



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

**CIRCULAR LETTER**

No. 2023 - 3  
Date: February 16, 2023

To : All Heads of Departments/Agencies/State Universities and Colleges including Congress, Commissions/Offices under the Constitutional Fiscal Autonomy Group, Government-Owned or -Controlled Corporations; Local Chief Executives, Members of the Local Sanggunian, Members of Local Finance Committee, Other Local Government Officials, and All Others Concerned

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 In view of the numerous reports that certain individuals/organized groups have been claiming to have the capacity or influence to facilitate the release of funds, all government entities, from the Executive, Legislative and Judicial Branches, including local government units (LGUs), are again reminded that upon submission of requests for fund releases to the Department of Budget and Management (DBM), the same are acted upon consistent with pertinent laws and established procedures and budgeting rules and regulations.
  - 2.0 It is to be emphasized that the DBM does not authorize any person or organized groups to facilitate or expedite fund releases for whatever purpose. More importantly, DBM officials or personnel does not and shall not solicit requests for fund release nor ask for money from government entities, including LGUs, in order to facilitate the release of funds.
  - 3.0 Relative thereto, all government entities concerned are enjoined to regularly advise their respective clientele/stakeholders to rely only on official communications and information from the DBM offices and by accessing the DBM website.
  - 4.0 We strongly advise all National Government Agencies (NGAs), LGUs, and all others concerned to refrain from entertaining or transacting with private individuals/organized groups of dubious character and be cautious of individuals introducing themselves as DBM employees.

- 5.0 As we have previously emphasized in Circular Letter No. 2021-2, in order to preclude these individuals or 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.**
- 5.1 The DBM shall refrain from divulging the status or details of fund releases in case of phone inquiries in order to avoid disclosure of valuable information to unauthorized individuals.
- 5.2 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 Moreover, 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.
- 7.0 All NGAs/LGUs are earnestly urged 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 in a timely manner. The DBM can be reached via **(02) 8657-3300** and through respective numbers found on the DBM website, *i.e.*, <https://www.dbm.gov.ph/index.php/contact-us/office-directory>.
- 8.0 All DBM employees are directed to advise concerned offices and/or individuals inquiring about fund releases to submit their official inquiry to the Bureau/Service/Office (B/S/O) concerned.
- 9.0 The B/S/Os concerned and DBM Regional Offices shall disseminate a copy of this Circular Letter to all the NGAs and LGUs under their respective functional jurisdictions.
- 10.0 For information and guidance.

  
**AMENAH F. PANGANDAMAN**  
Secretary

