



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

CIRCULAR LETTER

No. 2021- 11
October 28, 2021

- 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) Receiving Budgetary Support; Budgetary Support to Local Government Units; Budget Officers; Heads of Finance and Planning Units; and All Others Concerned
- SUBJECT** : **Guidelines for the Preparation and Reiteration of the Prescribed Submission of the Annual Budget Execution Plans Covering the Fiscal Year (FY) 2022 Budget**

1.0 RATIONALE

Pursuant to the Department of Budget and Management (DBM) Circular Letter (CL) No. 2016-9 dated October 27, 2016, all departments/agencies/operating units are required to submit to DBM their respective **annual Budget Execution Documents (BEDs) consistent with the proposed FY 2022 National Expenditure Program (NEP)**. These BEDs contain plans and spending schedules and physical targets which the DBM evaluates for consistency with the government's priorities and compliance with applicable budgetary guidelines. The consolidated levels, as updated upon enactment of the annual GAA, serve as one of the bases for the formulation of the national government's allotment release program and Development Budget Coordination Committee (DBCC)-approved aggregate disbursement targets.

The prompt submission of BEDs is required for the subsequent early release of funds, as well as the conduct of early procurement activities, thereby ensuring the timely delivery of public service.

2.0 PURPOSES

- 2.1 To reiterate the submission of BEDs prescribed under DBM CL No. 2016-9 dated October 27, 2016, as amended under DBM CL No. 2017-12 dated October 19, 2017, and DBM CL No. 2018-10 dated November 8, 2018;

2.2 To prescribe the encoding protocol in the submission of final and complete BEDs (Nos. 1, 2, and 3) through the Unified Reporting System (URS), including the designated encoding schedule, to avoid network congestion and other system-related issues.

3.0 COVERAGE

All departments, bureaus, offices, agencies and operating units (OUs) of the national government including commissions/offices under the Constitutional Fiscal Autonomy Group (CFAG), State Universities and Colleges (SUCs), and other recipients of budgetary support, i.e., GOCCs and LGUs.

4.0 GUIDELINES

4.1 All entities covered in this Circular shall prepare and submit the following BEDs prescribed under CL No. 2016-9 based on the NEP for the FY 2022 Budget Year, **without waiting for the approval of the FY 2022 GAA:**

BEDs	Data Elements	Purpose
BED No. 1 Financial Plan (FP)	Estimated obligation program for the budget year broken down by quarter , and current year obligations (actual obligation as of September 30 and estimated obligation for October to December)	Serves as the overall financial plan of the department/agency/OU
BED NO. 2 Physical Plan (PP)	Physical targets for the budget year broken down by quarter, and current year accomplishments (actual accomplishment as of September 30 and projected accomplishment for October to December)	Serves as the overall physical plan of the department/agency/OU
BED No. 3 Monthly Disbursement Program (MDP)	Projected monthly disbursement requirements for the budget year by type of disbursement authority (e.g., NCA, CDC, NCAA and TRA)	Basis of the issuance of disbursement authorities

4.2 In preparing the BEDs, the following, among others, shall be strictly observed for the timely implementation of programs/projects:

4.2.1 To ensure that their plans contain the projected budget requirements of programs, activities and projects that can be obligated and implemented within the period January to December of FY 2022, through:

4.2.1.1 Coordination/synchronization of activities among planning, operations, budget and accounting offices in the program/project implementation;

4.2.1.2 Accounting for timelines for procurement-related procedures; and

- 4.2.1.3 Considering historical performance (absorptive capacity), seasonality (e.g., peak/slack periods) of activities and other factors that influence programming.
- 4.2.2 To observe the process flow (involving agency central/regional offices and operating units) as prescribed under aforesaid CL No. 2016-9 relative to the preparation, consolidation and submission of BEDs, including department/agency/OU with no regional offices or with decentralized set-ups in terms of direct budgetary releases from DBM.
- 4.3 It is reiterated that **for departments with regionalized offices or lower operating units**, the following shall be observed relative to the disaggregation of agency specific lump-sums or centrally-managed items (CMIs), per CL No. 2017-12:
- 4.3.1 BEDs of Agency Central Office (CO) shall **exclude the amount of CMIs which have already been determined to be downloaded to recipient OUs;**
- 4.3.2 BEDs of recipient OUs shall **include the amount of CMIs received from CO.**
- 4.3.3 **CMIs already downloaded to recipient OUs in the NEP/GAA shall be not be withdrawn therefrom for purposes of consolidation/reallocation by the Agency CO.**
- 4.3.4 The sum total of the amount reflected in BEDs of the CO and the ROs including OUs should be consistent with the total approved budget of the department initially based on the NEP and subsequently adjusted consistent with the GAA, as applicable; and
- 4.3.5 Only the consolidated BEDs generated from the URS, duly signed by department/agency heads shall be deemed official compliance with this Circular.
- 4.4 Agencies shall **only encode their final and complete BEDs** through the URS strictly in accordance with the schedule shown in **Annex A** hereof. Encoding access at the URS by agencies shall be automatically disabled outside their respective scheduled dates.
- 4.5 To facilitate program/project implementation including the conduct of pre-procurement activities short of award and the prompt completion of procurement timelines, all concerned are **reminded to ensure the consistency of the information reflected in the BEDs with the procurement schedules/specifications**, being submitted to the GPPB, and the Procurement Service (PS)-DBM. **All covered entities are reminded to submit the following documents to GPPB and PS-DBM within the prescribed deadline set by the GPPB:**

