



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. **2024010**

16 Dhul-Qa'dah 1445
24 May 2024

TO : Local Chief Executives, Members of the Local Sanggunian, Local Budget Officers, Local Treasurers, Local Planning and Development Coordinators, Local Accountants under Bangsamoro Government and All Others Concerned

SUBJECT : GUIDELINES ON THE RELEASE AND UTILIZATION OF THE LOCAL GOVERNMENT SUPPORT FUND UNDER THE FY 2024 GENERAL APPROPRIATIONS ACT OF THE BANGSAMORO

1.0 LEGAL BASIS

Pursuant to Special Provision No. 1 of the Local Government Support Fund (LGSF) under the FY 2024 General Appropriations Act of the Bangsamoro (GAAB), the amount appropriated for the LGSF shall be available to support the following projects:

- i) implementation of agriculture-related programs and projects, such as: (a) provision of agricultural support services, including planting materials distribution system and operation of farm produce collection and buying stations; (b) extension of on-site research services and facilities related to agriculture and fishery activities; (c) construction, restoration and improvement of infrastructure facilities, including farm-to-market roads, slaughter houses, small water impounding projects, fishports, and water supply systems; and (d) provision of various production inputs for crops, livestock and poultry, and fisheries;
- ii) Information and Communications Technology systems and infrastructure development, such as, but not limited to, establishment of Integrated Business Permit and Licensing System, and digitalization of payments for collections and disbursements;
- iii) construction, maintenance, development, and/or rehabilitation of the following projects: (a) green open spaces such as public parks and plazas, arboretum, botanical gardens, and nature and family park; (b) infrastructure for active mobility, such as physically separated bicycle

lanes, bike racks; (c) elevated or at-grade pedestrian footpaths and walkways; and (d) multi-purpose building;

- iv) implementation of programs, projects and activities for disaster response, rehabilitation, and recovery, including procurement or acquisition of disaster equipment and vehicles for disaster response and rescue activities;
- v) acquisition of school sites;
- vi) purchase of ambulance, trucks, or mini-dump trucks; and,
- vii) assistance to indigent individuals or families in any of the following forms: (a) medical; (b) burial; (c) transportation; (d) food assistance; and (e) educational assistance/scholarship.

The amount appropriated shall also be available to provide financial subsidy to the newly created Municipalities in the Special Geographic Area (SGA) of the BARMM (Municipality of Pahamuddin, Municipality of Kadayangan, Municipality of Nabalawag, Municipality of Kaabakan, Municipality of Kapalawan, Municipality of Malidegao, Municipality of Tugunan, and Municipality of Ligawasan) and other Local Government Units (LGUs) that may be created by the Bangsamoro Transition Authority (BTA) Parliament. Provided, that the financial subsidy to the newly created municipalities shall only be available until such time that the Municipality has been allocated its share in the national tax allotment.

The release and disbursement of the aforementioned financial subsidy shall be subject to usual accounting and auditing rules and regulations.

2.0 PURPOSE

This Circular is being issued to prescribe the guidelines and procedures on the release and utilization of the LGSF in accordance with the special provisions under XXXIV. LOCAL GOVERNMENT SUPPORT FUND of the FY 2024 GAAB.

3.0 COVERAGE

This Circular covers all constituent LGUs under the jurisdiction of the Bangsamoro Government in accordance with the Bangsamoro Organic Law.

4.0 GENERAL GUIDELINES

- 4.1 The LGSF shall be exclusively used by the beneficiary provinces, cities, municipalities, and barangays to fund the eligible programs and

projects enumerated under SP No. 1, purpose no. i to vii, and the financial subsidy to newly created LGUs under item viii of the LGSF under the FY 2024 GAAB. For the guidance of the LGUs, the definition of terms covering the scope of eligible programs and projects are provided in Annex A hereof.

- 4.2 The LGSF shall be available for obligation and disbursement for the purposes specified until fully expended consistent with SP No. 3 of GAAB FY 2024.
- 4.3 All Special Budget Requests (SBRs) chargeable against the LGSF shall be signed by the Local Chief Executive (LCE) of the province, city, municipality, or barangay, and shall be addressed to the Office of the Chief Minister of the BARMM copy furnished to the Ministry of Finance, and Budget and Management (MFBM).

As such, the LGUs shall directly submit their SBRs, together with the documentary requirements prescribed under this Circular, to the Office of the Chief Minister.

- 4.4 All SBRs of LGUS, especially those covering multiple projects, shall be subject to the evaluation by the MFBM prior to the approval of the Chief Minister, based on necessity and fund availability.
 - 4.4.1 LGUs receiving financial subsidies from the National Government may still avail of the LGSF, provided that they submit information to the MFBM as to the amount(s) that they have received from the National Government as well as the projects funded, as additional attachments to the SBR.

