<table>
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<th>Column 1</th>
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<td>20</td>
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<tr>
<td>Particulars</td>
<td>Authorized Appropriations</td>
<td>Adjustments</td>
<td>Total Authorized Appropriations</td>
<td>Adjusted Appropriations</td>
<td>Column 9</td>
<td>Column 10</td>
<td>Column 11</td>
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**INSTRUCTIONS:***

1. The Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) shall be:
   a) prepared by an agency/central office/regional office operating units in reporting the appropriations, the allotments received, the obligations and the disbursements/ expenditures made for the reporting period.
   b) submitted to the Government Accounting Sector, Commission on Audit (COA), duly furnished the Audit Team Leader in the Department of Budget and Management (DBM),
   c) presented in format (1-10, 11-13, etc.), appropriation source (Current Year’s Budget and Prior Year’s Budget) and allotment class (PS, MOOE, FE, CO).
   d) submitted to the head of the Agency/Budgeting Unit/Unit Head, duly furnished the Budget Officer and Chief Accountant, duly certified correct by the Budget Officer (data on appropriations, allotments and obligations) and Chief Accountant (data on disbursements). This shall be approved by the Head of the Agency/Budgeting Unit/Unit Head.
   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, CO) and sources of funds (Current Year’s Budget and Prior Year’s Budget).
3. Column 2-4 shall reflect the available appropriations from all sources:
   Column 2 - authorized regular appropriations for the agency/operating unit.
   Column 3 - adjustments
   Column 4 - adjusted appropriations representing the total of columns 2 and 3.
4. Column 5 shall reflect the available allotments identified by source, as recorded in the Registry of Allotments and Obligations (RAOs).
5. Column 6 shall reflect the available allotments identified by source, as recorded in the Registry of Allotments and Obligations (RAOs).
6. Column 7 shall reflect the available allotments identified by source, as recorded in the Registry of Allotments and Obligations (RAOs).
7. Column 8 shall reflect the available allotments identified by source, as recorded in the Registry of Allotments and Obligations (RAOs).
8. Column 9 shall reflect the actual obligations recorded in the RAOs.
9. Column 10 shall reflect the actual obligations recorded in the RAOs.
10. Column 11 shall reflect the actual obligations recorded in the RAOs.
11. Column 12 shall reflect the actual obligations recorded in the RAOs.
12. Column 13 shall reflect the actual obligations recorded in the RAOs.
13. Column 14 shall reflect the actual obligations recorded in the RAOs.
14. Column 15 shall reflect the actual obligations recorded in the RAOs.
15. Column 16 shall reflect the actual obligations recorded in the RAOs.
16. Column 17 shall reflect the actual obligations recorded in the RAOs.
17. Column 18 shall reflect the actual obligations recorded in the RAOs.
18. Column 19 shall reflect the actual obligations recorded in the RAOs.
19. Column 20 - balance of allotment not obligated for the period.
20. Columns 14 to 17 shall reflect the actual disbursements, broken down by quarter, as recorded in the Report of Checks Issued/General Journal.
21. Columns 14 to 17 shall reflect the actual disbursements, broken down by quarter, as recorded in the Report of Checks Issued/General Journal.
22. Columns 14 to 17 shall reflect the actual disbursements, broken down by quarter, as recorded in the Report of Checks Issued/General Journal.
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26. Columns 14 to 17 shall reflect the actual disbursements, broken down by quarter, as recorded in the Report of Checks Issued/General Journal.
27. Columns 14 to 17 shall reflect the actual disbursements, broken down by quarter, as recorded in the Report of Checks Issued/General Journal.
28. Column 25 - balance of allotment not obligated for the period.