



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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

BANGSAMORO BUDGET CIRCULAR

No. 2023 - 10

12 October 2023
27 Rabi'ul Awwa 1445

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

SUBJECT : LAST DAY OF SUBMISSION FOR REQUEST OF FUNDS FOR PERSONNEL SERVICES (PS)

1. As provided in the Omnibus Guidelines on Execution of Personnel Services Fund (BBC No. 2021-04), "the unfilled positions of the Ministry, Office, or Agency will form part of the For Later Release (FLR) Funds. FLR PS shall only be released to the Ministry, Office, and Agency when positions are filled up and upon submission of documentary requirements as provided under the Procedural Guidelines 5.0 of this circular."
2. Also, in consideration of Presidential Proclamation No. 42, wherein regular and special non-working holidays are declared towards the end of December essentially limiting the working days for government service, such that the last working day for FY 2023 will be on December 29, 2023.
3. Based on the foregoing, the Ministries, Offices, and Agencies are enjoined to submit all their requests for PS Allocation **on or before November 15, 2023 (Wednesday)**. This is to give ample time for the Ministry of Finance, and Budget and Management (MFBM) to efficiently respond to the requests and to ensure smooth financial transactions with BARMM Ministries, Offices, and Agencies.
4. Relative thereto, it is advised that all concerned shall adhere to the deadline as stated above. All requests received by the MFBM after November 15, 2023 shall be acted upon in January of 2024.

- 5. Provided further that all requests submitted must be accompanied with complete details and attached documents as required in the BBC No. 2021-04. To be guided, attached herewith are the forms and checklist of required documents to be submitted with the request.
- 6. For information and strict compliance.

MINISTRY OF FINANCE, AND
BUDGET AND MANAGEMENT - BARMM


UBAIDA C. PACASEM
Minister



RELEASED

BY:  DATE: 10/10/23 TIME: 3:09



**To be submitted in Hard and Soft copy.*

The soft copy is to be emailed to budgetcompensation.mfbm@gmail.com

Organizational Unit (Office/Division/Section)	Name of Personnel	Item Number	Date of Appointment	Nature of Appointment	Status of Appointment	Position Title	Salary Grade

DOCUMENTARY REQUIREMENTS:

- Special Budget Request (SBR) (specifically stating the total amount requested and the total number of newly-filled positions)
- Financial Plan (BED No. 1)
- Monthly Cash Program (BED No. 3)
- Computation in support to the amount requested
- Appointment (duly signed and with date of signing)
- Certification of Assumption to Duty (signed by the head of the ministry/office and attested by the HRMO)
- Oath of Office (signed by the appointee)
- Service Record
- Deployment Order (for MBHTE only)