For this purpose, the said LGUs shall also submit to the MFBM the Fund Utilization Report.

- 4.5 For the financial subsidy that will be requested by the newly created Municipalities, pending the release of their share from the national tax allotment (NTA), the amount shall in no case exceed the average NTA received by a 6th Class Municipality in the Bangsamoro Autonomous Region (BAR).
- 4.6 In order to ensure that funds from the LGSF are released to the LGUs within the fiscal year, the final deadline for the submission of requests shall be on or before **December 15, 2024**.

4.7 To preclude unscrupulous individuals or organized groups from making representations that they are able to influence or facilitate the release of the LGSF, the MFBM shall directly deal only with the LCE or his/her authorized representative as specified in the SBR. The authorized representative must be an organic personnel of the LGU.

4.7.1 In order to avoid disclosure of valuable information to unauthorized individuals, the MFBM shall refrain from divulging the status or details of fund releases in case of phone inquiries.

4.7.2 Inquiries made through electronic mail are also discouraged, but certain queries may be entertained, provided that the sender has established the veracity of his/her identity through the submission of a copy of his/her LGU identification card, showing that he/she is either the LCE or the authorized representative of the LGU.

4.8 In case of infrastructure projects, the beneficiary LGUs shall observe and comply with the requirements on the implementation of infrastructure projects pursuant to Section 21 of the General Provisions of the FY 2024 GAAB.

Furthermore, the beneficiary LGUS shall ensure that the designs of all proposed projects for the construction, rehabilitation, repair, or improvement of government buildings, public market, and school sites include the installation of a Rainwater Collection System, in accordance with the prescribed design of the Ministry of Public Works, pursuant to Section 22 of the General Provisions of the FY 2024 GAAB.

4.9 The purchase of motor vehicle(s) shall be subject to the Administrative Order No. 14, s. 2018 and the guidelines issued by the MFBM and other applicable laws.

4.10 The Ministry of the Interior and Local Government (MILG) shall be responsible for the monitoring and evaluation of actual project implementation of LGUs. The MFBM shall provide the MILG with a list of releases from the LGSF to LGUs for monitoring and evaluation purposes.

The beneficiary LGUs shall comply with the guidelines that may be issued by the MILG for the monitoring and evaluation of actual implementation of projects, including the submission of the

necessary plans/documents relative to the project design/preparation.

- 4.11 Disbursement and utilization of funds by the LGUS shall be subject to pertinent provisions of the Government Procurement Reform Act (RA No. 9184) and its 2016 Revised Implementing Rules and Regulations (IRR), and any relevant policies issued by the Government Procurement Policy Board (GPPB), as well as, the applicable budgeting, accounting, and auditing rules and regulations.

5.0 SPECIFIC GUIDELINES

- 5.1 The LGUs shall ensure that their SBRs have been properly endorsed and substantially comply with the following documentary requirements to merit evaluation:
 - 5.1.1 SBR/Letter of Intent, signed by the LCE of the requesting LGU, following the template prescribed in Annex C hereof;
 - 5.1.2 In case of requests for purchase of motor vehicles, the following documents shall also be submitted:
 - 5.1.2.1 Project Profile for Motor Vehicles, following the template prescribed in Annex D hereof; and
 - 5.1.2.2 Inventory of Motor Vehicles, following the template prescribed in Annex E hereof.
 - 5.1.3 Report on Fund Utilization for any previous releases funded by the National Government, following the template prescribed in Annex B hereof.
- 5.2 All required information, format, and signatories in the documentary requirements under this Circular and its annexes shall be completely provided by the LGUs. Failure to comply with any of the said requirements shall be a ground to deny the request of the LGU.
- 5.3 Other documents submitted by the LGUs that are not among the prescribed documentary requirements under this Circular may form part of the evaluation of the MFBM.
- 5.4 It is understood that only requests prepared, signed, and submitted by the LCEs shall be evaluated by the MFBM. Requests that are shown

to have been prepared and/or submitted by third parties, e.g., fixers, middlemen, and facilitators, shall be immediately denied.

- 5.5 The LGU shall ensure that no duplication of funding will occur. As such, the LGU, through its LCE, shall immediately inform MFBM if it has received funding from other sources for the same programs or projects.
- 5.6 Upon receipt of the SBRs, the MFBM shall:
 - 5.6.1 Check compliance with the documentary requirements submitted by the LGUs and may return the same immediately in the event that the documentation required is incomplete.
 - 5.6.2 Conduct evaluation of the fully compliant SBRs and render appropriate action thereon.
- 5.7 The Special Allotment Release Order (SARO) and the Notice of Cash Allocation (NCA) shall be released to the LGU by MFBM thru the Bangsamoro Treasury Office (BTO).

