



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



CIRCULAR LETTER

No. 2019 - 13
October 31, 2019

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(LGU) Receiving Budgetary Support from the National Government, Heads of Finance and Planning Units and All Others Concerned

SUBJECT : REMINDING AGENCY SUBMISSION OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2020 AND FOR OTHER PURPOSES

- 1.0 To facilitate the prompt implementation of government programs and projects by the timely release of funds and the conduct of early procurement activities, departments/agencies/operating units (OUs) are annually required to submit their respective BEDs to serve as bases for the formulation of the national government's budget release schedule including the monthly disbursement program. The required BEDs are prescribed under Department of Budget and Management (DBM) Circular Letter (CL) No. 2016-9 dated October 27, 2016.
- 2.0 Relative thereto, all concerned are reminded to **submit to DBM their respective BEDs, consistent with the FY 2020 National Expenditure Program (NEP) submitted for Congressional review, without waiting for the approval of the FY 2020 GAA, through the Unified Reporting System (URS) V2.0 (<https://apps.dbm.gov.ph/login>), in accordance with the formats and the following timelines as prescribed under DBM CL No. 2016-9 as subsequently amended under DBM CL No. 2017-12 dated October 19, 2017, to wit:**

PARTICULARS	DEADLINE OF SUBMISSION	
	NON-REGIONALIZED DEPARMENTS/AGENCIES	REGIONALIZED DEPARTMENTS/AGENCIES
Agency Submission of BEDs	November 15 of the current year	November 29 of the current year
DBM Evaluation	Three (3) working days after November 15 of the current year	Five (5) working days after November 29 of the current year
Agency Confirmation	Three (3) working days after DBM Evaluation	Three (3) working days after DBM Evaluation

BED number 4 (Annual Procurement Plan for Common Use Supplies and Equipment [APP-CSE]) shall be submitted to the DBM Procurement Service (PS), **on or before November 30** of the present calendar year, in accordance with PS guidelines for the purpose

- 3.0 In preparing the FY 2020 BEDs, all concerned are advised that, in order to ensure the prompt availability of funds to cover the retirement gratuity and terminal leave (RG/TL) benefits of compulsory retirees from government service, such funds under Administration of Personnel Benefits lodged in the agency specific budgets shall now be classified For Comprehensive Release (FCR) effective FY 2020.
- 4.0 **Upon approval of the GAA of the budget year and in case there are changes made by Congress from the NEP**, i.e., decrease, increase or other modifications for existing programs and projects or introduction of new items, departments/agencies/OUs shall identify affected Program/Activities/Projects (PAPs) and targets to be adjusted. All departments/agencies/OUs shall **submit their GAA-consistent BEDs**, highlighting any adjustment made in the PAPs/targets/plans using the same BED forms to DBM **within seven (7) working days after approval of the GAA**.
- 5.0 Only hard copies of the **two sets of BEDs** (for BED Nos. 1, 2, 3), i.e., based on (a) **the NEP** as well as on (b) **the GAA**, as generated from the URS V2.0, duly signed by the Department/Agency/OU Head or Authorized Representative, shall be recognized as compliant with the submission requirements.
- 6.0 This Circular shall take effect immediately.

WENDEL E. AVISADO
Secretary

