

**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 (RADAII)/ 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/RADAII/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).