Upon receipt of the SARO and Notice of Cash Allocation (NCA), the BTO shall release the corresponding Advices to Debit Account (ADAs) to the Authorized Government Servicing Banks (AGSBs) of the beneficiary LGUs. In parallel, the BTO shall inform the said LGUs of the released funds and their purposes through the issuance of Notice of ADA Issued (NADAI).

- 5.8 The MFBM, through the Bangsamoro Budget Office, shall send Confirmation Letters to the LCEs concerned to provide them details of the funds released immediately after issuance of the fund release documents. This Confirmation Letter shall also serve as the Authority to Purchase Motor Vehicle (APMV), in the event the approval includes purchase of motor vehicle.

The issuance of APMV for motor vehicles under the project menu of the LGSF that fall within the authority of the MILG shall remain with the MILG, consistent with AO No. 14.

- 5.9 The LGSF shall be recorded as a trust account in the general fund by the LGUs for the specific purpose(s) for which the funds were received. The amounts released to the LGU from the LGSF shall be

available for obligation and disbursement for the purpose specified until fully expended.

However, if at any point the LGU determines that the funds can no longer be utilized, e.g., when the program(s) and/or project(s) cannot be implemented for any reason or when the same has/have been funded from other sources, the amount received by the same LGU from the LGSF shall be immediately reverted to the Bangsamoro Treasury.

6.0 LIMITATIONS ON THE USE OF THE LGSF

6.1 The LGSF to LGUS shall only be used:

6.1.1 For the purpose the program(s) and/or project(s), including the location thereof, for which the fund was released; and

6.1.2 For the purchase of motor vehicles with specifications, costs, deployment, and/or purpose as specified in the APMV in the form of Confirmation Letter issued by the MFBM to the LGU. Any change in the specification and cost shall require prior evaluation and approval of the MFBM.

6.2 In no case will the LGSF be used for:

6.2.1 Projects already fully covered by other sources of funds; and

6.2.2 Payment of Personal Services expenditures (i.e., payment of salaries, including honoraria, allowances, bonuses, and similar forms of compensation).

7.0 POSTING AND REPORTING REQUIREMENTS

The beneficiary LGUs shall:

7.1 Comply with the posting requirements prescribed under RA No. 9184 and its 2016 Revised IRR, and all relevant policies issued by the GPPB;

7.2 Prepare quarterly reports on fund utilization and status of program/project implementation using the prescribed format (Annex B) and submit the same to MILG & MFBM.

- 7.3 Consistent with the government's Full Disclosure Policy, the LGU shall post the said reports in at least three (3) conspicuous public places in the locality and on the LGU's website within thirty (30) calendar days from the end of each quarter.
- 7.4 Send a written notice, through the LCE, together with a copy of the said reports, to the Office of the Chief Minister, MFBM Minister, and the MILG Minister upon posting of the reports on the LGU's website, if any. The date of notice to said Ministries and Offices shall be considered the date of compliance with the requirement.

8.0 RESPONSIBILITY AND ACCOUNTABILITY

The responsibility and accountability in the implementation of programs and projects, and proper utilization and disbursement of the LGSF shall rest upon the LCE and other local officials concerned of the recipient LGU. It is also the responsibility of said local officials to ensure that the funds released to the LGU are utilized strictly in accordance with applicable laws, rules and regulations.

9.0 ITEMS FOR RESOLUTION

Interpretation of the provisions of this Circular, including relevant items not covered herein, shall be referred to the MFBM for resolution.

10.0 SEPARABILITY CLAUSE

If any provision of this Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

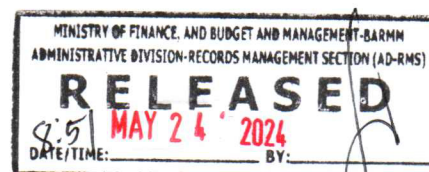
11.0 REPEALING CLAUSE

All provisions of existing guidelines that are not consistent with this Circular are hereby revised, modified, and/or repealed accordingly.

12.0 EFFECTIVITY

This Circular shall take effect immediately after its publication.


