



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 TREASURY CIRCULAR

NO. 023 - 03

27 JUMADA AL-AWWAL 1445

11 DECEMBER 2023

FOR : All Heads of Ministries, BTA Parliament, Offices and Agencies of the Bangsamoro Government, Authorized Government Depository/ Servicing Banks in the Bangsamoro; and All Others Concerned

SUBJECT : **GUIDELINES IN THE OPENING OF BANK ACCOUNTS FOR RECEIPTS AND DISBURSEMENTS OF BANGSAMORO MINISTRIES, OFFICES, AGENCIES, AND ITS FIELD OFFICES**

1. RATIONALE

The Bangsamoro Government is committed to promoting, adopting, and implementing sound and efficient use of government resources. In support, the Ministry of Finance, and Budget and Management (MFBM), through the Bangsamoro Treasury Office (BTO), shall formulate, institutionalize, and administer appropriate cash management policies.

The Bangsamoro Treasury Office shall implement the Bangsamoro Treasury System on Disbursement, and to operationalize this system, the MFBM requires the opening of new bank accounts, which will enable more efficient use of cash resources and increase additional revenues of the Bangsamoro Government by investing idle cash which is not disbursed on a timely manner.

2. PURPOSE

This Circular is issued to direct all Bangsamoro Ministries, Offices, and Agencies (MOAs), including its field offices, to open new bank accounts in preparation for the operationalization of the Bangsamoro Treasury System on Disbursement (BTS-D) and to provide guidelines for opening bank accounts.

3. BANGSAMORO TREASURY SYSTEM ON DISBURSEMENT (BTS-D)

The Bangsamoro Treasury System on Disbursement (BTS-D) is an infrastructure developed by the Land Bank of the Philippines exclusively for the Bangsamoro Government to facilitate effective and efficient cash management by

incorporating its online facilities in processing fund transfers, monitoring, and reporting, including reversion of funds upon the lapse of its validity period.

4. OPENING OF NEW BANK ACCOUNTS

As a pre-requisite to the establishment of the BTS-D, all Bangsamoro MOAs are required to open new bank accounts which will be enrolled into the BTS-D. This account shall serve as the official and authorized depository account of the MOAs. All cash allocations shall be transferred by the BTO to this account and any funds with lapsed validity, including stale checks, shall be automatically reverted to the BTO Account.

5. PROCEDURES FOR OPENING OF BANK ACCOUNT

- 5.1 The Minister or Authorized Official shall submit a letter request to the MFBM through the Bangsamoro Treasurer, supported by the information filled in the Request for Authority to Open Bank Account (BTO Form 2023-1).
- 5.2 Submit an Undertaking (BTO Form 2023-2) and Waiver of Confidentiality (BTO Form 2023-3). These forms can be accessed by scanning the QR Code in the appendices.
- 5.3 The Bangsamoro Treasurer, in consultation with the MFBM Minister, shall evaluate and review the purpose and legal basis of the request for the opening of a bank account and the completeness of the requirements as stated in Sections 5.1 and 5.2.
- 5.4 The Bangsamoro Treasurer shall communicate to the concerned Bangsamoro MOA the action taken on the request either by issuing a "Certificate of Authority to Open a Bank Account" to the Authorized Government Depository/ Servicing Bank or a "Letter Requiring Further Compliance" to the concerned MOA.
- 5.5 After completing the bank's requirements, MOAs shall furnish the BTO with the details of the bank account/s opened within five (5) banking days.

6. BANGSAMORO TREASURY OFFICE RESPONSIBILITIES

- 6.1 Facilitate approval of the request for authority to open a bank account by ensuring completeness of requirements (BTO Forms 2023 1 to 3).
- 6.2 Issue a Certificate of Authority to Open a Bank Account to the AGDB/ AGSB copy furnished the MOA. The Authority shall be valid for six (6) months from the date of its receipt by the Agency. An extension may be allowed upon request of the MOA with satisfactory justifications.
- 6.3 Monitor the utilization of accounts, especially those opened after granting the main account of the MOAs.
- 6.4 Require necessary reports from the bank and MOAs relevant to efficient and effective fund management operations.

7. MINISTRIES, OFFICES, AGENCIES RESPONSIBILITIES

- 7.1 The Ministries, Offices, and Agencies shall provide the BTO with the duly accomplished forms.
- 7.2 The Minister or Authorized Official shall execute and submit the Waiver of Confidentiality on each bank account in favor of BTO and the bank in the form of BTO Form 2023-3.
- 7.3 The MOAs shall submit a list of all bank accounts with details including their bank balances at the end of each semester. It shall be submitted to the BTO on or before the last working day of January and July.
- 7.4 The MOAs cannot delegate to the bank or any other party its request for authority to open bank accounts.

8. BANK RESPONSIBILITIES

- 8.1 The Bank shall facilitate the opening of accounts upon receipt of the "Certificate of Authority to Open a Bank Account" issued by BTO. This is to ensure due diligence and prevent unauthorized opening of bank accounts.
- 8.2 The Bank shall comply with existing agreements with the Bangsamoro Government, including automatic sweeping of interest income on deposits earned from each account opened by MOAs and other existing and relevant national monetary policies.

9. TRANSITORY CLAUSE

All existing MOA bank accounts shall continue to be valid until new guidelines are issued otherwise by MFBM and other competent authorities.

