



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



CIRCULAR LETTER

No. 2023 - 2
January 17, 2023

To : All Heads of Departments/Agencies/State Universities and Colleges (SUCs) and other Offices of the National Government, Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Government Servicing Banks and All Others Concerned

Subject : **ANNUAL REVALIDATION OF IDENTIFICATION CARDS ISSUED TO AUTHORIZED AGENCY LIAISON OFFICERS**

- 1.0 Pursuant to Department of Budget and Management (DBM) Circular Letter (CL) No. 2016-6 dated July 7, 2016¹ and DBM CL No. 2019-16 dated December 10, 2019², the DBM Administrative Service (AS)-Human Resource Management Division (HRMD)/DBM Regional Offices (ROs) will conduct a revalidation of DBM-issued identification (ID) cards to authorized agency liaison officers (LOs) as well as issuance of new and replacement IDs.
- 2.0 Relative thereto, all are reminded/advised to observe the following guidelines for the revalidation/issuance of ID cards for authorized agency LOs:
 - 2.1 All CY 2022 ID cards issued to authorized agency LOs shall be **valid only up to March 31, 2023**, and are required to be surrendered to the DBM AS-HRMD/DBM RO, as applicable.
 - 2.2 The DBM will issue the ID cards to a maximum of two (2) authorized agency LOs per department/agency.
 - 2.3 **Revalidation of lapsed IDs of authorized agency LOs for renewal in FY 2023**

Submission **not later than February 28, 2023** of written formal endorsement letter of the authorized agency LOs from the Head of

¹ Guidelines Relating to Agency Transactions with the DBM

² Reiterating Security Measures Relative to the Release of Budget Authorization Documents

Department/Agency, to the AS-HRMD/DBM RO, with the following attachments:

2.3.1 Information sheets using the form (attached as Annex A hereto);

2.3.2 ID picture (passport size);

2.3.3 Photocopies of the valid office IDs of both the Head of Department/Agency and the authorized agency LOs, bearing their names, photographs and signatures;

2.3.4 If applicable, a copy of an Office Order or related document by the Agency, if in case an authorized official/officer has been delegated by the Head of Department/Agency to sign the endorsement letter and other related documents; and

2.3.5 Original liaison ID cards issued for the immediately preceding year.

2.4 **Issuance of FY 2023 ID cards to new authorized agency LOs**

Submission of a written formal endorsement of the authorized agency LOs from the Head of Department/Agency, to the DBM AS-HRMD/DBM RO, supported with the requirements cited under items 2.3.1 to 2.3.4 hereof.

2.5 **Replacement of lost ID cards of authorized agency LOs**

Application for such ID cards should be supported with a duly notarized Affidavit of Loss, in addition to the required attachments in items 2.3.1 to 2.3.4 hereof.

2.6 Authorized agency LOs must submit the requirements for the revalidation/issuance of their liaison ID cards through the DBM AS-Central Records Division (CRD) or email at hrrmd@dbm.gov.ph

When submitting through email, the following must be observed:

a. The email subject or title must follow this format: Agency Name_Application for AALO ID Card_Last Name_First Name_Middle Initial of authorized agency LOs (For example: DBM_Application for AALO ID Card_Cruz_Juan)

b. All required documents must be scanned to ensure that such are clear and readable.

c. Email attachments must be in a readable format.

For documents/requirements submitted through email, the original copies must be subsequently submitted (through the DBM AS-CRD located at the Ground Floor of DBM Building III) within ten (10) days from sending of email to enable the DBM AS-HRMD to validate initially submitted documents/requirements prior to releasing of ID cards.

2.7 **Claiming of ID cards for authorized agency LOs**

All authorized agency LOs shall personally claim their liaison ID cards at the DBM AS-HRMD:

- 2.7.1 Starting **March 1, 2023 up to March 31, 2023**, for authorized agency LOs claiming renewed/revalidated ID cards; or
- 2.7.2 As warranted, for new or replacement ID cards due to loss or change of authorized agency LOs.

Authorized agency LOs are requested to coordinate first with the AS-HRMD through email at hrmd@dbm.gov.ph regarding the availability of the ID cards and the schedule of its release.

- 3.0 ID cards for the authorized agency LOs of the DBM ROs' agency coverages shall be issued by the respective DBM ROs using the standard ID cards prepared by the DBM AS-HRMD.
- 4.0 Decentralized departments/agencies shall coordinate with the DBM RO concerned with regard to the methods of submission of documents/requirements as well as the schedule of release of the ID cards.
- 5.0 Please be guided accordingly.


AMENAH F. PANGANDAMAN
Department Secretary





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INFORMATION SHEET FOR AUTHORIZED AGENCY LIAISON OFFICERS

Please fill all fields

Name: _____ Gender: _____
 Birthday: _____ Age: _____ Civil Status: _____
 Position Title: _____

Please check the appropriate category of your office:

NGA SUC GOCC Attached Agency Others: _____

Complete Name of the Department/Agency/Office (please do not use acronyms):

If attached agency, complete name of the Central Department/Agency/Office attached to:

Immediate Supervisor: _____
 Office/Division/Section: _____ Position Title: _____
 Office Address: _____
 Telephone No.: _____ Fax No.: _____
 Mobile No.: _____ Email Address: _____

Specimen Signatures

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Specimen Initials

1.	2.
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Endorsing Officer: (Head of Agency)

1.	2.
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