UBAIDA C. PACASEM
Minister



DEFINITION OF TERMS

Particulars	Definition	Source
Adaptation Projects	Refer to programs, activities, or projects which intend to reduce the vulnerability of humans or natural systems to the impacts of climate-change and climate-related risks, by maintaining or increasing adaptive capacity and resilience.	Item 3.2 of the Department of Budget and Management (DBM) – Climate Change Commission (CCC) – Department of Interior and Local Government (DILG) JMC No. 2015-1 dated July 23, 2015 or the “Revised Guidelines for Tagging/Tracking Climate Change Expenditures in the Local Budget Amending DBM-CCC-DILG JMC 2013-01, Dated August 7, 2014”
Agriculture Infrastructure Facility – Water Supply Systems	Water supply for agricultural purposes through the construction of water supply systems such as: <ul style="list-style-type: none"> • Rainwater Harvesting Systems such as small water impounding project, small farm reservoir, or cistern; • Pump Irrigation Systems such as shallow tube well, pump irrigation system for open source, pump irrigation projects, and pump irrigation systems using renewable energy; and • Others such as diversion dam, check dam, and spring development 	Department of Agriculture (DA) Memorandum Order No. 67, s. 2022 or the General Guidelines on the Implementation of Small-Scale Irrigation Projects of the DA

Particulars	Definition	Source
Ambulance	<p>An ambulance is a vehicle designed and equipped with medical/life-saving apparatus or equipment used for transporting sick and/or injured patients to, from, and between places of treatment by land, water or air, affording safety and comfort to the patients to avoid aggravation of illness or injury.</p> <p>An ambulance shall refer to a land ambulance. Sea and air ambulances are considered customized seacrafts and aircrafts, respectively.</p> <p>Original ambulance, designed, built and equipped as such by the manufacturer and complies with Department of Health (DOH) guidelines.</p> <p>Specifications may vary according to manufacturer and the sophistication of the desired units, and shall be consistent with DOH Guidelines.</p>	DBM Budget Circular (BC) No. 2022-1 dated February 11, 2022, as supplemented by DBM BC No. 2022-1A dated March 1, 2023
Bridge	A structure carrying a road over a road, waterway or other feature, with a clear span over 3.0 meters along the centerline between the inside faces of supports. A bridge may have an independent deck supported on separate piers and abutments, or may have a deck constructed integral with supports.	Department of Public Works and Highways Enterprise Data Glossary, October 2016

Particulars	Definition	Source
Building	A roofed and walled structure built for permanent use.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Construction	The process of building infrastructure, including but not limited to new construction, improvement, upgrading, and rehabilitation.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Drainage Canal	Drainage structure built to drain water from the road or any infrastructure.	Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways
Evacuation Centers	A temporary shelter for displaced families in times of calamity, or where people may escape to/from imminent threat, an ongoing threat or a hazard to life or property. This may also serve as a training center for disaster preparedness activities.	National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 083, s. 2022
Extension of On-site Research Services and Facilities Related to Agriculture and Fishery Activities	<p>Extension refers to the transfer of technologies to improve the Agriculture and Fishery Sector through the following:</p> <ul style="list-style-type: none"> a. Training Services; b. Farm or Business Advisory Services; c. Technology Demonstration Services; and d. Information and Communication support services. 	RA No. 8435 or Agriculture and Fisheries Modernization Act (AFMA) of 1997

Particulars	Definition	Source
	On site research services pertain to the conduct of research for development related activities (i.e. projects, services) in the field or in target location/sites.	
Fish Port	Includes but not limited to port works such as pier, causeway, wharf, quay, stair landing, building facility, market hall, and warehouse	Philippine Fisheries Development Authority (PFDA) Website
Farm-to-Market Roads	Refer to roads linking the agriculture and fisheries production sites, coastal landing points and post-harvest facilities to the market and arterial roads and highways.	Republic Act No. 8745 or Agriculture and Fisheries Modernization Act of 1997
Footbridge	A footbridge (also called a pedestrian bridge, pedestrian overpass, or pedestrian overcrossing) is a structure linking two (2) points designed for pedestrians.	
Information and Communications Technology Systems and Infrastructure Development	Information and communication technology and facilities (civil works components) including backbone network, terrestrial and satellite facilities, IT networks and database infrastructure, communications facilities, and telecommunications.	DBM Budget Preparation Advisory No. 7 dated June 9, 2023

Particulars	Definition	Source
Improvement	<p>The betterment of existing infrastructure through upgrading, widening, or strengthening (e.g., retrofitting) in order to increase its original design capacity or performance.</p>	<p>Department of Public Works and Highways Enterprise Data Glossary, October 2016</p>
Local Arts and Crafts	<p>Refer to the products of human creativity that reflect the cultural identity and heritage of a community.</p> <p>These include programs/activities /projects (P/A/Ps) pertaining to the development of traditional and contemporary forms of expression, such as:</p> <ul style="list-style-type: none"> a. Textiles such as weaving, embroidery, dyeing, and batik; b. Pottery such as earthenware, stoneware, and porcelain; c. Basketry such as rattan, bamboo, and nipa; d. Woodcarving such as furniture, sculptures, and masks; e. Metalwork such as jewelry, weapons, and tools; and f. Paper such as origami, paper mache, and calligraphy. <p>This may also include P/A/Ps for infrastructure support, research and development, trainings, and other related P/A/Ps for adaptive conservation, cultural and heritage sustainability, innovation, and digitalization.</p>	<p>RA No. 11961, amending RA No. 10066 or The National Cultural Heritage Act of 2009</p>

