

**Statement of Allotments, Obligations and Balances**  
As of December 31, 2013

Department: **Department of Science and Technology**  
Agency: **Science and Technology Information Institute**

PI/AP / ALLOTMENT CLASS / OBJECT OF EXPENDITURE	EXP CLS	OBJ CLS	ALLOTMENT RECEIVED	OBLIGATIONS INCURRED		Unobligated Balance of Allotment	Re mar ks
				This Report	To Date		
<b>CURRENT YEAR BUDGET</b>							
<b>A. Programs</b>							
<b>I. General Administration and Support</b>							
<b>a. General Administration and Support Services</b>							
<b>1. General Management and Supervision</b>							
<b>PERSONAL SERVICES</b>	100						
Salaries and Wages							
Regular Pay		701	5,084,000.00	366,250.00	4,631,808.60	452,191.40	
<b>Total Salaries and Wages</b>			<b>5,084,000.00</b>	<b>366,250.00</b>	<b>4,631,808.60</b>	<b>452,191.40</b>	
Other Compensation							
PERA		711	361,090.92	30,000.00	361,090.92	-	
Representation Allowance (RA)		713	132,000.00	5,000.00	114,000.00	18,000.00	
Transportation Allowance (TA)		714	132,000.00	5,000.00	60,000.00	72,000.00	
Clothing/Uniform Allowance		715	75,000.00		75,000.00	-	
Productivity Incentive Benefits		717	30,000.00		30,000.00	-	
Other Bonuses and Allowances		719	375,000.00	375,000.00	375,000.00	-	
Overtime and Night Pay		723	33,495.92		33,495.92	-	
Cash Gift		724	75,000.00		75,000.00	-	
Year-end bonus		725	390,536.50		390,536.50	-	
Pag-ibig Contributions		732	18,000.00	1,500.00	18,000.00	-	
PHILHEALTH Contributions		733	49,500.00	4,125.00	49,500.00	-	
ECC Contributions/ECIP		734	17,826.48	1,485.54	17,826.48	-	
Terminal Leave Benefits		742	-		-	-	
Other Personnel Benefits		749	34,550.18	25,000.00	25,000.00	9,550.18	
<b>Total Other Compensation</b>			<b>1,724,000.00</b>	<b>447,110.54</b>	<b>1,624,449.82</b>	<b>99,550.18</b>	
<b>Total PS</b>			<b>6,808,000.00</b>	<b>813,360.54</b>	<b>6,256,258.42</b>	<b>551,741.58</b>	
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>	200						
Travelling Expenses - Local		751	184,775.68	5,000.00	184,775.68	-	
Training Expenses		753	131,822.50		131,822.50	-	
Office Supplies Expenses		755	458,981.39	30,764.55	458,981.39	-	
Accountable Forms Expenses		756	12,850.00		12,850.00	-	
Gasoline, Oil and Lubricants Expenses		761	205,846.69	11,000.00	205,846.69	-	
Other Supplies Expenses		765	57,668.77		57,668.77	-	
Water Expenses		766	11,018.46		11,018.46	-	
Electricity Expenses		767	2,269,864.02	264,654.46	2,204,385.04	65,478.98	
Postage and Deliveries		771	3,325.00	80.00	3,325.00	-	
Telephone Expenses - Landline		772	8,579.24		8,579.24	-	
Telephone Expenses - Mobile		773	41,168.00	4,610.00	41,168.00	-	
Cable, Satellite, Telegraph & Radio Expenses		775	12,480.00		12,480.00	-	
Printing and Binding Expenses		781	17,326.00		17,326.00	-	
Advertising Expenses		780	-		-	-	
Rent Expenses		782	108,495.74	10,874.30	108,495.74	-	
Representation Expenses		783	294,351.97	15,109.40	294,351.97	-	
Subscription Expenses		786	12,342.00		12,342.00	-	
Auditing Expenses		792	47,273.14	2,141.44	47,273.14	-	
Janitorial Services		796	972,059.00	115,348.44	972,059.00	-	
Security Services		797	894,769.51	139,197.15	894,769.51	-	
Other Professional Expenses		799	1,423,666.11	143,485.76	1,423,666.11	-	



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**Statement of Allotments, Obligations and Balances  
As of December 31, 2013**

