



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

CIRCULAR LETTER

No. 2016 - 6
July 7, 2016

TO : All 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 : GUIDELINES RELATING TO AGENCY TRANSACTIONS WITH THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM)

1.0 All government agencies are hereby enjoined to observe the following guidelines when transacting business with the Department of Budget and Management.

2.0 Receipt of DBM Official Documents by Departments/Agencies

2.1 The following documents, printed on security paper or those bearing the DBM dry seal and bar code or written/printed on official form, are considered official documents from the Central Office, among others:

- 2.1.1 Special Allotment Release Order (SARO);
- 2.1.2 Notice of Cash Allocation (NCA);
- 2.1.3 Advice of NCA Issued (ANCAI);
- 2.1.4 Multi-Year Obligational Authority (MYOA);
- 2.1.5 Letter of Commitment (LOC);
- 2.1.6 Non-Cash Availment Authority (NCAA)
- 2.1.7 Forward Obligation Authority (FOA)
- 2.1.8 Covering letters for released documents and other correspondence to departments or agencies.

In the case of releases by the DBM Regional Offices, the use of dry seal and official forms will suffice.

2.2 To ensure that official budget documents are secured, only the authorized liaison officers (LO) shall receive these documents from the DBM Central Processing and Releasing Unit (CPRU) at the Budget Technical Bureau. These documents shall be contained in sealed envelopes or pouches which shall be opened only by the duly authorized officer of the agency.

2.3 In case the documents are not claimed by the authorized LOs within five (5) working days, the DBM Central Records Division (CRD) shall send these documents by mail or by private courier service.

3.0 Designation of Department/Agency Liaison Officers

- 3.1 Department/Agency heads and members of the Congress of the Philippines (COP) are requested to provide DBM with the names and positions of their designated liaison officers and/or staff authorized by their office to receive DBM documents.
- 3.2 The designated agency liaison officers are requested to personally apply and submit the following documents to DBM AS-HRDD, **not later than July 15, 2016**:
 - 3.2.1 Letter designation per item 3.1 of this CL from the Department/Agency Head/Member of COP;
 - 3.2.2 **Annex A** Information Sheet for Authorized Agency Liaison Officers;
- 3.3 All existing ID cards issued to liaison officers will be **valid only up to July 15, 2016**.
- 3.4 The ID cards shall be issued by DBM to a maximum of two (2) authorized LOs per department/agency/member of Congress to follow-up budgetary matters.
- 3.5 Pending receipt of agency designation for liaison officers, the currently designated LOs will continue to be recognized as such until July 31, 2016 only.
- 3.6 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.

4.0 Authorized Signatory of All Agency Requests/Reports Submitted to the DBM

- 4.1 The Department Secretary/Agency Head shall endorse all types of requests addressed to the DBM. In case the Department Secretary/ Agency Head has delegated the signing authority to his Undersecretary/Assistant Secretary/Other Official, DBM should be notified in writing of these delegation of authority to sign/endorse.
- 4.2 The authorized signatory of supporting documents, including accountability reports, e.g., Head of Accounting Unit (for the required certification) and Head of Agency (as approving authority) should sign the said reports. These authorized officials are required to affix their initials or signature on each page of the accountability reports/supporting documents being submitted to the DBM.
- 4.3 In this regard, the Department Secretaries/Agency Heads are requested to provide DBM, **not later than July 15, 2016**, with the names and designation of all these authorized signing officials including their specimen signatures using the format in the attached **Annex B**.

5.0 Please be guided accordingly.


BENJAMIN E. DIOKNO
Secretary

INFORMATION SHEET FOR AUTHORIZED AGENCY LIAISON OFFICERS

(Please fill all fields)

Name: _____ Gender: _____ Status: _____

Birthdate: _____ Age: _____

Position Title: _____

Please check the appropriate category of your office:☐ NGA ☐ SUC ☐ GOCC ☐ Attached Agency Others _____Complete Name of the Department/Agency/Office ^{1/} *(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. _____

3. _____

ID picture taken within
the last 6 months
3.5 cm. X 4.5 cm
(passport size)Computer generated
or xerox copy of picture
is not acceptableEndorsing Officer: _____
Signature above printed name

Position Title: _____

^{1/} If liaison officer (LO) represents a member of the Senate/House of Representatives, specify the name of the legislator for whom the LO is authorized to represent.*Please submit one (1) additional identical photo for your ID card and print your name at the back of the photo.*

[illegible]