- 4.5.1 Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) shall be submitted to the PS-DBM **on or before August 31 of the present calendar year via the Virtual Store facility**, in accordance with PS-DBM guidelines for the purpose; and
- 4.5.2 **Annual Procurement Plan** (non-CSE) in the format prescribed under GPPB Circular Nos. 07-2015 and 02-2019, as required under Section 7 of R.A. No. 9184 and its revised Implementing Rules and Regulations.
- 4.6 Relative to the conduct of early procurement based on the NEP provisions, **pending the enactment of the FY 2022 GAA:**
- 4.6.1 The requirement of Multi-Year Contractual Authority (MYCA) for purposes of entering into multi-year contracts as prescribed under existing DBM issuances shall continue to be observed;
- 4.6.2 Agency-specific funds for the purchase of motor vehicles for FY 2022 as reflected in the FY 2022 NEP are included in the items classified as FCR. This classification shall be **adopted only for agency procurement of vehicles, which remain consistent, i.e., the same number, specifications, unit costs and intended use/user reflected in the Authority to Purchase Motor Vehicles (APMV), attached in the confirmation letters to the agency during the FY 2022 budget preparation.** This shall facilitate the speedy and timely vehicle procurement for government operations.
- 4.7 In terms of timelines, all concerned are reminded of the following:
- 4.7.1 Agencies shall submit the BEDs, consistent with the NEP, to DBM in accordance with the following deadlines, subject to the encoding access schedule shown in **Annex A:**

Particulars	Deadline of Submission	
	Non-regionalized Departments/Agencies	Regionalized Departments/Agencies
Agency Submission of BEDs	November 15 of the current year	November 30 of the current year
DBM Evaluation	Three (3) working days after November 15 of the current year	Five (5) working days after November 30 of the current year

- 4.7.2 **Upon approval of the FY 2022 GAA and in case there are changes made by Congress from the National Expenditure Program (NEP),** i.e., decrease, increase or other modifications for existing programs and projects or introduction of new items, departments/agencies/OU's shall:

- 4.7.2.1 identify affected Program/ Activities/Projects (PAPs) and targets to be adjusted;

4.7.2.2 submit their GAA-consistent **BEDs**, highlighting any adjustment made in PAPs/targets/plans, using the same BED forms to DBM **within seven (7) working days after approval of the GAA.**

4.7.3 It must be emphasized that if no changes were introduced by the legislature on the NEP level of the departments/agencies, there is no need to submit a GAA-consistent BEDs. In these instances, DBM shall issue a compliant notice to the departments/agencies.

4.7.4 Only **hard copies of the following two sets of BEDs** (BED Nos. 1, 2, and 3) as **generated from the URS**, duly signed by the Head of the department/agency/OU or His/Her Authorized Representative, shall be recognized as compliant with the submission requirements:

4.7.4.1 BEDs based on the NEP; and

4.7.4.2 BEDs consistent with the GAA, if changes are made in the NEP level.

5.0 APPLICABILITY

This Circular shall only apply for the period and purpose specified herein.

6.0 REPEALING CLAUSE

All provisions of existing circulars and other issuances inconsistent with this Circular are hereby rescinded/repealed and/or modified accordingly.

7.0 UNAFFECTED PROVISIONS

Except as expressly repealed, or by necessary implication, modified by this Circular, the existing provisions of DBM CL No. 2016-9 dated October 27, 2016, DBM CL No. 2017-12 dated October 19, 2017 and DBM CL No. 2018-10 dated November 8, 2018 shall remain in full force and effect.

8.0 SEPARABILITY

If any provision of this Circular as now or later amended or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

9.0 EFFECTIVITY

This Circular shall be effective immediately and remain to be in force unless otherwise repealed/amended.


TINA ROSE MARIE L. CANDIA
Officer-in-Charge

SCHEDULE OF ENCODING OF BUDGET EXECUTION DOCUMENTS (BEDs) FOR FY 2022

Department/Agency	OCTOBER	NOVEMBER				
	28 - 31	2 - 7	8 - 10	11 - 15	16 - 22	23 - 30
COP						
OP						
OVP						
DAR						
DA						
DBM						
DepEd						
SUCS						
DOE						
DENR						
DOF						
DFA						
DOH						
DHSUD						
DICT						
DILG						
DOJ						
DOLE						
DND						
DPWH						
DOST						
DSWD						
DOT						
DTI						
TESDA						
DOTr						
NEDA						
PCOO						
OEOs						
AMLC						
ARTA						
CCC						
CFO						
CHED						
CFL						
DDB						
ERC						
FDCP						
GAB						
GCGOCC						
MDA						
MTRCB						
NCCA-PROPER						
NCCA-NHCP						
NCCA-NL						
NCCA-NAP						
NCSC (Senior Citizens)						
NICA						
NSC						
OPAPP						
OMB (VRB)						
PCC						
PDEA						
PHILRACOM						
Philippine Space Agency						
PSC						
PLLO						
PMS						
LEDAC						
Judiciary						
CSC						
COA						
COMELEC						
Ombudsman						
CHR						
ALGU - MMDA						
Total Number of Department/Agency	17	20	10	6	10	6