Department: **Department of Science and Technology**  
Agency: **Science and Technology Information Institute**

PI/AP / ALLOTMENT CLASS / OBJECT OF EXPENDITURE	EXP CLS	OBJ CLS	ALLOTMENT RECEIVED	OBLIGATIONS INCURRED		Unobligated Balance of Allotment	Re mar ks
				This Report	To Date		
Repairs and Maintenance - Office Buildings		811	209,510.07	16,621.50	209,510.07	-	
Repairs and Maintenance - Office Equipment		821	48,066.25		48,066.25	-	
Repairs and Maintenance - Furniture and Fixtures		822	-		-	-	
Repairs and Maintenance - IT Equipment and Software		823	63,975.00		63,975.00	-	
Repairs and Maintenance - Motor Vehicles		841	221,432.00		221,432.00	-	
Extraordinary Expenses		883	76,700.00	(26,000.00)	76,700.00	-	
Taxes, Duties and Licenses		891	400.00		400.00	-	
Fidelity Bond Premiums		892	56,276.25	22,500.00	56,276.25	-	
Insurance Expenses		893	63,977.21		63,977.21	-	
Other Maintenance and Operating Expenses		969	260,000.00	15,000.00	260,000.00	-	
<b>Total MOOE</b>			<b>8,169,000.00</b>	<b>770,387.00</b>	<b>8,103,521.02</b>	<b>65,478.98</b>	
<b>Total A.I.a.1.</b>			<b>14,977,000.00</b>	<b>1,583,747.54</b>	<b>14,359,779.44</b>	<b>617,220.56</b>	
<b>2. Magna Carta Benefits (R.A. 8439)</b>							
<b>PERSONAL SERVICES</b>	100						
Subsistence Allowance		716	1,699,275.34	113,580.00	1,650,900.00	48,375.34	
Laundry Allowance		716	297,090.22	23,749.91	297,090.22	-	
Hazard Pay		721	2,481,945.70	1,225,821.17	2,481,945.70	-	
Longevity Pay		722	1,153,873.74		1,153,873.74	-	
<b>Total PS</b>			<b>5,632,185.00</b>	<b>1,363,151.08</b>	<b>5,583,809.66</b>	<b>48,375.34</b>	
<b>Total A.I.a.2.</b>			<b>5,632,185.00</b>	<b>1,363,151.08</b>	<b>5,583,809.66</b>	<b>48,375.34</b>	
<b>II. Operations</b>							
<b>a. Development of Science and Technology Information System</b>							
<b>1. Operation of Science and Technology Center for Information Services</b>							
<b>PERSONAL SERVICES</b>	100						
Salaries and Wages							
Regular Pay		701	5,328,000.00	470,790.00	5,749,478.36	(421,478.36)	
<b>Total Salaries and Wages</b>			<b>5,328,000.00</b>	<b>470,790.00</b>	<b>5,749,478.36</b>	<b>(421,478.36)</b>	
Other Compensation							
PERA		711	396,454.55	32,000.00	396,454.55	-	
Representation Allowance (RA)		713	60,000.00	5,000.00	60,000.00	-	
Transportation Allowance (TA)		714	60,000.00	5,000.00	60,000.00	-	
Clothing/Uniform Allowance		715	85,000.00		85,000.00	-	
Productivity Incentive Benefits		717	32,000.00		32,000.00	-	
Other Bonuses and Allowances		719	418,750.00	418,750.00	418,750.00	-	
Cash Gift		724	84,750.00		84,750.00	-	
Year-end bonus		725	444,570.45		486,345.30	(41,774.85)	
Pag-ibig Contributions		732	19,000.00	1,500.00	19,000.00	-	
PHILHEALTH Contributions		733	61,825.00	5,037.50	61,825.00	-	
ECC Contributions/ECIP		734	21,400.00	1,700.00	21,400.00	-	
Terminal Leave Benefits		742	-		-	-	
Other Personnel Benefits		749	30,000.00	30,000.00	30,000.00	-	
<b>Total Other Compensation</b>			<b>1,713,750.00</b>	<b>498,987.50</b>	<b>1,755,524.85</b>	<b>(41,774.85)</b>	
<b>Total PS</b>			<b>7,041,750.00</b>	<b>969,777.50</b>	<b>7,505,003.21</b>	<b>(463,253.21)</b>	

