



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Republic of the Philippines

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

**Ministry of Finance, and Budget and Management**

Bangsamoro Government Center, Rosary Height VII, Cotabato City



MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT  
BUDGET AND MANAGEMENT  
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RELEASED

**MFBM CIRCULAR LETTER NO. 2 0 2 1 - 1 0**

BY: *[Signature]* DATE: 3/5/2021 TIME: 1:45

**TO :** All Heads of Ministries, BTA Parliament, and Offices of the Bangsamoro Government, Budget Officers, Accountants; and All Others Concerned

**SUBJECT :** **SUBMISSION OF PROPOSAL FOR PERSONNEL SERVICES FUNDING**

**DATE :** **3 MARCH 2021 | 19 RAJAB 1442 AH**

1. To prescribe the structural, functional and procedural principles and rules of governance of the Bangsamoro Autonomous Region, the Bangsamoro Parliament enacted the Bangsamoro Administrative Code (BAA No. 13) on October 28, 2020.
2. Among the prominent features of the Bangsamoro Administrative Code (BAC) is the creation of various offices, bureaus, and boards as well as providing for their organizational structures.
3. Furthermore, the enactment of the 2021 General Appropriations Act of the Bangsamoro (BAA No. 15) last December 23, 2020, provides for the necessary funding requirements for the full implementation of the BAC, subject to the budgeting rules and guidelines set forth by the MFBM on Personnel Services.
4. Anent this, all newly created offices/ bureaus are enjoined to submit their proposals for Personnel Services funding to the MFBM thru submission of the following documents:
  - A. Cover Letter indicating the total amount of PS Proposal
  - B. Legal Basis
  - C. Rationale for the creation of new organizational structure/ staffing pattern
  - D. Proposed:
    - i. Organizational Structure
    - ii. Functional Statements (by organizational unit)
    - iii. Staffing pattern:
      - Number of positions
      - Position title/ salary grade
      - Functions/ duties/ responsibilities of the positions
  - E. Detailed computation of the Personnel Services (PS) cost (Annex A)
5. All documents must be submitted on or before **17 March 2021** in both hard and soft copies and duly signed by the head of office.



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6. Subsequently, proposals for PS will be deliberated by the MFBM following the usual budget preparation procedures.
7. This Circular letter covers proposals for new positions only. Changes in the structure and staffing pattern of the existing Ministries and Offices due to the implementation of the BAC shall be subject to a separate policy guideline to be issued by the MFBM.
8. For more information, you may call the MFBM-BARMM thru the contact details provided.

  
**AHOD B. EBRAHIM**  
Chief Minister *M*  
Concurrent Minister, MFBM

MINISTRY OF FINANCE, AND  
BUDGET AND MANAGEMENT - BARMM

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