



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
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DEPARTMENT MEMORANDUM)
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FOR / TO : Undersecretaries
Assistant Secretaries
Bureau Directors
Service Directors
Regional Directors
Heads of UPMOs
District Engineers
This Department

For information and guidance, attached is a copy of Department of Budget and Management Circular Letter No. 583 dated January 4, 2021 entitled "**GUIDELINES ON THE RELEASE OF FUNDS FOR FY 2021**".

A copy of the said Circular letter may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

For dissemination to all concerned.

MARICHU A. PALAFOX, CESO III
Assistant Secretary for Support Services

Encl: DBM Circular Letter No. 583 dated January 4, 2021

cc: Office of the Secretary

10.1.4 JJSC/VGV/MSV



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

NATIONAL BUDGET CIRCULAR

No. 583
January 4, 2021

For : 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 Entities Receiving Budgetary Support (Government-owned or —Controlled Corporations [GOCCs] and Local Government Units [LGUs]); Budget Officers; Heads of Accounting Units; and All Others Concerned

Subject : **GUIDELINES ON THE RELEASE OF FUNDS FOR FY 2021**

1.0 PURPOSES

- 1.1 To provide policies, procedures, rules and regulations on the release, utilization of funds, and monitoring of items authorized under Republic Act No. 11518, the FY 2021 General Appropriations Act (GAA), in accordance with the General and Specific Provisions, thereof.
- 1.2 To synchronize fund release with the implementation of the overall physical and financial plans, targets and schedules submitted by the departments, agencies, and/or operating units (OUs).
- 1.3 To streamline the process of performance evaluation through the required budgetary reports.

2.0 COVERAGE

All departments, agencies and OUs of the National Government, including CFAG, SUCs, GOCCs and LGUs receiving budgetary support from the national government from all sources of appropriations in FY 2021.

3.0 GENERAL GUIDELINES

- 3.1 The FY 2021 GAA takes effect on January 1, 2021 as provided under **Section 1**, General Provisions (GP) of said law.

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- 3.2 Consistent with the FY 2021 fiscal program, as approved by the Development Budget Coordination Committee (DBCC), the programmed aggregate allotment releases during the year from all appropriation sources shall not exceed the Total Obligation Program under Table H of the FY 2021 Budget of Expenditures and Sources of Financing (BESF).
- 3.2.1 The Allotment Release Program (ARP) of each National Government Agency (NGA) shall be an amount equal to the aggregate of the following:
- 3.2.1.1 Its Built-in Appropriation under the FY 2021 GAA; and
- 3.2.1.2 The programmed level of its automatic appropriations, i.e., Retirement and Life Insurance Premiums (RLIP), Special Accounts in the General Fund (SAGF), among others.
- 3.2.2 In accordance with prudent fiscal management, taking into account programmed available financing sources (revenues, net proceeds from borrowing, cash balance) and subject to agency absorptive capacity, **unless supported with incremental adjustments in performance targets**, the following items shall be accommodated within the agency ARP, i.e., to be offset against the items programmed/identified under item 3.2.1 hereof:
- 3.2.2.1 Releases from Unprogrammed Appropriations (UA) under the FY 2021 GAA;
- 3.2.2.2 Other automatic appropriations, such as SAGFs, grant proceeds, among others; as well as
- 3.2.2.3 Other appropriation sources as extended by subsequent legislative enactment.
- 3.3 Consistent with **Section 62**, GPs of the FY 2021 GAA and FY President's Veto Message, **all appropriations** authorized under the FY 2021 GAA, including budgetary support to GOCCs and other SPFs, shall be available for release, obligation and disbursement for the purpose specified, and under the same General and Special Provisions of said GAA applicable thereto until **December 31, 2021**.
- 3.4 Amounts appropriated under the FY 2021 GAA as financial assistance to LGUs released during the fiscal year to be deposited in a trust fund shall be available for obligation and disbursement until December 31, 2022.
- 3.5 Appropriations for the **statutory shares of LGUs**, shall be available for obligation and disbursement until fully expended:
- 3.5.1 Internal Revenue Allotment (IRA) share from actual national internal revenue taxes collected in FY 2018 (Republic Act [R.A] No. 7160), and