Particulars	Definition	Source
Maintenance	An activity undertaken to keep or restore an asset to good working condition.	DPWH Enterprise Data Glossary, December 2022
Materials Recovery Facility	<p>Refers to a facility which includes a solid waste transfer station or sorting station, drop-off center, a composting facility and a recycling facility</p> <p>Materials recovery facility – a facility where recyclable municipal solid waste is processed and separated using manual and/or mechanical methods. The recovered materials may include paper, glass, plastics, and metals, which are baled, temporarily stored, and eventually sold to recycling or manufacturing firms. The remaining residual wastes are then disposed of into a sanitary landfill.</p> <p>Materials recovery facilities can process either source-separated recyclables or mixed wastes, in which case the biodegradable components can be processed into compost in another facility.</p>	<p>RA No. 9003 (Ecological Solid Waste Management Act of 2000)</p> <p>Asian Development Bank, 2020, Materials Recovery Facility Tool Kit</p>
Mitigation Projects	<p>Refer to programs, activities, or projects which are aimed at reducing greenhouse gas (GHG) emissions, directly or indirectly, by avoiding or capturing GHG before they are emitted to the atmosphere or sequestering those already in the atmosphere by enhancing "sinks" such as forests.</p> <p>Programs/activities/projects for climate change adaptation and mitigation shall be consistent with the Climate Change Typologies for Climate Change Expenditure Tagging consistent with</p>	Item 3.5 of the DBM-CCC-DILG JMC No. 2015-1 dated July 23, 2015

Particulars	Definition	Source
	Annex A of Joint Memorandum Circular (JMC) No. 2015-1 dated July 23, 2015.	
Multi-Cab	<p>A small, narrow, lightweight, truck with seating capacity of around 11 to 13; typically, with three-cylinder engines and may be customized to fit the purpose for which is going to be used, preferably for rescue, evacuation or project implementation and monitoring purposes.</p> <p>Engine displacement must not exceed 1000cc.</p>	Department of Budget and Management, Department of the Interior and Local Government Joint Memorandum Circular No.2019-02, December 18, 2019
Multi-Purpose Building	<p>A building used for more than one specific purpose which may be constructed/implemented in any location identified by the LGU in its submitted request as long as it is in the nature of a multi-purpose building.</p> <p>Consistent with the provisions of this Circular, the multi-purpose building should be distinct from pre-existing structures/facilities. The LGU should determine the scope of project to be implemented, such as the scope of work (e.g., construction, concreting, rehabilitation, repair, improvement, expansion or upgrading), and portion/stage/phase as applicable.</p>	
Multi-Purpose Pavement	A horizontal concrete structure used for more than one specific purpose, e.g., solar dryer and sports.	

Particulars	Definition	Source
Multi-purpose Vehicle	A four-wheel enclosed vehicle having dual side doors and a fifth rear door or lift-up tailgate. It has a maximum seating capacity of 10 passengers, including the driver, with its two (2) rows of front seats and foldable rear seats (optional). Engine displacement not exceeding 2500cc for gasoline or 2800cc for diesel; or alternative fuels or source of power, such as electric vehicles, and taking into consideration the sustainability of fuel or power supply in the area of operation.	DBM BC No. 2022-1 dated February 11, 2022, as supplemented by DBM BC No. 2022-1A dated March 1, 2023
National Heritage Structure and Sites	<p>Refer to historical, anthropological, archaeological, artistic geographical areas and structures that are culturally significant to the country, as declared by the National Museum and/or the National Historical Institute.</p> <p>“Cultural heritage” refers to the totality of cultural property preserved and developed through time and passed on to posterity.</p>	RA No. 11961, amending RA No. 10066 or The National Cultural Heritage Act of 2009
Operation of Farm Produce Collection and Buying Stations	Refer to the activities, such as delivering of farmers', fisherfolk's, and groups' produce for aggregation and consolidation for selling to the buyers or markets, happening in a collection and buying stations.	

