

**MONTHLY REPORT OF DISBURSEMENTS**  
For the month of **November, 2020**

Department : Department of Environment and Natural Resources  
 Agency : MINES AND GEOSCIENCES BUREAU  
 Operating Unit : REGIONAL OFFICE NO. 6, ILOILO CITY  
 Organization Code (UACS) : \_\_\_\_\_  
 Funding Source Code (as clustered): FUND 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	PS												
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	
<b>CASH DISBURSEMENTS</b>																												
Notice of Cash Allocation (NCA)																												
MDS Checks Issued	481,907.61	4,272,280.00	-	-	4,754,187.61												4,754,187.61					481,907.61	4,272,280.00	-	-	4,754,187.61	e.g. Reasons for over or under spending	
Advice to Debit Account	3,645,468.69	1,489,319.61	-	-	5,134,788.30												5,134,788.30					3,645,468.69	1,489,319.61	-	-	5,134,788.30		
Notice of Transfer Allocation (NTA)																												
MDS Checks Issued																												
Advice to Debit Account																												
Working Fund (NCA issued to BTr)																												
Cash Disbursement Ceiling (CDC)																												
<b>TOTAL CASH DISBURSEMENTS</b>																												
<b>NON-CASH DISBURSEMENTS</b>																												
Tax Remittance Advices Issued (TRA)	228,258.40	39,320.69	-	-	267,579.09												267,579.09					228,258.40	39,320.69	-	-	267,579.09	plan	
Non-Cash Availment Authority (NCAA)																												
Disbursement effected through outright deductions from claims (please specify)																												
Overpayment of expenses (e.g. personnel benefits)																												
Restitution for loss of government property																												
Liquidated damages and similar claims																												
Others (CDT, BTr Docs Stamp, etc.)																												
<b>TOTAL NON-CASH DISBURSEMENTS</b>																												
<b>GRAND TOTAL</b>	<b>4,355,634.70</b>	<b>5,800,920.30</b>	<b>-</b>	<b>-</b>	<b>10,156,555.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,156,555.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,355,634.70</b>	<b>5,800,920.30</b>	<b>-</b>	<b>-</b>	<b>10,156,555.00</b>		

**SUMMARY:**

Particulars (1)	Previous Report (2)	This month (November) (3)	As of Date (4)
Total Disbursement Authorities Received			
NCA	38,081,000.00	5,845,000.00	43,926,000.00
NTA	5,383,319.47	369,360.41	5,752,679.88
Working Fund			
TRA	2,418,261.57	267,579.09	2,685,840.66
CDC			
NCAA			
Less: Notice of Transfer Allocations (NTA)* issued			
<b>Total Disbursements Authorities Available</b>	<b>45,882,581.04</b>	<b>6,481,939.50</b>	<b>52,364,520.54</b>
Less: Lapsed NCA	3,584,061.14		3,584,061.14
Disbursements* (Including TRA & PISC)	40,194,200.60	10,156,555.00	50,350,755.60
Less: Other Non-Cash Disbursement			
Disbursement effected through outright deductions from claims			
Overpayment of expenses (e.g. personnel benefits)			
Restitution for loss of government property			
Liquidated damages and similar claims			
Others (e.g. TEF, BTr, Docs Stamp, etc.)			
Add/Less: Adjustment (e.g. Cancelled/staled checks)			
<b>Balance of Disbursements Authorities as of to date</b>	<b>2,104,319.30</b>	<b>(3,674,615.50)</b>	<b>(1,570,296.20)</b>
Total Disbursements Program	45,882,581.04	6,481,939.50	52,364,520.54
Less: * Actual Disbursements	40,194,200.60	10,156,555.00	50,350,755.60
(Over)/Under spending	<b>5,688,380.44</b>	<b>(3,674,615.50)</b>	<b>2,013,764.94</b>

Notes: The use of NTA is discouraged

:Amounts should tally with the grand total disbursement (column 27).

Certified Correct:

**GLENN L. UMPIG**

Accountant III

Date: 12/01/2020

Approved by:

**RAUL A. LAPUT**

OIC, Office of the Regional Director

Date: 12/01/2020

## 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.