



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

CIRCULAR LETTER

No. 16

November 5, 2012

TO : Heads of Department/Agencies/ State Universities and Colleges and other Offices of the National Government, Government Owned and/or Controlled Institutions, Government Servicing Banks, Members of the Congress of the Philippines and all Others Concerned

SUBJECT : ISSUANCE OF 2013 IDENTIFICATION CARDS TO AGENCY LIAISON OFFICERS AND REPRESENTATIVES OF MEMBERS OF THE CONGRESS OF THE PHILIPPINES

- 1.0. In accordance with DBM Circular Letter No. 2011-3 issued last 12 January 2011, all government agencies are reminded to continuously observe the guidelines provided thereof when transacting business with the DBM.
- 2.0. All ID cards shall be revalidated every year. The existing identification cards issued to liaison officers this year will be valid only up to 31 December 2012.
- 3.0. Agency Heads and Members of the Congress of the Philippines are requested to provide DBM with the updated names and positions of their liaison officers and representatives for the issuance of new ID cards which shall be valid from 1 January 2013 to 31 December 2013.
- 4.0. Designated agency liaison officers and representatives of the Members of the Congress of the Philippines are required to accomplish and submit the information sheet (attached as Annexes A and B) to the Administrative Service - Human Resource Development Division, at Ground Floor, Mabini Hall, Malacañang, Manila, **not later than 16 November 2012.**
- 5.0. ID cards for the designated agency liaison officers of the DBM Regional Offices' agency coverage shall be issued by the respective DBM Regional Offices.
- 6.0. Please be guided accordingly.


FLORENCIO B. ABAD

y Secretary

INFORMATION SHEET FOR AGENCY LIAISON OFFICERS

NAME: _____ SEX: _____ STATUS: _____

BIRTHDATE: _____ AGE: _____

POSITION TITLE: _____

DEPARTMENT/AGENCY: _____

ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

MOBILE NO.: _____ EMAIL ADDRESS: _____

NAME AND POSITION OF IMMEDIATE SUPERVISOR:

SPECIMEN SIGNATURES

1. _____

2. _____

3. _____

I.D. Number Issued _____

Date Issued _____

Attach recent
passport size
photo
(white
background)

Please submit one (1) additional identical photo for your ID card and print your name at the back of the photo

ANNEX B

**INFORMATION SHEET FOR AUTHORIZED REPRESENTATIVES
OF MEMBERS OF THE CONGRESS OF THE PHILIPPINES**

NAME: _____ SEX: _____ STATUS: _____

BIRTHDATE: _____ AGE: _____

POSITION TITLE: _____

OFFICE: SENATE HOUSE OF REPRESENTATIVES

NAME OF SENATOR/MEMBER OF THE HOUSE OF REPRESENTATIVES REPRESENTED:

ADDRESS: _____

TELEPHONE NO.: _____ FAX NO.: _____

MOBILE NO.: _____ EMAIL ADDRESS: _____

NAME AND POSITION OF IMMEDIATE SUPERVISOR:

SPECIMEN SIGNATURES

1. _____

2. _____

3. _____

I.D. Number Issued _____

Date Issued _____

Attach recent
passport size
photo
(white
background)

Please submit one (1) additional identical photo for your ID card and print your name at the back of the photo