



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

**CIRCULAR LETTER**

No.: 2021 - 2  
February 9, 2021

To : Local Chief Executives, Members of the Local Sanggunian, Local Budget Officers, Members of Local Finance Committee and the General Public

Subject : **WARNING AGAINST INDIVIDUALS OR ORGANIZED GROUPS CLAIMING TO HAVE THE CAPACITY OR INFLUENCE TO FACILITATE THE RELEASE OF FUNDS FROM THE DEPARTMENT OF BUDGET AND MANAGEMENT**

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- 1.0 The Department of Budget and Management (DBM) has been receiving reports that certain individuals or organized groups are claiming to have the capacity or influence to facilitate the release of Special Allotment Release Orders (SAROs) and Notices of Cash Allocation (NCAs) for Programs/Activities/Projects (P/A/Ps) funded under the General Appropriations Act (GAA).
  - 2.0 We strongly advise all National Governments Agencies (NGAs), Local Government Units (LGUs) and all others concerned to refrain from entertaining or transacting with such individuals/organized groups.
  - 3.0 This is to emphasize that the DBM does not authorize any person or group of persons to coordinate, moreso solicit any amount from NGAs/LGUs, in order to facilitate the release of funds.
  - 4.0 Requests for fund releases submitted to the DBM are acted upon consistent with established procedures and guidelines as prescribed under the pertinent GAA and other applicable laws, rules and regulations. There is absolutely no need for any intervention, especially from private entities, to facilitate the release of funds to NGAs/LGUs.
  - 5.0 Hence, to preclude these individuals/organized groups from making representations that they are able to influence or facilitate the release of funds, the DBM shall directly deal only with the **Agency Head or Local Chief Executive (LCE) or his/her duly authorized representative who must be an organic personnel of the NGA/LGU concerned.**

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- 5.1 In order to avoid disclosure of valuable information to unauthorized individuals, the DBM shall refrain from divulging the status or details of fund releases in case of phone inquiries.
- 5.2 Considering the current situation brought by the COVID-19 pandemic, inquiries made through electronic mail shall be entertained provided that the sender must provide an authorization letter signed by the Agency Head/LCE and a copy of his/her NGA/LGU identification card.
- 6.0 It is to be noted that once the funds are already released to the NGAs/LGUs concerned, the details on fund releases are posted on the DBM website for public information. In the case of Local Government Support Fund, the DBM shall send confirmation to LCEs concerned to inform them of the details of fund release.
- 7.0 All NGAs/LGUs are advised to directly report to the DBM any attempt or incident of fixing/facilitation of fund releases so that appropriate action may be undertaken against the subject individuals/organized groups.
- 8.0 All DBM employees are directed to refer fund release inquiries to the Bureau/Service/Office concerned.
- 9.0 The DBM Regional Offices are hereby directed to disseminate a copy of this Circular Letter to all LGUs under their respective functional jurisdictions.
- 10.0 For information/guidance.

**WENDEL E. AVISADO**  
*Secretary*

