



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



**CIRCULAR LETTER**

No. 2023 - 1  
January 17, 2023

**TO : All Heads of Departments, Agencies, Other Executive Offices, the Constitutional Offices, and Government-Owned/Controlled Corporations**

**SUBJECT : CONDUCT OF BUDGET FORA FOR THE FY 2024 BUDGET PREPARATION**

1.0 The Department of Budget and Management shall conduct budget fora at the Philippine International Convention Center (PICC) on the following schedules:

Schedule	Attendees
<b>January 27, 2023, Friday,</b> 8:00 A.M. to 12:00 N.N.	Heads of budget, accounting and planning units of National Government Agencies (NGAs)
<b>January 27, 2023, Friday,</b> 1:00 P.M. to 5:00 P.M.	Heads of budget, accounting and planning units of Government-Owned or Controlled Corporations (GOCCs)

2.0 To ensure compliance with current health protocols and create a conducive learning environment given the venue's limited capacity, all NGAs and GOCCs are required to endorse a maximum of **three (3) representatives only** through the following registration procedures:

- 2.1 For NGAs - Accomplish the attached FY 2024 Budget Forum Registration Form (**Annex A**) and submit the same through email to their counterpart DBM Budget and Management Bureau (BMB) **not later than January 18, 2023 (Wednesday)**, for validation.
- 2.2 For GOCCs - Pre-register using this Google Form link: <https://forms.gle/yYZbNKtPhSJtW9Jc6> **not later than January 18, 2023 (Wednesday)**.

3.0 Further, all attendees are reminded of the following:

3.1 Only those representatives whose name appear in the DBM consolidated master list will be allowed to enter the venue;

3.2 To bring their vaccination card/record in the event that same will be required to enter the PICC premises; and

3.3 Wearing of face mask inside the venue is still necessary.

4.0 For the guidance of all concerned.

  
**AMENAH F. PANGANDAMAN**  
Secretary



**FY 2024 BUDGET FORUM REGISTRATION FORM**

Department: Civil Service Commission

Agency: Career Executive Service Board

<b>Surname</b>	<b>First Name</b>	<b>Middle Initial</b>	<b>Designation</b>	<b>Email Address</b>
Cruz	San Jose	D.	Budget Officer	sjcruz@cesboard.gov.ph
Fe	Rose	E.	Finance Officer	rfe@cesboard.gov.ph
Domingo	Kevin	F.	Planning Officer	dkevin@cesboard.gov.ph

***-Sample only-***