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PIA/P / ALLOTMENT CLASS / OBJECT OF EXPENDITURE	EXP CLS	OBJ CLS	ALLOTMENT RECEIVED	OBLIGATIONS INCURRED		Unobligated Balance of Allotment	Re mar ks
				This Report	To Date		
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>	200						
Travelling Expenses - Local		751	46,421.53	5,105.00	46,421.53	-	
Travelling Expenses - Foreign		752	-	-	-	-	
Training Expenses		753	342,117.10		342,117.10	-	
Office Supplies Expenses		755	432,829.33	(58,236.90)	332,829.33	100,000.00	
Textbooks and Instructional Materials Expense		763	65,200.00		65,200.00	-	
Other Supplies Expenses		765	21,468.33	-	21,468.33	-	
Telephone Expenses - Landline		772	390,495.98	28,705.66	269,503.54	120,992.44	
Telephone Expenses - Mobile		773	218,000.00	1,500.00	18,000.00	200,000.00	
Internet Expenses		774	98,560.00	8,960.00	98,560.00	-	
Cable, Satellite, Telegraph & Radio Expenses		775	4,680.00		4,680.00	-	
Printing and Binding Expenses		781	1,501.50		1,501.50	-	
Rent Expenses		782	58,060.80	4,838.40	58,060.80	-	
Representation Expenses		783	216,258.32	68,260.00	216,258.32	-	
Subscription Expenses		786	192,798.00		192,798.00	-	
Other Professional Expenses		799	696,924.11	196,027.82	696,924.11	-	
Repairs and Maintenance - Office Equipment		821	19,900.00	-	19,900.00	-	
Repairs and Maintenance - IT Equipment and Software		823	38,600.00	-	38,600.00	-	
Repairs and Maintenance - Other Machineries and Equipment		840	-	-	-	-	
Donations (Grants-In-Aid)		878	2,520,000.00		-	2,520,000.00	*
Other Maintenance and Operating Expenses		969	255,000.00		255,000.00	-	
<b>Total MOOE</b>			<b>5,618,815.00</b>	<b>255,159.98</b>	<b>2,677,822.56</b>	<b>2,940,992.44</b>	
<b>Total A.II.a.1.</b>			<b>12,660,565.00</b>	<b>1,224,937.48</b>	<b>10,182,825.77</b>	<b>2,477,739.23</b>	
<b>2. Implementation of Science and Technology Promotion and Advocacy Program</b>							
<b>PERSONAL SERVICES</b>	100						
Salaries and Wages							
Regular Pay		701	6,052,000.00	507,786.00	6,080,486.97	(28,486.97)	
<b>Total Salaries and Wages</b>			<b>6,052,000.00</b>	<b>507,786.00</b>	<b>6,080,486.97</b>	<b>(28,486.97)</b>	
Other Compensation							
PERA		711	432,000.00	38,000.00	456,000.00	(24,000.00)	
Representation Allowance (RA)		713	48,000.00	5,000.00	60,000.00	(12,000.00)	
Transportation Allowance (TA)		714	48,000.00	5,000.00	60,000.00	(12,000.00)	
Clothing/Uniform Allowance		715	90,000.00		95,000.00	(5,000.00)	
Productivity Incentive Benefits		717	36,000.00		36,000.00	-	
Other Bonuses and Allowances		719	475,000.00	475,000.00	475,000.00	-	
Cash Gift		724	90,000.00		95,000.00	(5,000.00)	
Year-end bonus		725	505,000.00		507,786.00	(2,786.00)	
Pag-ibig Contributions		732	22,000.00	2,000.00	24,000.00	(2,000.00)	
PHILHEALTH Contributions		733	59,000.00	5,700.00	68,400.00	(9,400.00)	
ECC Contributions/ECIP		734	22,000.00	1,800.00	21,600.00	400.00	
Terminal Leave Benefits		742	-		-	-	
Other Personnel Benefits		749	26,000.00	10,000.00	10,000.00	16,000.00	
<b>Total Other Compensation</b>			<b>1,853,000.00</b>	<b>542,500.00</b>	<b>1,908,786.00</b>	<b>(55,786.00)</b>	
<b>Total PS</b>			<b>7,905,000.00</b>	<b>1,050,286.00</b>	<b>7,989,272.97</b>	<b>(84,272.97)</b>	

