



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

**CIRCULAR LETTER**

No. 2022 - 12  
October 7, 2022


**TO : All Heads of Departments, Agencies, Bureaus, and Offices of the National Government, including State Universities and Colleges and Constitutional Offices, and All Others Concerned**

**SUBJECT : PROCESSING OF REQUESTS FOR PERSONNEL SERVICES (PS) DEFICIENCIES IN FISCAL YEAR (FY) 2022**

- 1.0 This Circular is issued to prescribe guidelines in the processing of requests for the release of funds to cover requirements for PS deficiencies in FY 2022.
- 2.0 The FY 2022 General Appropriations Act (GAA) contains programmed appropriations for Miscellaneous Personnel Benefits Fund (MPBF) which have been greatly reduced from the levels proposed under the FY 2022 National Expenditure Program (NEP). Hence, the release of funds for the Performance-Based Bonus (PBB) including PS deficiencies provided under the MPBF (pursuant to Special Purpose [SP] No. 1) has been hampered.
- 3.0 Consistent with Section 53 of the General Provisions (GPs) of the FY 2022 GAA, and as implemented under Item 5.3.2 of the National Budget Circular (NBC) No. 587<sup>1</sup>, departments/agencies are hereby instructed to utilize the following, to cover PS deficiencies in salaries, bonuses, allowances, associated premiums, among others:
  - 3.1 Available PS allotments realized from unspent compensation/benefits of employees as mentioned in item 5.3.3 of the NBC No. 587, as follows:
    - 3.1.1 Incurrence of leaves of absence without pay;
    - 3.1.2 Vacant positions on account of termination, resignation, transfer, retirement or separation;
    - 3.1.3 Delay in the actual assumption of duty from the date of appointment;

<sup>1</sup> Guidelines on the Release of Funds for FY 2022 dated January 3, 2022

- 3.1.4 Suspension and other disciplinary sanctions;
- 3.1.5 Erroneous computations of PS benefits; or
- 3.1.6 Other similar instances
- 3.2 Any FY 2022 unreleased PS appropriations
- 4.0 In the case of PS allotments are not available, the Head of Department/Agency or President of SUC may submit to DBM a Special Budget Request for the issuance of a SARO authorizing the payment for the PS deficiencies, as follows:
  - 4.1 All agencies/units under decentralized departments shall submit their requests to their respective Central Offices, for evaluation/consolidation;
  - 4.2 All departments/agencies including the Central Office of decentralized departments shall submit their requests to the DBM Central Office; and
  - 4.3 State Universities and Colleges (net of MSU and UP Systems) and Metro Manila Development Authority shall submit their requests to the DBM Regional Office concerned.
- 5.0 DBM shall process only those submitted requests for release of funds to cover PS deficiencies, duly supported by the following:
  - 5.1 Report on PS Deficiencies consistent with Financial Accountability Report (FAR) Nos. 1 and 1A;
  - 5.2 Justification for incurrence of deficiency in PS appropriations; and
  - 5.3 Other relevant information/documents.
- 6.0 This Circular shall take effect immediately.

  
**AMENAH V. PANGANDAMAN**  
Secretary

