



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CIRCULAR LETTER

No. 2024-9
March 07, 2024

To : All Heads of Departments/Agencies/State Universities and Colleges (SUCs), including Commissions/Offices under the Constitutional Fiscal Autonomy Group (CFAG), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs) Receiving Budgetary Support from the National Government, Government Financial Institutions (GFIs), Government Servicing Banks and All Others Concerned

Subject : **ANNUAL REVALIDATION OF IDENTIFICATION CARDS ISSUED TO AUTHORIZED AGENCY LIAISON OFFICERS FOR FY 2024 AND YEARS THEREAFTER**

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- 1.0 Pursuant to Department of Budget and Management (DBM) Circular No. 2016-6 dated July 7, 2016¹ and DBM CL No. 2019-16 dated December 10, 2019², the DBM Administrative Service-Human Resource Management Division (AS-HRMD)/DBM Regional Offices (ROs) will conduct a revalidation of DBM-issued identification (ID) cards to authorized agency liaison officers (LOs) as well as issuance of new and replacement IDs.
 - 2.0 Relative thereto, all are reminded/advised to observe the following guidelines for the revalidation/issuance of ID cards for authorized agency LOs:
 - 2.1 All ID cards issued for the year to authorized agency LOs shall be **valid only up to March 31 of the succeeding year**, and are required to be surrendered to the DBM AS-HRMD/DBM RO, as applicable.
 - 2.2 The DBM will issue the ID cards to a maximum of two (2) authorized agency LOs per department/agency.

¹ Guidelines Relating to Agency Transactions with the Department of Budget and Management (DBM)

² Reiterating Security Measures Relative to the Release of Budget Authorization Documents

2.3 Revalidation of lapsed IDs of authorized agency LOs for renewal in FY 2024 and years thereafter

Submission **not later than March 31 of the succeeding year** of written formal endorsement letter of the authorized agency LOs from the Head of Department/Agency, to the AS-HRMD/DBM RO, with the following attachments:

- 2.3.1 Information sheets using the form (attached as Annex A hereto);
- 2.3.2 ID picture (passport size);
- 2.3.3 Photocopies of the valid office IDs of both the Head of Department/Agency and the authorized agency LOs, bearing their names, photographs and signatures;
- 2.3.4 If applicable, a copy of an Office Order or related document by the Agency, if in case an authorized official/officer has been delegated by the Head of Department/Agency to sign the endorsement letter and other related documents; and
- 2.3.5 Original liaison ID cards issued for the immediately preceding year.

2.4 Issuance of ID cards to new authorized agency LOs

Submission of a written formal endorsement of the authorized agency LOs from the Head of Department/Agency, to the DBM AS-HRMD/DBM RO, supported with the requirements cited under items 2.3.1, 2.3.2, 2.3.3 and 2.3.4 hereof.

2.5 Replacement for lost ID cards for authorized agency LOs

Application for such ID cards should be supported with a duly notarized Affidavit of Loss, in addition to the required attachments in items 2.3.1, 2.3.2, 2.3.3 and 2.3.4 hereof.

2.6 Authorized agency LOs must submit the requirements for the revalidation/issuance of their liaison ID cards at the DBM AS-Central Records Division (CRD) or email at hrmd@dbm.gov.ph

When submitting through email, the following must be observed:

- a. The email subject or title must follow this format: Agency Name_Application for AALO ID Card_Last Name_First

Name_Middle Initial of authorized agency LOs (For example: DBM_Application for AALO ID Card_Cruz_Juan)

- b. All required documents must be scanned to ensure that such are clear and readable.
- c. Email attachments must be in a readable format.

For documents/requirements submitted through email, the original copies must be subsequently submitted (through DBM AS-CRD located at the Ground Floor of DBM Building III) within ten (10) days from sending of email to enable DBM AS-HRMD to validate initially submitted documents/requirements prior to releasing of ID cards.

2.7 **Claiming of ID cards for authorized agency LOs**

Authorized agency LOs are requested to coordinate with the AS-HRMD through email at hrmd@dbm.gov.ph regarding the availability of the ID cards and the schedule of its release.

- 3.0 ID cards for the authorized agency LOs of the DBM ROs' agency coverages shall be issued by the respective DBM ROs using the standard ID cards prepared by the DBM AS-HRMD.
- 4.0 Decentralized departments/agencies shall coordinate with the DBM RO concerned with regard to the methods of submission of documents/requirements as well as the schedule of release of the ID cards.
- 5.0 Please be guided accordingly.


AMENAH F. PANGANDAMAN
Department Secretary





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INFORMATION SHEET FOR AUTHORIZED AGENCY LIAISON OFFICERS

Please fill all fields

Name: _____ Gender: _____
 Birthday: _____ Age: _____ Civil Status: _____
 Position Title: _____

Please check the appropriate category of your office:

NGA SUC GOCC Attached Agency Others: _____

Complete Name of the Department/Agency/Office (please do not use acronyms):

If attached agency, complete name of the Central Department/Agency/Office attached to:

Immediate Supervisor: _____
 Office/Division/Section: _____ Position Title: _____
 Office Address: _____
 Telephone No.: _____ Fax No.: _____
 Mobile No.: _____ Email Address: _____

Specimen Signatures

1.	2.
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Specimen Initials

1.	2.
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Endorsing Officer: (Head of Agency)

1.	2.
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