Disbursements Authorities Available  
Less: Lapsed NCA  
Disbursements \*

Balance of Disbursements Authorities as of to date

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

Previous Report (February)      This month (March)      B/L Date

Total Disbursements Program  
Less: \* Actual Disbursements  
(Over/Under spending)

Previous Report (February)      This month (March)      As of Date

1,486,688      -      -

1,486,688      -      -

Certified Correct:  
EMILIA S. CANONIZADO  
Agency Chief Accountant  
Date: \_\_\_\_\_

Approved:  
ROBERTO V. GARCIA  
SBMA Chairman & Administrator  
Date: \_\_\_\_\_

**MONTHLY REPORT OF DISBURSEMENTS**  
For the month of March 2016

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered) : 101  
 (e.g. Old Fund Code: 101, 102, 151)

FAR No. 4

## INSTRUCTIONS

1. The Monthly Report of Disbursements (MRD) shall be:
- Prepared indicating all authorized disbursements of the agency/OU by type and by allotment class, showing the totals by disbursement authority issued.
  - Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.
  - 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.

- 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.

- 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.
- 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.

**QUARTERLY REPORT OF REVENUE AND OTHER RECEIPTS**  
**As of the Quarter Ending March 31, 2016**  
**(In Pesos)**

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_

CLASSIFICATION / SOURCES OF REVENUE AND OTHER RECEIPTS	UACS Code	REVENUE TARGET (Annual)	ACTUAL REVENUE AND OTHER RECEIPTS COLLECTIONS					CUMULATIVE REMITTANCE /DEPOSITS TO DATE			VARIANCE		Remarks
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL	Remittance to BTr	Deposited with AGDB	Total	Amount	%	
1	2	3	4	5	6	7	8=(4+5+6+7)	9	10	11=(9+10)	12=(8-3)	13 = (12 / 3)	14
A. General Fund (formerly Fund 101)							N/A			N/A	N/A	N/A	
- Tax													
Documentary Stamp Tax	40104010 00												
- Non-Tax													
Permit Fees Import	40201010 01												
B. Special Account in the General Fund (formerly Fund 105, 183, 401, 151-159)													
- Tax													
- Non-Tax													
C. Off-Budget Accounts (formerly Fund 161 to 164, etc.)							N/A			N/A	N/A	N/A	
D. Custodial Funds (formerly Fund 101-184, 187)													
TOTAL													

Certified Correct:  
EMILIA S. CANONIZADO  
 Chief Accountant  
 Date: \_\_\_\_\_

Approved By: ROBERTO V. GARCIA  
 SBMA Chairman & Administrator  
 Date: \_\_\_\_\_

**QUARTERLY REPORT OF REVENUE AND OTHER RECEIPTS**  
**As of the Quarter Ending March 31, 2016**  
**(In Pesos)**

Department : \_\_\_\_\_  
 Agency : SUBIC BAY METROPOLITAN AUTHORITY (SBMA)  
 Operating Unit : \_\_\_\_\_  
 Organization Code (UACS) : \_\_\_\_\_

**INSTRUCTIONS**

1. This Quarterly Report of Revenue and Other Receipts shall reflect the agency's/DOs actual revenue and other receipts collections from all sources remitted with the Bureau of the Treasury (BTr) and deposited in other Authorized Government Depository Bank (AGDB), for the budget year, broken down by quarter. This shall be submitted to DBM and COA not later than the 30th day following the end of the quarter.
2. Column 1 shall reflect the classification of revenue and other receipts as to tax or non-tax and should identify the specific source (Tax Income: e.g., Tax on Domestic Goods and Services, Tax on Net Profits, etc.; Non-tax Income: e.g. Permits and Licenses, Service Income, Business Income, etc) consistent with the Revised Chart of Accounts prescribed by COA.
3. Column 2 shall reflect the Unified Accounts Codes Structure (UACS) Code per COA-DBM-DOF Joint Circular No. 2013-1 dated 6 August 2013.
4. Columns 3 shall reflect the revenue targets for the year. This should be consistent with the amounts indicated in the Budget of Expenditures and Sources of Financing (BESF) tables for the budget year.
5. Columns 4 to 8 shall reflect the actual quarterly revenue and other receipts collections for the year covered by the report.
6. Columns 9 to 11 shall reflect the cumulative revenue and other receipts deposited by the agency with the BTr / AGDB as of date (from January 1 of the current year).
7. Columns 12 and 13 shall reflect the variance between the annual targeted collection and the actual revenue and other receipts collection as of the period covered by the report.
8. Column 14 shall reflect any additional information i.e., reasons for any variance between targeted and actual collections; new fees imposed; increase in fees and charges; or implementation of new programs.
9. This form shall be Certified Correct by the Chief Accountant/Head of Accounting Unit and approved by Head of Agency/Authorized Representative.