



REPUBLIC OF THE PHILIPPINES
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT
BANGSAMORO GOVERNMENT CENTER, COTABATO CITY

BANGSAMORO BUDGET CIRCULAR

No. 2021-02
MARCH 1, 2021

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

SUBJECT : GUIDELINES RELATING TO MINISTRIES AND OFFICES' TRANSACTION WITH THE MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT

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- 1.0 All Ministries and Offices are hereby enjoined to observe the following guidelines when transacting business with the Ministry of Finance and Budget and Management (MFBM).
- 2.0 Receipt of MFBM Official Documents by Ministries and Offices
- 2.1 The following documents, written/printed on official form bearing the MFBM dry seal, are considered official documents from the Ministry, among others:
- 2.1.1 Special Allotment Release Order (SARO);
 - 2.1.2 Notice of Cash Allocation (NCA);
 - 2.1.3 Advice of NCA Issued (ANCAI);
 - 2.1.4 Monthly Requirement Schedule (MRS)
 - 2.1.4 Endorsement for issuance of Authority to Purchase Motor Vehicles
 - 2.1.5 Authority to Use
 - 2.1.6 Covering letters for released documents and other correspondence to Ministries and Offices.
- 2.2 To ensure that official budget documents are secured, only the designated liaison officers (LO) shall receive these documents from the Records Division of MFBM. For this purpose, a notification through call or any other available means shall be made by MFBM. All documents are considered officially transmitted from the date and time it is received by the duly authorized officer of the Ministry or Office”.
- 3.0 Designation of Ministry/Office Liaison Officers
- 3.1 Ministries, Offices, and Offices of the Members of the Parliament are requested to provide MFBM with the names and positions of their designated liaison officers and/or staff authorized by their Ministry or Office to receive MFBM documents.
- 3.2 The designated liaison officers are requested to personally apply and submit the following documents to MFBM, not later than **March 15, 2021**:
- 3.2.1 Letter designation per item 3.1 of this Circular Letter from the Ministry/Office Heads;
 - 3.2.2 Annex A Information Sheet for Authorized Ministry/Office Liaison Officers;

- 3.3 The ID cards shall be issued by MFBM to a maximum of three (3) authorized LOs per Ministry/Office/Member of the Parliament to follow-up budgetary matters. In case of a substitute, a letter of authorization to transact with MFBM, signed by either of the authorized LOs, shall be used in lieu of the ID cards issued by MFBM.
- 3.4 ID cards are valid until December 31, 2021 unless earlier revoked due to new designation by the Head of Ministries and Offices.
- 3.5 In case of endorsement for new designated liaison officer, IDs of the outgoing officer must be surrendered to the MFBM before issuance of new ID card.
- 3.6 Replacement for lost IDs for designated LOs: Application for such IDs should be supported with a duly notarized Affidavit of Loss in addition to the required attachments cited under items 3.2.1 and 3.2.2 hereof.
- 3.7 Claiming IDs for LOs: All designated LOs shall personally claim their liaison IDs at the MFBM, as applicable:
- 3.7.1 Starting March 29, 2021 for LOs claiming new IDs.
- 4.0 Ministries and Offices' Representatives, **other than the authorized LOs**, may follow-up with MFBM, in person or through phone calls, pending transactions pertaining to any budgetary release and/or documents of their specific Ministry or Office. They will not be authorized, however, to receive any budget documents enumerated in item 2.1.
- 4.1 Authorized Signatories of all Ministries and Offices Requests/Reports Submitted to the MFBM.
- 4.1.1 The Head of Ministries and Offices shall endorse all types of requests addressed to the MFBM. In case the Head of Ministries and Offices has delegated the signing authority to his Deputy Minister/Other Authorized Representatives, MFBM should be notified in writing of these delegation of authority to sign/endorse.
- 4.1.2. The authorized signatories of supporting documents, including accountability reports, e.g., Head of Accounting Unit (for the required certification) and Head of Ministries and Offices (as approving authority) should sign the said reports. These authorized officials are required to affix their initials or signature on every page of the accountability reports/supporting documents being submitted to the MFBM.
- 4.1.3 In this regard, all the Ministries and Offices are requested to provide MFBM, not later than March 15, 2021, with the names and designation of all these authorized signing officials including their specimen signatures using the format in the attached Annex B.
- 4.1.4 Any changes with the names and designations must be communicated to the MFBM.
- 5.0 For guidance and strict compliance.



AHOD B. EBRAHIM
Chief Minister
Concurrent Minister, MFBM