



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

**BANGSAMORO BUDGET CIRCULAR**

No. 2022-011

12 December 2022

18 Jumada al-Awwal 1444 AH

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

**SUBJECT : LAST DAY OF SUBMISSION FOR THE UPDATED SUMMARY OF INCUMBENT FOR THE FY 2022**

1. Section 139 of the 2017 Omnibus Rules on Appointments and Human Resource Actions, Revised July 2018 (CSC MC No. 14) states that "The Human Resource Management Officer or the duly authorized employee in charge of human resource management shall submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization and Plantilla of Personnel (PSIPOP)."
2. Ministry of Finance, and Budget and Management (MFBM) is the Ministry authorized to provide the approved PSIPOP in the Bangsamoro Government.
3. Omnibus Guidelines on Execution of Personnel Services Fund (BBC No. 2021-04) requires the Ministries and Offices with authorized permanent positions to update and submit their Summary of Incumbent on a monthly basis using the database installed by the MFBM in each of the Ministry/Office premises.
4. The Summary of Incumbent submitted by the concerned Ministries and Offices will then be used by MFBM to update the PSIPOP.
5. Based on the foregoing, the Ministries and Offices are enjoined to submit their *Updated and Final Summary of Incumbent for the FY 2022* **on or before December 19, 2022 (Monday)**.
6. On time submission of the *Updated and Final Summary of Incumbent for the FY 2022* is required to give MFBM ample time to efficiently reconcile the submitted Summary of Incumbent with MFBM records of filled positions per Ministry/Office and to release the updated PSIPOP within the first quarter of the FY 2023.



7. Finally, please be advised that the *Updated and Final Summary of Incumbent for the FY 2022* will be our basis for the FY 2023 'For Comprehensive Release (FCR)', provided all data reconciles with MFBM records.


8. **For strict and immediate compliance.**

  
**UBATDA C. PACASEM**  
Minister



MINISTRY OF FINANCE, AND  
BUDGET AND MANAGEMENT - BARMM

**RELEASED**

BY:  DATE: 12/12/2022 TIME 10:57

