



Certified Correct:

  
RENATO Q. FAJARDO JR

Budget Officer Designate

**INSTRUCTIONS:**

**FAR No. 1-B**

1. The list of Allotments and Sub-Allotments shall be prepared to support the quarterly SAAODB per **FAR No. 1**.
2. Columns 1 to 17 shall reflect the following information:
  - Column 1 - sequential numbering to determine how many obligational authorities were received / issued.
  - Columns 2 and 3 - Assigned allotment / Sub-allotment numbers and the date of issuance.
  - Columns 4 and 5 - the source of the current year allotments/ sub-allotments - Agency specific budget, Special Purpose Funds, Automatic Appropriations i.e., RLIP, SAGF, etc. and the corresponding Funding Source Code.
  - Columns 6 to 8 - the amount of Allotments and Sub-Allotments transferred from Central Office / Regional Offices under each allotment class should tally with the amount reflected in Column 9 of FAR Nos. 1 and 1-A.
  - Column 9 - sum of columns 6, 7 and 8.
  - Columns 10 to 12 - the amount of Sub-Allotments transferred to Regional Offices / Operating Units. Total transfers to other OUs under each allotment class should tally with the amount reflected in Column 8 of FAR Nos. 1 and 1-A.
  - Column 13 - sum of columns 10, 11 and 12.
  - Columns 14 to 17 - total of columns 9 and 13 by allotment class.