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PI/AP / ALLOTMENT CLASS / OBJECT OF EXPENDITURE	EXP CLS	OBJ CLS	ALLOTMENT RECEIVED	OBLIGATIONS INCURRED		Unobligated Balance of Allotment	Re mar ks
				This Report	To Date		
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>	200						
Travelling Expenses - Local		751	60,619.81	1,196.50	60,619.81		-
Training Expenses		753	99,156.00		99,156.00		-
Office Supplies Expenses		755	254,449.63	48,325.42	213,273.42	41,176.21	
Other Supplies Expenses		765	79,496.79	78,528.45	79,496.79		-
Postage and Deliveries		771	111,248.12	1,663.20	111,248.12		-
Telephone Expenses - Landline		772	2,144.81	2,144.81	2,144.81		-
Telephone Expenses - Mobile		773	32,600.00	3,700.00	32,600.00		-
Cable, Satellite, Telegraph & Radio Expenses		775	15,600.00		15,600.00		-
Advertising Expenses		780	-		-		-
Printing and Binding Expenses		781	1,836,570.00	356,670.00	1,836,570.00		-
Rent Expenses		782	109,933.04	6,720.00	109,933.04		-
Representation Expenses		783	319,711.29	105,963.50	319,711.29		-
Subscription Expenses		786	41,792.50	920.00	41,792.50		-
Auditing Expenses		792	-		-		-
Other Professional Expenses		799	680,480.01	121,478.00	680,480.01		-
Repairs and Maintenance - Office Buildings		811	-		-		-
Repairs and Maintenance - Office Equipment		821	27,298.00		27,298.00		-
Repairs and Maintenance - Furniture and Fixtures		822	47,610.00	47,610.00	47,610.00		-
Repairs and Maintenance - IT Equipment and Software		823	18,540.00	-	18,540.00		-
Repairs and Maintenance - Motor Vehicles		841	-		-		-
Extraordinary Expenses		883	35,000.00	35,000.00	35,000.00		-
Other Maintenance and Operating Expenses		969	285,000.00		285,000.00		-
<b>Total MOOE</b>			<b>4,057,250.00</b>	<b>809,919.88</b>	<b>4,016,073.79</b>	<b>41,176.21</b>	
<b>Total A.II.a.2.</b>			<b>11,962,250.00</b>	<b>1,860,205.88</b>	<b>12,005,346.76</b>	<b>(43,096.76)</b>	
<b>SUMMARY</b>							
<b>PERSONAL SERVICES</b>	100						
Salaries and Wages							
Regular Pay		701	16,464,000.00	1,344,826.00	16,461,773.93	2,226.07	
<b>Total Salaries and Wages</b>			<b>16,464,000.00</b>	<b>1,344,826.00</b>	<b>16,461,773.93</b>	<b>2,226.07</b>	
Other Compensation							
PERA		711	1,189,545.47	100,000.00	1,213,545.47	(24,000.00)	
Representation Allowance (RA)		713	240,000.00	15,000.00	234,000.00	6,000.00	
Transportation Allowance (TA)		714	240,000.00	15,000.00	180,000.00	60,000.00	
Clothing/Uniform Allowance		715	250,000.00	-	255,000.00	(5,000.00)	
Subsistence Allowance		716	1,699,275.34	113,580.00	1,650,900.00	48,375.34	
Laundry Allowance		716	297,090.22	23,749.91	297,090.22		-
Productivity Incentive Benefits		717	98,000.00	-	98,000.00		-
Other Bonuses and Allowances		719	1,268,750.00	1,268,750.00	1,268,750.00		-
Hazard Pay		721	2,481,945.70	1,225,821.17	2,481,945.70		-
Longevity Pay		722	1,153,873.74	-	1,153,873.74		-
Overtime and Night Pay		723	33,495.92	-	33,495.92		-
Cash Gift		724	249,750.00	-	254,750.00	(5,000.00)	
Year-end bonus		725	1,340,106.95	-	1,384,667.80	(44,560.85)	
Pag-ibig Contributions		732	59,000.00	5,000.00	61,000.00	(2,000.00)	
PHILHEALTH Contributions		733	170,325.00	14,862.50	179,725.00	(9,400.00)	
ECC Contributions/ECIP		734	61,226.48	4,985.54	60,826.48	400.00	