3.5.2 Special Shares in the proceeds of National Taxes:

- 3.5.2.1 From the utilization and development of national wealth within their territorial jurisdiction (Sections 289 to 291, R.A. No. 7160);
- 3.5.2.2 From Tobacco Excise Tax (R.A. No. 7171 – Virginia Tobacco Cigarettes, R.A. No. 8240 as amended by R.A. No 10351 – Burley and Native Tobacco Products);
- 3.5.2.3 From gross income taxes paid by businesses/enterprises within economic zones (R.A. No. 7922, as amended by R.A. No. 9400);
- 3.5.2.4 From Value-Added Tax (VAT) (R.A. No. 7643) and VAT in lieu of Franchise Tax (R.A. Nos. 7953 and 8407); and
- 3.5.2.5 From share in Fire Code Fees (R.A. No. 9514).

3.6 With the approved extension of R.A. Nos. 11465 and 11494, the following end-period validity of appropriations shall be observed:

- 3.6.1 **June 30, 2021** – for release, obligation and disbursement of items appropriated under R.A. No. 11494 (the Bayanihan to Recover as One Act or Bayanihan II), as extended pursuant to R.A. No. 11519.
- 3.6.2 **December 31, 2021** – for release, obligation and disbursement of appropriation items i.e., PS, MOOE and CO, under R.A. No. 11465 (FY 2020 GAA), as extended pursuant to R.A. No. 11520.

3.7 **After the end of validity period**, all unreleased appropriations or unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund, in accordance with **Section 28, Chapter 4, Book VI of E.O. No. 292**¹ and shall not be available for expenditure except by subsequent legislative enactment.

3.8 The obligational authority for items of appropriations in the budget shall be released through the following:

- 3.8.1 **GAA as the Allotment Order (GAAAO)** for items classified as For Comprehensive Release (FCR) per Schedule I, including increase in amount of existing PAPs from the President's Budget to GAA to be supported by increase in targets; and
- 3.8.2 **Special Allotment Release Order (SARO) or General Allotment Release Order (GARO)**, for items of appropriations classified as For Later Release (FLR). These items shall be considered the withheld portion of the budget.

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¹ Executive Order No. 292 dated July 25, 1987 (Instituting the "Administrative Code Of 1987")

- 3.9 Release of funds in the FY 2021 GAA are made directly to the Regional Offices (ROs) or Operating Units (OUs) of agencies. An OU refers to an organizational entity directly receiving NCA from DBM and capable of administering its own funds.
- 3.9.1 Funds specifically appropriated to ROs or OUs of agencies shall be released directly to these ROs and OUs, except as otherwise requested by the agencies to the DBM (**Section 65**, GP of the FY 2021 GAA).
- 3.9.2 **Centrally-Managed Items (CMI)** or Lump-sum Appropriations in the budget of agencies, for which the recipient ROs or OUs and the specific amounts allocated for each, have not been identified in the GAA thus classified as FLR and shall be released directly to the RO or OU upon agency submission to DBM of a Special Budget Request (SBR), supported by the complete details of the activities or projects and the corresponding cost up to the lowest level, i.e., provincial, city or municipal, as the case may be (**Section 66**, GP of the FY 2021 GAA).
- 3.10 Release of funds, i.e., Obligational Authority and Disbursement Authority shall be in accordance with the targets set forth under the **DBM-evaluated Budget Execution Documents (BEDs)** for FY 2021 prepared and submitted by agencies/OU through the Unified Reporting System (URS) pursuant to DBM Circular Letter (CL) Nos. 2016-9², 2017-12³, 2019-13⁴ and 2020-13⁵.
- 3.10.1 The **Financial Plan (FP) or BED No. 1** shall be the basis for determining the obligation program of the agency, classifying the agency/OUs budgetary items into a) "For Comprehensive Release (FCR)"; and b) "For Later Release (FLR)".
- 3.10.2 The **Physical Plan (PP) or BED No. 2** shall serve as the overall physical plan of the department/agency/operating units (OUs) and shall be updated to include increased targets for increases in the amounts of existing PAPs from President's Budget to GAA.
- 3.10.3 The **Monthly Disbursement Program (MDP) or BED No. 3** shall serve as basis for the DBM's release of disbursement authorities including the comprehensive Notice of Cash Allocation (NCA). The MDP shall likewise be prepared for later requirements of the agency for its regular operating requirements, in addition to those to be covered by other disbursement authorities (e.g., tax remittance advice (TRA), non-cash availment authority (NCAA), cash disbursement ceiling (CDC)).

