

Instructions:

1. The Aging of Due and Demandable Obligations shall be:

- a.) Prepared by agencies central offices/regional offices/operating units. Adopt the UACS Code per COA-DBM-DOF Joint Circular No. 2013-1 dated 6 August 2013.
- b.) Certified correct by the Budget Officer (data on Obligation Request number and amount) and Chief Accountant (data on the aging of Due and Demandable Obligations) and approved by the Head of Department/Agency/Authorized Representative as recommended by the Director of Financial Management Service (FMS)
- c.) Due for submission to COA and DBM within 30 days after the end of the year.

2. Columns 1 to 10 shall reflect the following information:

- Column 1 - Name of Creditors
- Columns 2 to 4 - Obligation Request Number, Date and Amount of unpaid obligations
- Column 5 - Amount of Due and Demandable Obligations
- Columns 6 to 10 - Aging of Due and Demandable Obligations
- Column 11 - Reasons for having Due and Demandable Obligations outstanding above 90 days.