



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

**MFBM CIRCULAR LETTER NO: 2023 - 12**

**TO :** ALL MINISTRIES, OFFICES AND AGENCIES  
*Bangsamoro Autonomous Region in Muslim Mindanao*

**SUBJECT :** GUIDELINES ON AUTHORIZED SIGNATORIES FOR OFFICIAL DOCUMENTS/REPORTS SUBMITTED TO THE MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT

**DATE :** 13 RAMADHAN 1444 AH | 4 APRIL 2023

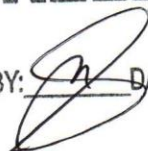
1. All BARMM Ministries, Offices and Agencies (MOAs) are hereby enjoined to observe the following guidelines on authorized signatories for official documents/reports submitted to the Ministry of Finance, and Budget and Management (MFBM).
  - 1.1. The Minister/Head of Office shall endorse all documents (e.g. budget proposals, budgetary requests, accountability reports) addressed to MFBM. In case the Minister/Head of Office has delegated the signing authority to the Deputy Minister or equivalent/Other Official, MFBM should be notified in writing of these delegation of authority to sign/endorse through the attachment of a designation order.
  - 1.2. The authorized signatories of supporting documents for budget proposals and budgetary requests, as well as accountability reports, should sign the said documents or reports. These authorized officials are required to affix their initials or signatures on each page of the supporting documents/accountability reports being submitted to the MFBM.
  - 1.3. In this regard, the MOAs are requested to provide MFBM with the names and designation of all these authorized signing officials, including their specimen signatures and initials, using the format in the attached Annex A **not later than April 12, 2023, 5:00 PM.**
2. For information and strict compliance.

**UBAIDA C. PACASEM**  
Minister



MINISTRY OF FINANCE, AND  
BUDGET AND MANAGEMENT - BARMM

**RELEASED**

BY:  DATE: 4/11/23 TIME: 2:53

