



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



MEMORANDUM

FOR : **Regional Executive Directors**
Regions 1-13, CAR, and NCR

Directors
Line and Staff Bureaus

Heads of Attached Agencies

FROM : **Undersecretary**
Finance, Information Systems and Climate Change

SUBJECT : **REITERATION OF THE DEADLINE FOR THE SUBMISSION OF AGENCY REQUEST/S FOR THE RELEASE OF ADDITIONAL FUNDS REQUIRING THE ISSUANCE OF OBLIGATIONAL AND DISBURSEMENT AUTHORITIES, AS WELL AS OTHER SIMILAR APPROVALS AND AUTHORIZATION**

DATE : 29 October 2024

This refers to Department of Budget and Management (DBM) Circular Letter No. 2024-14 dated 28 October 2024, reiterating the deadline for submission of agency requests for the release of additional obligational and disbursement authorities, as well as similar approvals and authorities must be submitted to the DBM not later than **15 November 2024**.

Please submit request/s for issuance of additional obligational and disbursement authorities, as well as similar approvals and authorities including complete documentary requirements to the Financial and Management Division (FMS) - Budget Division **not later than 8 November 2024**. This will give the Budget Division staff ample time to evaluate/review your request/s and to facilitate prompt endorsement to DBM.

For strict compliance.


ATTY. ANALIZA REBUELTA-TEH

MEMO NO. 2024 - 972



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA



CIRCULAR LETTER

No. **2024-14**
October 28, 2024

- To : All Heads of Departments/Agencies/State Universities and Colleges (SUCs) and Other Offices of the National Government, including Commissions/ Offices under the Constitutional Fiscal Autonomy Group (CFAG); Government-owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs) receiving budgetary support from the National Government; Budget Officers; Heads of Accounting Units; and All Other Concerned
- Subject : **REITERATION OF THE DEADLINE FOR SUBMISSION OF AGENCY REQUEST/S FOR THE RELEASE OF ADDITIONAL FUNDS REQUIRING THE ISSUANCE OF OBLIGATIONAL AND DISBURSEMENT AUTHORITIES, AS WELL AS OTHER SIMILAR APPROVALS AND AUTHORIZATIONS**

- 1.0 In order to maximize the use of available funds, and considering the limited validity period for the release, obligation and utilization of all budget authorizations, agencies are reminded to submit to the Department of Budget and Management (DBM) their requests for the release of additional obligational and disbursement authorities, as well as other similar approvals and authorities up to November 15, 2024, as prescribed under item 3.17.1 of National Budget Circular (NBC) No. 592¹ dated January 2, 2024.
- 2.0 Relative thereto, concerned agencies are advised that processing of all requests received by the DBM beyond the said date shall be deferred to FY 2025.
- 3.0 However, requests regarding the following mandatory/urgent purposes are exempted from the subject cut-off date:
 - 3.1 Additional PS requirements, including but not limited to, Retirement and Life Insurance Premium contributions (Government Share), terminal leave benefits of national government personnel devolved to the LGUs, in accordance with NBC No. 429 and 429-A, etc.; and
 - 3.2 Disaster mitigation projects/programs.
- 4.0 This Circular shall take effect immediately.


AMENAR F. PANGANDAMAN
Secretary



¹ Guidelines on the Release of Funds for Fiscal Year 2024.

- 3.15.2 DOTr — Office for Transportation Security — PS, MOOE and CO;
- 3.15.3 DMW — Office of the Secretary (Verification Fees) — MOOE; and
- 3.15.4 DOJ — Land Registration Authority — MOOE and CO.

3.16 Agencies, pursuant to their respective mandates, are authorized to collect fees for the conduct of the following specific activities and use said collections to defray the cost of the future activities of a similar nature:

- 3.16.1 Seminar, conference, training, and oath-taking activities from government and private agency participants (**Section 13**, GPs of the FY 2024 GAA).
- 3.16.2 Sale of official publications, to defray the cost of preparing, printing, and disseminating such official publications (**Section 14**, GPs of the FY 2024 GAA).

The proceeds in excess of the actual cost of implementing these aforementioned activities shall be deposited with the National Treasury as income of the General Fund, pursuant to **Section 44, Chapter 5, Book VI of E.O. No. 292**.

Agencies which do not have sufficient appropriations in their budget for the purpose, i.e., conduct of seminar, conference, training and oath taking activities and/or sale of official publications, may use such proceeds subject to budgeting, accounting, and auditing rules and regulations.

3.17 Timelines

- 3.17.1 **November 15, 2024** — deadline for submission to the DBM of all agency request/s requiring issuance of obligational and disbursement authorities, as well as, other similar approvals and authorizations.
- 3.17.2 **Within thirty (30) days after the end of each quarter** — submission of the Budget and Financial Accountability Reports (BFARs) by program, activity or project, as prescribed under item 4.3 of COA-DBM JC No. 2019-1⁵ in relation to **Section 100**, GPs of the FY 2024 GAA.
- 3.17.3 **On or before the tenth (10th) day of the month immediately following the covered period** – Monthly Report of Disbursements (MRD), using Financial Accountability Report (FAR) No. 4, as prescribed under item 4.3 COA-DBM JC No. 2019-1.

⁵ dated January 1, 2019 (Updated Guidelines Relative to Budget and Financial Accountability Reports (BFARs) Starting FY 2019)