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Department: **Department of Science and Technology**

Agency: **Science and Technology Information Institute**

P/A/P / ALLOTMENT CLASS / OBJECT OF EXPENDITURE	EXP CLS	OBJ CLS	ALLOTMENT RECEIVED	OBLIGATIONS INCURRED		Unobligated Balance of Allotment	Re mar ks
				This Report	To Date		
Terminal Leave Benefits		742	-	-	-	-	
Other Personnel Benefits		749	90,550.18	65,000.00	65,000.00	25,550.18	
<b>Total Other Compensation</b>			<b>10,922,935.00</b>	<b>2,851,749.12</b>	<b>10,872,570.33</b>	<b>50,364.67</b>	
<b>Total PS</b>			<b>27,386,935.00</b>	<b>4,196,575.12</b>	<b>27,334,344.26</b>	<b>52,590.74</b>	
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>	200						
Travelling Expenses - Local		751	291,817.02	11,301.50	291,817.02	-	
Travelling Expenses - Foreign		752	-	-	-	-	
Training Expenses		753	573,095.60	-	573,095.60	-	
Office Supplies Expenses		755	1,146,260.35	20,853.07	1,005,084.14	141,176.21	
Accountable Forms Expenses		756	12,850.00	-	12,850.00	-	
Gasoline, Oil and Lubricants Expenses		761	205,846.69	11,000.00	205,846.69	-	
Textbooks and Instructional Materials Expense		763	65,200.00	-	65,200.00	-	
Other Supplies Expenses		765	158,633.89	78,528.45	158,633.89	-	
Water Expenses		766	11,018.46	-	11,018.46	-	
Electricity Expenses		767	2,269,864.02	264,654.46	2,204,385.04	65,478.98	
Postage and Deliveries		771	114,573.12	1,743.20	114,573.12	-	
Telephone Expenses - Landline		772	401,220.03	30,850.47	280,227.59	120,992.44	
Telephone Expenses - Mobile		773	291,768.00	9,810.00	91,768.00	200,000.00	
Internet Expenses		774	98,560.00	8,960.00	98,560.00	-	
Cable, Satellite, Telegraph & Radio Expenses		775	32,760.00	-	32,760.00	-	
Advertising Expenses		780	-	-	-	-	
Printing and Binding Expenses		781	1,855,397.50	356,670.00	1,855,397.50	-	
Rent Expenses		782	276,489.58	22,432.70	276,489.58	-	
Representation Expenses		783	830,321.58	189,332.90	830,321.58	-	
Subscription Expenses		786	246,932.50	920.00	246,932.50	-	
Auditing Expenses		792	47,273.14	2,141.44	47,273.14	-	
Janitorial Services		796	972,059.00	115,348.44	972,059.00	-	
Security Services		797	894,769.51	139,197.15	894,769.51	-	
Other Professional Expenses		799	2,801,070.23	460,991.58	2,801,070.23	-	
Repairs and Maintenance - Office Buildings		811	209,510.07	16,621.50	209,510.07	-	
Repairs and Maintenance - Office Equipment		821	95,264.25	-	95,264.25	-	
Repairs and Maintenance - Furniture and Fixtures		822	47,610.00	47,610.00	47,610.00	-	
Repairs and Maintenance - IT Equipment and Software		823	121,115.00	-	121,115.00	-	
Repairs and Maintenance - Other Machineries and Equipment		840	-	-	-	-	
Repairs and Maintenance - Motor Vehicles		841	221,432.00	-	221,432.00	-	
Donations (Grants-In-Aid)		878	2,520,000.00	-	-	2,520,000.00	
Extraordinary Expenses		883	111,700.00	9,000.00	111,700.00	-	
Taxes, Duties and Licenses		891	400.00	-	400.00	-	
Fidelity Bond Premiums		892	56,276.25	22,500.00	56,276.25	-	
Insurance Expenses		893	63,977.21	-	63,977.21	-	
Other Maintenance and Operating Expenses		969	800,000.00	15,000.00	800,000.00	-	
<b>Total MOOE</b>			<b>17,845,065.00</b>	<b>1,835,466.86</b>	<b>14,797,417.37</b>	<b>3,047,647.63</b>	
<b>TOTAL CURRENT YEAR BUDGET</b>			<b>45,232,000.00</b>	<b>6,032,041.98</b>	<b>42,131,761.63</b>	<b>3,100,238.37</b>	

