REGISTRY OF BUDGET, UTILIZATION AND DISBURSEMENTS PERSONNEL SERVICES (RBUDPS)

INSTRUCTIONS

A. This registry shall be maintained by the Budget Division/Unit of each entity by fund cluster, by MFO or PAP for Personnel Services.

B. This form shall be accomplished as follows:

1. **For the year** – the year covered by the registry
2. **Entity Name –** name of the agency/entity
3. **Fund Cluster –** fund cluster name/code in accordance with the UACS:

   03 Special Account-Locally Funded/Domestic Grants Fund
   05 Internally Generated Funds (Off-Budgetary Funds – Retained Income Funds)
   06 Business Related Funds
   07 Trust Receipts/Inter-Agency Transferred Funds

4. **Legal Basis** – the Republic Act/Administrative Order/Executive Order/Authority from oversight body
5. **MFO/PAP** – the MFO/PAP as shown in the Special Budget
6. **Sheet No. –** sheet number which shall be one series per year
7. **Date** – the date of recording/posting
8. **Reference Date –** the date of the reference documents
9. **Reference Serial No. –** the serial number of the BURS/RCI/RADAI/RTRAI/ NBURSA/JEV
10. **UACS Object Code/Expenditures** – the object code based on the UACS
11. **Budgeted Amount** – the amount of approved budget and any supplemental/ additional budget as of a given date
12. **Utilization** – the amount of utilized budget/commitment made based on the approved BURS supported by pertinent documents
13. **Unutilized Budgeted Amount** – the amount of budget still available for utilization (Budgeted Amount less Utilization)
14. **Payable** – the amount of budget utilization for services rendered based on JEV
15. **Disbursement –** the actual amount paid based on the RCI and JEV
16. **Unpaid Utilization-Due and Demandable –** balance of budget utilization for services rendered yet to be paid (Payable less Disbursement)
17. **Unpaid Utilization-Not Yet Due and Demandable –** the amount of budget utilization without services rendered (Utilizations less Payable)

C. Separate registry shall be maintained for overdraft/utilizations incurred in excess of budgeted amount.