Particulars	Definition	Source
<p>Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus)</p>	<p>A four-wheel compact truck with a low-sided open cargo hauler, and a passenger cab (regular/single or extended/crew cab type) accommodating two (2) to six (6) passengers on split and/or bench seats with two (2) or four (4) side doors. A pick- up truck is designed to carry both passengers and cargoes.</p> <p>The engine displacement shall not exceed 2500cc for gasoline or 3000cc for diesel; or alternative fuel vehicle (AFV) as prescribed under Item 5.5 of DBM BC No. 2022-1.</p>	<p>DBM BC No. 2022-1 dated February 11, 2022, as supplemented by DBM BC No. 2022-1A dated March 1, 2023</p>
<p>Planting Materials Distribution System</p>	<p>Refers to the process of distribution of seeds and planting materials of different crops under High Value Crops Development Program and BPI Seed Fund, but excludes those seeds and planting materials under separate programs and projects with specific guidelines.</p> <p>This activity ensures the availability of quality vegetable seeds and planting materials for the general public in support of the government's programs and other related activities.</p>	<p>Amendment to Administrative Order No. 7 Series of 1991, "Implementing Guidelines on the Distribution of Vegetable Seeds and Fruit Trees Planting Materials"</p>
<p>Provision of Agricultural Support Services</p>	<p>Agricultural Support Services are activities that aim to assist farmers by providing agronomic and management advice, with market information, and with animal nutrition, health care, and breeding.</p>	<p>International Fund for Agricultural Development (IFAD) Website</p> <p>DA website - High Value Crops</p>

Particulars	Definition	Source
	<p>Agricultural Support Services may include:</p> <ul style="list-style-type: none"> - provision of seeds, fertilizer, fuel, and machinery to eligible farmers - provision of various production inputs for crops, livestock and poultry, and fisheries, which include purchase of pesticides - provision of credit support to eligible farmer beneficiaries with small interest (e.g. RCEF, Agricultural Credit Policy Council's Agri-Negosyo and Sikat Saka Program) - conduct of trainings on production of rice, corn, and other crops (e.g. RCEF, Agricultural Training Institute, and PhilRice) 	<p>Development Program; RCEF, and Fuel Assistance to Farmers Program</p>
<p>Purchase of equipment to support evacuation and camp management operations</p>	<p>Camp Management refers to ensuring coordination and provision of assistance and protection to (internally displaced persons) IDPs living in camps according to the legal protection framework and minimum humanitarian standards, encouraging IDP participation, managing IDP data and information, and maintaining camp facilities.</p> <p>This project may include: (1) emergency power equipment, (2) portable water treatment facility, (3) communication and early warning equipment, (4) office equipment and (5) basic medical equipment.</p>	<p>NDRRMC Memorandum No. 083, s. 2022</p>

Particulars	Definition	Source
Pavement	The constructed all-weather surface of a road, including parking and auxiliary lanes but excluding shoulders. That part of a roadway having a constructed surface for the facilitation of vehicular traffic.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Public Markets	A structure/facility owned, operated and/or managed by the government intended to sewer the general public where most of the food commodities for sale are generally unprocessed and perishable.	Department of Agriculture Administrative Order No. 5, series of 2012, January 12, 2012
Public Parks	An area of land, usually in a largely natural state, for the enjoyment of the public, having facilities for rest and recreation.	
Rehabilitation	A grouping of types of work which restore structural capacity and performance and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition. In the case of pavement, this shall not extend into the subgrade. In the case of flood control, this includes dredging.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Repair	Reactive, simple, small-scale activity to mend a minor damaged portion of an asset to a good or sound condition comparable to that before the damage occurred, which is typically funded from Maintenance and Other Operating Expenses (MOOE). As	Department of Public Works and Highways Enterprise Data Glossary, October 2016

Particulars	Definition	Source
	<p>opposed to Rehabilitation of Infrastructure, or Capital Project for Equipment, Repairs do not change the fixed asset or its performance. For example pothole patching, sealing of cracks, replacement of broken minor equipment parts, and other activities as defined in Department Orders on the maintenance (or repair) of National Infrastructure, Equipment, or Facilities. Dredging is not considered Repair.</p>	
Restoration	<p>Rehabilitation Alias Restoration - A grouping of types of work which restore structural capacity and performance, and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition. In the case of pavement, this shall not extend into the subgrade. In the case of flood control, this includes dredging.</p>	<p>Department of Public Works and Highways Enterprise Data Glossary, December 2022</p>
Road	<p>A general term denoting a public way for purposes of vehicular traffic, including the entire area within the road right-of-way.</p>	<p>Department of Public Works and Highways Enterprise Data Glossary, December 2022</p>
Seawall/ Riverwall	<p>Protection structure near the sea or a river.</p>	<p>Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways</p>