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² DBM CL 2016-9 dated October 27, 2016 (Submission of the Annual Budget Execution Plans)

³ DBM CL 2017-12 dated October 19, 2017 (Amended Guidelines for the Preparation of the Annual Budget Execution Plans)

⁴ DBM CL 2019-13 dated October 31, 2019 (Reminding Agency Submission Of Budget Execution Documents For FY 2020 and For Other Purposes)

⁵ DBM CL 2020-13 dated October 26, 2020 (Reminding Agency Submission Of Budget Execution Documents For FY 2021 and For Other Purposes)

- 3.10.3.1 Additional NCAs, as may be required, shall be issued for items classified under FLR, as well as Prior Year's obligation.
 - 3.10.3.2 Other disbursement authorities, i.e., TRA, NCAA, CDC, may be issued for agency specific budgets.
- 3.11 Agencies are reminded that agency-specific funds for the purchase of motor vehicles for FY 2021 as reflected in the FY 2021 GAA shall no longer require the issuance of Authority to Purchase Motor Vehicles (APMV) by the DBM. This policy covers motor vehicles with the same number, specifications, unit costs and intended use/user indicated in the confirmation letters issued by the DBM to the agencies during budget preparation.
- 3.12 As a general rule, departments, bureaus and offices of the National Government, including Constitutional Offices enjoying fiscal autonomy and SUCs shall spend what is programmed in their respective appropriations in the FY 2021 GAA.

In exceptional circumstances, agencies may modify the allotment issued within an activity or project (**Section 72**, GPs of the FY 2021 GAA), upon timely submission of reports by all offices concerned. **The existence of an allotment class or object of expenditure in the recipient P/A/P is not necessary for purposes of modification.**

 - 3.12.1 Modification refers to any change within an activity or project, change in operating unit, allotment class, object of expenditure, within an agency or department budget. It may likewise cover Special Purpose Funds (SPFs) and purposes authorized under the Unprogrammed Appropriation, as reflected in the FY 2021 GAA.
 - 3.12.2 Modification covering allotments for MOOE and CO shall not entail any increase in the total amount appropriated for an activity or project. In the case of programs with several activities, modification may be done only within each activity.
 - 3.12.3 Use of PS appropriations for any PS deficiency provided herein are not considered as a form of modification. Thus, any available allotment for PS within a department or agency may be utilized by said department or agency for the payment of deficiencies in authorized personnel benefits, subject to **Section 47** of the GPs of the FY 2021 GAA, with the payment of magna carta benefits still subject to **Section 52**, GPs of FY 2021 GAA.
 - 3.12.4 Similarly, the grant of Collective Negotiation Agreement (CNA) is an exemption to the Modification of Allotment and shall be subject to **Section 73** of GPs of the FY 2021 GAA.
- 3.13 The following guidelines shall be observed in the use of savings to augment deficient appropriations for P/A/Ps in the FY 2021 GAA:



- 3.13.1 An item of appropriation refers to the amount appropriated for an activity or project authorized in the FY 2021 GAA. A deficiency in an item of appropriation may result from:
- 3.13.1.1 Unforeseen modifications or adjustments in the P/A/P;
 - 3.13.1.2 Re-assessment in the use, prioritization and/or distribution of resources; and
 - 3.13.1.3 Additional requirements for a P/A/P in view of a declaration of a state of national calamity.
- 3.13.2 Savings as defined under **Section 69**, GPs of the FY 2021 GAA, refer to portions or balances of any released appropriations in the FY 2021 GAA which have not been obligated as a result of any of the following conditions:
- 3.13.2.1 Completion, final discontinuance, or abandonment of a program, activity or project for which the appropriation is authorized.

