



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GEN.SOLANO ST., SAN MIGUEL, MANILA



**CIRCULAR LETTER**

No. 2021 - 12  
November 24, 2021

**TO : Heads of Departments/Agencies/State Universities and Colleges and Other Offices of the National Government, Budget Officers; Heads of Accounting Units; Heads of Modified Disbursement System-Government Servicing Banks (MDS-GSBs); and All Others Concerned**

**SUBJECT : Modification on Period for the Encashment of MDS Checks and Payment through Advice to Debit Account (ADA) under the MDS for the Rest of FY 2021**

- 1.0 In order to facilitate settlement of valid government payables within the current year, and avoid spill-over pressure of outstanding payables to the incoming year's cash disbursement program through immediate payment to government creditors/payees through ADA or encashment of MDS checks issued, this Circular is issued to prescribe the disbursement procedures to be observed for the rest of the current year, FY 2021.
- 2.0 In the disbursement of government funds, **unless modified in this Circular**, the procedures prescribed under pertinent previously issued DBM Circulars, e.g., DBM Circular Letter (CL) No. 2020-16 dated November 27, 2020 (Modification on Period for Encashment for MDS Checks and Payment through ADA under the MDS for the Rest of FY 2020), etc., shall continue to be complied with. Among the provisions under such issuances are the following:
  - 2.1 MDS checks shall be presented to the servicing bank **not earlier than 24 hours after the date of issue**.
  - 2.2 MDS-GSBs shall effect direct payment by crediting the creditor/payees' bank account, **not earlier than 24 hours but not later than 48 hours after receipt of the LDDAP-ADA**, chargeable against the agency's MDS sub- account.
- 3.0 Relative thereto, in order to facilitate encashment of MDS checks and crediting of payments through ADA to creditor/payee's bank accounts during the last month of the year, the following procedures in the settlement of payables shall be observed effective **December 1 to December 31, of the current year, FY 2021**:
  - 3.1 The **24-hour waiting period** for the encashment of MDS checks as well as the crediting of creditor/payee's bank accounts specified in the LDDAP-ADA **is hereby lifted/suspended for the specified period**. Thus,

agencies/OUTs are instructed to immediately/transmit without delay the properly accomplished ACICs/SLIIEs to their respective MDS-GSBs.

3.2 Upon receipt of the covering ACIC/SLIIE by the MDS-GSB concerned:

3.2.1 Agencies/OUTs shall immediately release the MDS Checks to creditor/payees.

3.2.2 MDS-GSB shall immediately effect payment to the creditors/payees and provide the NGA/OU concerned with a copy of the duly validated/posted ADA, to inform the NGA/OU of the following:

- Direct payments effected in favor of creditors/payees, i.e., machine validation shown in the lower portion of the said document; and
- Non-payment to creditor/payees indicated under "remarks" column, due to any inconsistency of information (i.e., bank branch, account name/number) between bank records and LDDAP-ADA.

4.0 Agencies/OUTs are **encouraged to settle** their due and demandable obligations as soon as possible, **by issuing MDS checks/paying through ADA, not later than December 23, 2021**, if practicable. However, **they may still issue MDS checks/pay through ADA up to the last working day of the year** (e.g., Friday, December 31 in FY 2021).

5.0 Further, agencies/OUTs are reminded to advise their respective creditors/payees to ensure immediate encashment of the issued MDS checks.

6.0 For compliance.

  
**TINA ROSE MARIE L. CANDIA**  
Officer-in-Charge