Particulars	Definition	Source
Slaughterhouses	Facilities where farm animals are butchered and processed.	Commission on Audit Circular No. 2013-002: Adoption of the Revised Chart of Accounts for National Government Agencies, January 30, 2013
Small water Impounding Projects	Defined as an earth fill structure built across a narrow depression or valley to harvest and store rainfall and runoff for immediate and multiple use. It has a height of 5 m to a maximum of 15 m and service area of 25 ha to 150 ha.	Philippine National Standard for Rainwater and Runoff Management Small Water Impounding System (PNS/BAFS/PAES 225:2017)
Street lighting	A roadway or road lighting.	Roadway Lighting Guidelines. Department of Energy, January 22, 2016
Trucks	<p>A large and heavy-fabricated automotive vehicle that is used in construction, waste management, and other related activities. In addition, trucks are used to transport cargo with weights that are beyond the capacity of other vehicle types used for the transport of personnel equipment, supplies, products and materials.</p> <p>The engine displacement and gross vehicle weight shall be consistent with DBM BC No. 2022-1.</p>	DBM BC No. 2022-1 dated February 11, 2022, as supplemented by DBM BC No. 2022-1A dated March 1, 2023

Particulars	Definition	Source
	Specifications may vary according to the manufacturer model, intended use, etc.	
Van (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus)	<p>A fully or partially enclosed four-wheel general purpose utility vehicle with two (2) compartments: (i) the front cabin/cab with two (2) side doors seating three (3) passengers, including the driver, on a full width seat, and (ii) the rear deck accommodating eight (8) to 16 passengers with facing collapsible bench seats accessible through rear doors(s). A multicab is considered a van.</p> <p>The engine displacement shall not exceed 2500cc for gasoline or 2800cc for diesel or AFV as prescribed under Item 5.5 of DBM BC No. 2022-1.</p>	DBM BC No. 2022-1 dated February 11, 2022, as supplemented by DBM BC No. 2022-1A dated March 1, 2023
Water System Projects Level I (Point source)	A protected well or a developed spring with an outlet but without a distribution system as it is generally adaptable for rural areas where the houses are thinly scattered serving an average of 15 households with people having to fetch water from up to 250 meters distance.	Philippine Water Supply Sector Roadmap, 2 nd Edition, 2010, National Economic and Development Authority (NEDA); and Philippine Development Plan 2011-2016, Chapter 5: Accelerating Infrastructure Development, NEDA
Level II (Communal faucet system or standpost)	A piped system with communal or public faucets usually serving 4-6 households within 25 meters distance. A system composed of a source, reservoir, distribution system and	

Particulars	Definition	Source
	communal faucets. Generally suitable for rural and urban fringe areas where houses are clustered densely to justify a simple piped system.	
Level III (Waterworks system or individual household connections)	A fully reticulated system with individual house connections based on a daily water demand of more than 100 liters per person. A system composed of a source, reservoir, piped distribution system and household taps. Generally suited for densely populated urban areas.	

LOCAL GOVERNMENT SUPPORT FUND
Report on Fund Utilization and Status of Program/Project
Implementation For the Quarter Ended _____

Fund Source	Date of Notice of Authority to Debit Account Issued NADAI	Type of Program/Project	Name Title of Program/Project	Specific Location	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries	Amount			Estimated Period of Completion (month and year)	Remarks on Program/Project Status
							Received	Contracted Out	Disbursed/ Utilized		

Certified correct by:

The Local Finance Committee (LFC)

Local Budget Officer

Local Treasurer

Local Planning and Development Coordinator

Instructions:

1. The report shall be prepared by the LFC, in coordination with the other local officials concerned (e.g., local accountant on the allotment, obligation and disbursements; local engineer on the status of infrastructure projects, as may be applicable).

Attested
by:

Local Chief Executive

2. The fund source pertains to the type of fund and pertinent GAA/GAAB from which the implementation of the program/project was charged against.
3. The type of program/project shall be identified consistent with the programs/projects enumerated under previous LBCs or this circular.
4. Amount received refers to the amount transferred to the LGU as indicated in the NFT. Amount contracted out refers to the total commitments by the LGU arising from official acts binding the LGU to the immediate or eventual payment of a sum of money. Disbursement refers to the total amount paid by the LGU as of reporting period.
5. The status of programs/projects refers to the percentage of physical completion or delivery of service as of reporting period.