However, in case the declaration of savings is based on final discontinuance or abandonment, such discontinued or abandoned program, activity or project cannot be proposed for funding in the next two (2) fiscal years, i.e., 2022 and 2023, **except** in cases where this condition is specifically waived **in view of a declaration of a state of national calamity or a specific law to this effect.**
 - 3.13.2.2 Implementation of measures resulting in improved systems and efficiencies and thus enabled an agency to meet and deliver the required or planned targets, programs and services approved in the FY 2021 GAA at a lesser cost.
- 3.13.3 Augmentation, pursuant to **Section 68**, GPs of the FY 2021 GAA, is the act of the constitutional officers authorized to use savings in their respective appropriations to cover actual deficiencies incurred for the current year in any existing item of appropriation within their respective offices.
- 3.13.4 Savings may be used to augment actual deficiency/ies incurred for the current year in any existing item activity or project within the respective appropriations of each authorized constitutional officer cited in **Section 68** GPs of the FY 2021 GAA. The existence of an activity or project regardless of the availability of allotment class/es is sufficient for the purpose of augmentation (**Section 70**, GPs of the FY 2021 GAA).
- 3.13.5 In the use of savings, priority shall be given to the payment of compensation, mid-year and year-end bonus and cash gift,



retirement gratuity, terminal leave benefits, old-age pension of veterans, and other personnel benefits authorized by law and under the FY 2021 GAA, as well as the implementation of priority projects or activities covered in the FY 2021 GAA (**Section 71**, GPs of the FY 2021 GAA).

3.14 Departments/agencies are no longer authorized to avail of excess income since their annual financial requirements to cover their implementation-ready programs and projects have been fully provided, consistent with the policy of adopting an annual cash based budget.

3.14.1 The following agencies which are included in Table B.15 of the FY 2021 BESF are authorized by specific laws to utilize income collections accruing to their SAGFs to cover their operating requirements. With this funding source, these specific agencies are provided minimal budget support in the GAA since their requirements are charged against their income collection, subject to the usual budgeting rules and regulations:

- DOF – Insurance Commission – MOOE;
- DOTr – Office for Transportation Security – PS and MOOE;
- DOLE – Office of the Secretary (Verification Fees) – MOOE; and
- DOJ – Land Registration Authority - MOOE and CO.

3.14.2 Agencies, which pursuant to their respective mandates, are authorized to collect fees and/or sell official publications shall deposit proceeds therefrom with the National Treasury as income of the General Fund, pursuant to Section 44, Chapter 5, Book VI of E.O. No. 292.

3.14.2.1 Fees collected from the conduct of seminar, conference, training and oath-taking activities from government and private agency participants (**Section 12**, GP of the FY 2021 GAA).

3.14.2.2 Proceeds from the sale of official publications, to defray the cost of preparing, printing and disseminating such official publications (**Section 13**, GP of the FY 2021 GAA).

3.14.3 Agencies which do not have 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. Any excess proceeds therefrom shall be deposited with the National Treasury as income of the General Fund (**Sections 12 & 13**, GPs of the FY 2021 GAA).



3.15 Required Timelines

3.15.1 **November 15, 2021** - deadline for submission to the DBM of agency request/s for any release requiring issuance of SAROs/ additional NCAs.

3.15.2 **Within 30 days after the end of each quarter** – submission of the Budget and Financial Accountability Reports (BFARs) by program, activity or project, pursuant to Section 90, GP of the FY 2021 GAA.

3.15.3 **On or before the tenth day of the month immediately following the covered period:**

3.15.3.1 The Monthly Report on Appropriations, Allotments, Obligations and Disbursements, with **identification on the obligations and disbursements attributed to COVID-19 initiatives under Bayanihan I and Bayanihan II**, should be submitted to DBM, in the format prescribed under DBM CL No. 2015-9; and

3.15.3.2 Monthly Report of Disbursements (FAR No. 4).

3.16 The DBM shall conduct Agency Performance Reviews (APRs) prescribed under DBM CL No. 2018-13⁶ to determine the level of performance of each agency in terms of physical outputs, as well as actual expenditures incurred in the productions/delivery of goods/services to the public vis-à-vis targets for the same period. The result of APR will be used as one of the bases for determining the necessity of any of the following:

3.16.1 Release of the balance of the FLR items under the FY 2021 Programmed Appropriations;

3.16.2 Additional release from SPFs;

3.16.3 Approval of requests for modification in allotment; or

3.16.4 Revision of plans/targets as reflected in the DBM-evaluated BEDs submitted by agencies.

Two (2) APRs, mid-year and end-year, shall be conducted by the DBM using the following documents, among others:

- a. BFARs as of June 30 and as of December 31 encoded through the URS;
- b. APR report; and
- c. Summary of findings and overall agency recommendation.



