



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACANANG, MANILA



**CIRCULAR LETTER**

No. 2013 - 18  
December 27, 2013

**TO :** Heads of Departments/Agencies/State Universities and Colleges and other Offices of the National Government, Government Owned or Controlled Corporations, Government Financial Institutions, Government Servicing Banks, and all Others Concerned

**SUBJECT :** **ISSUANCE OF 2014 IDENTIFICATION CARDS TO AUTHORIZED AGENCY LIAISON OFFICERS**

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- 1.0 In relation to Circular Letter No. 2011-3 issued dated January 12, 2013 by the Department of Budget and Management (DBM), all government agencies are continually enjoined to observe the guidelines provided thereof when transacting business with the DBM.
  - 2.0 **All existing identification (ID) cards previously issued to liaison officers of agencies and their attached offices will be valid only up to January 31, 2014, subject for renewal. On the other hand, the validity of the ID cards previously issued to the representatives of the members of the Congress of the Philippines will permanently expire on December 31, 2013 and shall not be further renewed.**
  - 3.0 Agency heads are requested to formally endorse in writing the names and positions of their duly designated liaison officers to the Administrative Service-Human Resource Development Division (AS-HRDD), **not later than January 17, 2013**. Endorsements should include the following attachments:
    - 3.1 Information sheets using the attached revised form (Annex "A"); and
    - 3.2 Photocopies of the valid office ID cards of both the Endorsing Officer and the designated agency liaison officer/s bearing their names, photographs, and signatures.
  - 4.0 The DBM will issue the new ID cards to a maximum of two (2) authorized liaison officers per agency/attached office.

- 5.0 All designated agency liaison officers are required to personally apply for and claim their ID cards at the AS-HRDD from January 20, 2014 to January 31, 2014.
- 6.0 ID cards for the authorized agency liaison officers of the DBM Regional Offices' (ROs) agency coverages shall be issued by the respective DBM ROs using the standard ID cards prepared by the AS-HRDD.
- 7.0 Please be guided accordingly.

  
**FLORENCIO B. ABAD**

## INFORMATION SHEET FOR AUTHORIZED AGENCY LIAISON OFFICERS AND REPRESENTATIVES OF MEMBERS OF THE CONGRESS OF THE PHILIPPINES

*Please fill all fields*

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Birth day: \_\_\_\_\_ 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.	Endorsing Officer: _____ <div style="text-align: right; margin-top: 10px;"><i>Signature above printed name</i></div>
3.	Position Title: _____