[Date]

MINISTER [Name of Chief MINISTER / Officer-in-Charge]
Office of the Chief Minister
Bangsamoro Government Center, Cotabato City

Subject: REQUEST FOR FINANCIAL ASSISTANCE CHARGEABLE AGAINST THE FY 2024 LGSF

Dear Chief Minister_____

The Local Government Unit (LGU) of [Insert name of LGU] expresses its intention to avail of financial assistance, chargeable against the Local Government Support Fund (LGSF) under the FY 2024 General Appropriations Act of the Bangsamoro (GAAB), for the following priority program(s) and/or project(s):

No.	Program/ Project Title	Location (Barangay, City/ Municipality, Province	Amount
1	[Specify project title]	[Specify location site]	[Specify requested amount]
N	[Specify project title]	[Specify location site]	[Specify requested amount]

In case of approved fund release for any of the above-mentioned program(s) and/or project(s), the undersigned understands that our LGU must comply with the provisions of Government Procurement Reform Act (RA No. 9184) and its 2016 Revised Implementing Rules and Regulations, as well as other procurement, budgeting, accounting, and auditing laws, rules and regulations.

The undersigned likewise understands that, in the event of approval of fund release for the said program(s) and/or project(s), the implementation of the same shall be authorized by the Local Sanggunian through a Resolution, and shall be included in the approved Local Development Investment Program and approved Annual Investment Program of our LGU.

If at any point that any amount of the funds can no longer be utilized, for any reason or when the same has/have been funded from other sources, the amount received from the LGSF by The Local Government Unit (LGU) of [Insert name of LGU] shall be immediately reverted to the Bangsamoro Treasury.

(In the case of infrastructure projects, the next paragraph [in boldface] shall be included in this letter of intent.)

The undersigned further attests to the veracity of the following:

- For infrastructure (including streetlighting and electrification) projects only
- i. Our LGU has prepared all necessary documents in accordance with the design, plan, specifications, and such other standards and policies of the National/Bangsamoro Government;
 - ii. Our LGU has the capability to implement the proposed program(s) and/or project(s);
 - iii. The proposed program(s) and/or project(s) is/ are readily implementable within the prescribed timelines and that there are no issues related to its/their implementation, such as, but not limited to, site/land title, including informal settlers thereon, and right-of-way acquisition;
 - iv. Our LGU has complied with the standards prescribed by the appropriate agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible program(s) and/or project(s), e.g., Environmental Clearance;
 - v. The location, area or site of the proposed project(s) of our LGU is: (1) not a privately-owned land/lot; (2) not included in the critical geohazard areas or no build zones identified and/or certified by the Mines and Geosciences Bureau hazard map; and (3) within the territorial jurisdiction of our LGU;
 - vi. Our LGU commits to fund the cost of maintenance and repairs of the project(s), including payment of electricity and other utilities, if any; and
 - vii. The proposed program(s) and/or project(s) of our LGU is/are not funded from other sources.

Moreover, the said program(s) and/or project(s) shall be implemented in accordance with the standards and existing policies of the National/Bangsamoro Government and that we have prepared all the necessary documentary requirements.

Consistent with the provisions of LBC No.____ the MFBM shall directly deal only with the undersigned or the authorized representative who has the following contact details:

	Local Chief Executive	Authorized Project Contact Person
Name		
Designation		
E-mail Address		

Telephone No.		
Mobile No.		

Finally, in view of the conduct of National and Local Elections, the undersigned ensures that the disbursement or expenditure of funds by our LGU shall be made consistent with the provisions of the Bangsamoro Electoral Code of 2023(BAA No. 35) and other pertinent laws, rules and regulations.

Thank you.

Very truly yours,

[Insert Name and Signature of Local Chief Executive]

PROJECT PROFILE FOR MOTOR VEHICLES

Vehicle Type (check one): Ambulance/vehicle to be converted to ambulance
 Truck
 Mini-dump truck
 Multicabs

Number of units: _____ Cost per unit: _____

Deployment: ¹ _____

Activity/Purpose for which the vehicle will be used: ² _____

Specifications:

Engine displacement: _____

Fuel type (choose one): Gasoline
Diesel
 Others: _____

Other vehicle specifications:

Accessories and Equipment:

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]

¹ Recipient government hospital/office/unit in the LGU
² Must be directly cited from this budget circular

INVENTORY OF MOTOR VEHICLES
For the Quarter Ended _____

Local Government Unit: _____

Location (Barangay, City/Municipality, Province): _____

Assigned to: (Organizational Unit & Official)	Qty.	Description (Year of Mfr., Manufacture's Name/Model, Etc.)	Specifications				Acquisition		Running Condition	Remarks
			Vehicle Use	No of Cyl.	Engine Displacement	Fuel Type	Year	Cost		

Prepared by:

NAME AND SIGNATURE OF
GENERAL SERVICES OFFICER/
PROPERTY CUSTODIAN

NAME AND SIGNATURE OF
CHIEF ACCOUNTANT

Attested by:

NAME AND SIGNATURE OF
LOCAL CHIEF EXECUTIVE