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**Statement of Allotments, Obligations and Balances**  
As of December 31, 2013

Department: **Department of Science and Technology**  
Agency: **Science and Technology Information Institute**

PI/AP / ALLOTMENT CLASS / OBJECT OF EXPENDITURE	EXP CLS	OBJ CLS	ALLOTMENT RECEIVED	OBLIGATIONS INCURRED		Unobligated Balance of Allotment	Re mar ks
				This Report	To Date		
<b>Automatic Appropriations</b>							
<b>Retire. and Life Ins. Prem. (RLIP)</b>							
<b>A.I.a.1. General Management and Supervision</b>							
Personal Services	100						
Life and Retirement Insurance Contributions		731	610,000.00	43,950.00	553,559.76	56,440.24	
Total PS			610,000.00	43,950.00	553,559.76	56,440.24	
<b>Total A.I.a.1.</b>			<b>610,000.00</b>	<b>43,950.00</b>	<b>553,559.76</b>	<b>56,440.24</b>	
<b>A.II.a.1. Operation of Science and Technology Center for Information Services</b>							
Personal Services	100						
Life and Retirement Insurance Contributions		731	640,000.00	54,346.32	665,274.24	(25,274.24)	
Total PS			640,000.00	54,346.32	665,274.24	(25,274.24)	
<b>Total A.II.a.1.</b>			<b>640,000.00</b>	<b>54,346.32</b>	<b>665,274.24</b>	<b>(25,274.24)</b>	
<b>A.II.a.2. Implementation of Science and Technology Promotion and Advocacy Program</b>							
Personal Services	100						
Life and Retirement Insurance Contributions		731	727,000.00	63,082.80	755,695.80	(28,695.80)	
Total PS			727,000.00	63,082.80	755,695.80	(28,695.80)	
<b>Total A.II.a.2.</b>			<b>727,000.00</b>	<b>63,082.80</b>	<b>755,695.80</b>	<b>(28,695.80)</b>	
<b>Total Retire. and Life Ins. Prem. (RLIP)</b>			<b>1,977,000.00</b>	<b>161,379.12</b>	<b>1,974,529.80</b>	<b>2,470.20</b>	
<b>Total Automatic Appropriations</b>			<b>1,977,000.00</b>	<b>161,379.12</b>	<b>1,974,529.80</b>	<b>2,470.20</b>	
<b>Other Releases</b>							
<b>Pension and Gratuity Fund</b>							
Terminal Leave Benefits		742	7,518,516.00	-	7,518,515.38	0.62	
<b>Misc. Personnel Benefit Fund</b>							
Salaries and Wages-Regular Pay		701	106,187.00	-	-	106,187.00	
Longevity Pay		722	1,168,887.00	1,151,690.00	1,151,690.00	17,197.00	
Life and Retirement Insurance Contributions		731	5,126.00	-	-	5,126.00	
Other Personnel Benefits		749	630,000.00	5,000.00	625,000.00	5,000.00	
<b>Total Other Releases</b>			<b>9,428,716.00</b>	<b>1,156,690.00</b>	<b>9,295,205.38</b>	<b>133,510.62</b>	
<b>PS</b>			<b>38,792,651.00</b>	<b>5,514,644.24</b>	<b>38,604,079.44</b>	<b>188,571.56</b>	
<b>MOOE</b>			<b>17,845,065.00</b>	<b>1,835,466.86</b>	<b>14,797,417.37</b>	<b>3,047,647.63</b>	*
<b>CO</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Grand Total</b>			<b>56,637,716.00</b>	<b>7,350,111.10</b>	<b>53,401,496.81</b>	<b>3,236,219.19</b>	

\*P2,520,000 under Subsidies and Donations for STARBOOKS project was not obligated because of the late endorsement of DOST execom received only last December 5, 2013.

Prepared by:

  
**CECILLE ROSE B. RAMOS**  
Administrative Officer V

Certified Correct by:

  
**ARLENE E. CENTENO**  
Chief-FAD

Approved/Submitted by:

  
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