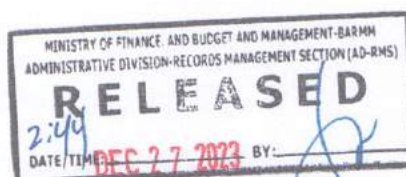
10. REPEALING CLAUSE

All circulars, orders, and/ or memoranda inconsistent herewith are hereby repealed and modified accordingly.

11. EFFECTIVITY

This Circular shall take effect immediately.


UBAIDA C. PACASEM
Minister





Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
Ministry of Finance, and Budget and Management
BANGSAMORO TREASURY OFFICE
Bangsamoro Government Center, Rosary Height VII, Cotabato City



| REQUEST FOR AUTHORITY TO OPEN BANK ACCOUNT | |
|--|---|
| 1. NAME OF MINISTRY, OFFICE, AGENCY | |
| 2. TYPE OF BANK ACCOUNT | |
| <input type="checkbox"/> CURRENT ACCOUNT <input type="checkbox"/> SAVINGS ACCOUNT <input type="checkbox"/> OTHERS | |
| 3. LEGAL BASIS AND PURPOSE OF OPENING OF THE ACCOUNT (Attach copy of legal bases) | |
| Details | |
| <input type="checkbox"/> BAA <input type="checkbox"/> EO <input type="checkbox"/> MOA/ MOU <input type="checkbox"/> Loan Agreement | |
| Specify the purpose: _____ | |
| 4. FUNDING SOURCE | |
| Details | |
| <input type="checkbox"/> BAA <input type="checkbox"/> EO <input type="checkbox"/> MOA/ MOU <input type="checkbox"/> National Government <input type="checkbox"/> ODA <input type="checkbox"/> Other Grants/ Donations | |
| 5. Authorized Signatories (Attach Copy of Appointment/ Designation) | |
| 1 _____ | Details of Fidelity Bond: (Amount and Expiry) _____ |
| 2 _____ | Details of Fidelity Bond: (Amount and Expiry) _____ |
| 6. Name of Bank and Branch MOA intends to open an Account | |
| 7 _____ | |
| SIGNATURE OVER PRINTED NAME OF AUTHORIZED OFFICER | |
| Do not fill up (For BTO Use Only) | |
| 8 | |
| Application Reference No: _____ | |
| Evaluated by: _____ | |
| Action Taken: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | |
| Approved/ Disapproved by: _____ | |
| Reason for Disapproval _____ | |
| Do not fill up (For Bank Use Only) | |
| 9 | |
| This is to confirm the existence of Account Name _____ under | |
| (Complete Account Name) | |
| with Account Number _____ | |
| (Ministry, Office, Agency Name) | |
| in Branch _____ opened on _____ | |
| (MM/ DD/ YYYY) | |
| NAME AND SIGNATURE OF AUTHORIZED BANK OFFICER | |

UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

This Ministry/ Office/ Agency, _____
represented by _____ (NAME OF MINISTRY, AGENCY OR OFFICE), with postal address at _____ (NAME OF MINISTER/ HEAD OF OFFICE/ AGENCY), under and by virtue of these presents, and in compliance with Bangsamoro Treasury Circular No. _____ in the opening of bank account, do hereby agree and undertake to execute, submit, and deliver to the Bangsamoro Treasury Office and Authorized Government Depository/ Servicing Bank a waiver of confidentiality each bank account that will be opened or hereinafter be opened to account for the Bangsamoro Government receipts and disbursements.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this _____ day of _____, 20____.

Name of Ministry/Office/Agency: _____

By:

Minister / Head of Agency / Office: _____
(NAME AND SIGNATURE)

SIGNED IN THE PRESENCE OF:

(NAME AND SIGNATURE)

(NAME AND SIGNATURE)

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) S. S.

BEFORE ME, Notary Public for and in the _____ this _____ day
of _____, 20____, personally appeared: _____ (PLACE) (DO)
(MONTH) (YY)

NAME

Competent Proof
of Identification

Issued on/ Valid Until

Representing: _____
(NAME OF MINISTRY/ AGENCY/ OFFICE)

known to me to be the same person/s who executed the foregoing Undertaking and acknowledged to me that the same is his/ her true and voluntary act and deed and of the ministry/ office/ agency represented.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

WAIVER OF CONFIDENTIALITY**KNOW ALL MEN BY THESE PRESENTS:**

That in compliance with the authority given by the Ministry of Finance, and Budget and Management (MFBM) for the opening of our account, in favor of the MFBM- Bangsamoro Treasury Office and the Authorized Government Depository/ Servicing Bank, we, _____ hereby unconditionally waive our right to secrecy

(NAME OF MINISTRY, AGENCY OR OFFICE)

of bank deposits under the Bank Secrecy Law over Account Number _____ in favor of the Bangsamoro Treasury Office/ Bangsamoro Treasurer or Authorized Representative and the bank branch to which the bank is opened and maintained.

(BANK/ BANK BRANCH/ ACCOUNT NUMBER)

That we declare that we have read this document and have fully understood its contents. We further declare that we voluntarily and willingly executed this Waiver with full knowledge of our rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this _____ day of _____, 20____.

By:

Name of Ministry/Office/Agency: _____

Minister / Head of Agency / Office: _____

(NAME AND SIGNATURE)

SUBSCRIBE AND SWORN to before me this ___ day of _____, _____. The affiant exhibited to me competent proof of his identity and authority.

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