

# **REGISTRY OF ALLOTMENTS, OBLIGATIONS AND DISBURSEMENTS PERSONNEL SERVICES (RAODPS)**

## *INSTRUCTIONS*

- A. This registry shall be maintained by the Budget Division/Unit by Appropriations Act, fund cluster, by Major Final Output (MFO) or Program/Activity/Project (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. **MFO/PAP** – the code per MFO or PAP as shown in the GAA/SARO/GARO
  4. **Fund Cluster** – the fund cluster name/code in accordance with the UACS:
    - 01 Regular Agency Fund
    - 02 Foreign Assisted Projects Fund
    - 03 Special Account-Locally Funded/Domestic Grants Fund
    - 04 Special Account-Foreign Assisted/Foreign Grants Fund
  5. **Legal Basis** – the Appropriations Act
  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 document
  9. **Reference-Serial Number** – the number of the GAARD/GARO/SARO/ORS/Reports of Checks Issued (RCI)/Report of Advice to Debit Account Issued (RADAI)/ Tax Remittance Advice (TRA)/JEV/Notice of Obligation Request and Status Adjustment (NORSA) with the original ORS number adjusted
  10. **UACS Object Code/Expenditures** – the object code based on the UACS
  11. **Allotments** – amount of allotment received based on the GAA/GARO/SARO/TRA, etc. including adjustments on allotments based on SARO, and other obligational authorities
  12. **Obligations** – amount of obligation incurred based on the approved ORS and adjustments based on NORSA supported by pertinent documents
  13. **Unobligated Allotments** – balance of available allotment that can still be obligated (Allotments less Obligations)
  14. **Disbursements** – actual amounts paid based on RCI/RADAI/TRA/JEV including adjustments thereto supported by pertinent documents
  15. **Unpaid Obligations-Due and Demandable** – balance of obligation for services rendered but not yet paid (Payable less Disbursement)
  16. **Unpaid Obligations-Not Yet Due and Demandable** – the amount of obligations without services rendered (Obligations less Payable)
- C. Separate registry shall be maintained for overdraft/obligations incurred in excess of allotment and for prior year's continuing appropriations (unreleased and unobligated allotments).