



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



**CIRCULAR LETTER**

No. 2023- 16  
December 21, 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 2025 BUDGET PREPARATION**

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

Date/Time	Target Attendees
<b>January 23, 2024, Tuesday,</b> 8:00 A.M. to 12:00 N.N.	Heads of budget, accounting and planning units of National Government Agencies (NGAs)
<b>January 23, 2024, Tuesday,</b> 1:00 P.M. to 5:00 P.M.	Heads of budget, accounting and planning units of Government-Owned or Controlled Corporations (GOCCs)

1.1 State Universities and Colleges (SUCs) under the coverage of the DBM Regional Offices (ROs) are not included in the target attendees. A separate forum will be conducted by their respective RO counterpart.

2.0 To promote an optimal learning environment, **each NGA/GOCC is required to have a maximum of three (3) representatives, regardless of whether the agency has a regional office or lower-level operating unit.**

**For NGAs**

2.1 A registration form will be provided by the respective DBM-Budget and Management Bureau (BMB) counterpart. All agencies are instructed to complete the form and send it through email to their DBM-BMB counterpart ***no later than January 10, 2024, Wednesday.***

### **For GOCCs**

- 2.2 All GOCCs are instructed to coordinate with their DBM-BMB counterpart for the specific registration mechanics.
- 3.0 Further, all agencies are reminded of the following:
  - 3.1 Comply with the required registration process. Access to the venue will only be granted to representatives whose names appear on the DBM consolidated master list.
  - 3.2 Practice vigilance and continue observing health protocols inside the PICC premises, notwithstanding the declaration of the World Health Organization that the COVID-19 is no longer a public health emergency.
- 4.0 For the guidance of all concerned.

  
**AMENAH F. PANGANDAMAN**  
Secretary

