



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila



9 July 1998

**DEPARTMENT ORDER**

No. 96  
Series of 1998


**TO ALL: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Bureau Directors  
Project Directors  
Regional Equipment Engineers  
District/City Engineers  
Fiscal Controllers  
All concerned  
This Department**

**SUBJECT: Submission to the Department of Budget and  
Management of the Latest Statement of  
Allotment, Obligations and Balances (SAOB)  
and Trial Balance.**

To expedite processing of various requests pertaining to issuance of additional funds for payment of Terminal Leave, Retirement Gratuity Benefits and other Personal Services deficiencies, the following requirements are to be submitted to the Department of Budget and Management:

1. Latest Statement of Allotment, Obligations and Balances (SAOB) (By Program/Project Activity/Object Class of Expenditures).
2. Latest Trial Balance.

For strict compliance.

  
**GREGORIO R. VIGILAR**  
Secretary