⁶ DBM CL 2018-13 dated November 22, 2018 (Guidelines for the Conduct of Agency Performance Reviews (APRs) and Evaluation Thereof Effective FY 2018 and Onwards)

3.17 Given the availability of various sources of appropriations in FY 2021, for reasons of transparency and accountability, and to monitor and ensure the timely and proper implementation of programs/activities/projects funded under the FY 2021 budget, the implementing units shall submit to the DBM the following documents:

3.17.1 **Monthly Report of Disbursements (MRD)**, using Financial Accountability Report (FAR) No. 4, as prescribed under COA-DBM Joint Circular No. 2019-1 dated January 1, 2019 **due on or before the 10th day of the month following the last month of the covered reporting period**; and

3.17.2 In case of under-performance vis-à-vis **the FY 2021 program** during the first quarter, a **Catch-up Plan** with the full year targets (the prescribed form is shown as **Attachment 1**), reflecting the actual performance as of February 2021 and with estimated outturn for March 31, 2021 (using Annex A - Appropriations, Obligations and Disbursement as of the month ending March 31, 2021 as prescribed under DBM CL No. 2015-9 dated June 30, 2015), and the rest of FY 2021. Such plan shall guide budgetary strategies in the implementation of the programs and projects of the agencies.

3.18 Departments/agencies are required to implement the transparency provisions pursuant to **Sections 11, 95 and 96**, GPs of FY 2021 GAA and Executive Order (EO) No. 2, s. 2016 (Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor).

4.0 **SPECIFIC GUIDELINES**

4.1 Obligational Authorities shall be released pursuant to the following procedures:

4.1.1 The list of GAA Items FCR through GAAAO is summarized under **Schedule I**. On the other hand, the list of Expenditure Items FLR through SARO/GARO is summarized under **Schedule II**. Details of the aforecited schedules are enumerated in the following annexes:

4.1.1.1 **Schedule I – FCR**

- **Annex A** - Summary of Appropriations by Agency under FCR.
- **Annex A-1** - Summary of Funds for Direct Release to Implementing Agencies under FCR.



4.1.1.2 **Schedule II- FLR**

- **Annex B** - Summary of Appropriations by Agency by Program, Activity and Project under FLR.
- **Annex B-1** - Summary Funds for Direct Release to Implementing Agencies under FLR.

When covered with the pertinent special provisions in the GAA, appropriations under an agency which are authorized to be released directly to another, as implementing agency, **shall no longer require the issuance of SARO/s for memo entries** to cover the release of said appropriations.

- **Annex C** - Summary of Automatic Appropriations by Agency - Full Year Allocation, Release through GARO for RLIP
- **Annex D** - Summary of Automatic Appropriations by Agency - Release through SARO upon submission of a Special Budget Request

4.2 Disbursement Authorization Documents

4.2.1 **Notice of Cash Allocation (NCAs)**

- 4.2.1.1 An **initial comprehensive NCA** has been issued directly to the OUs covering one quarter (January to March) operating cash requirements including RLIP, but excluding provision for prior years' obligations (due and demandable accounts payable and not yet due and demandable obligations).
- 4.2.1.2 **Succeeding NCAs** shall be issued to cover the requirements for the second quarter, i.e., April 2021 to June 2021, consistent with the DBM-evaluated MDP. This subsequent NCA release shall be subject to the submission of Monthly Report of Disbursement (FAR no. 4) as of end of February 28, 2021.
- 4.2.1.3 **Additional NCAs** shall be issued for the following:
 - Second semester requirements, i.e., July to December, 2021, subject to submission of MRD (FAR No. 4) as of end May 2021;
 - Items classified under FLR (including but not limited to releases from SPFs, CMIs without details, other automatically appropriated items, and availment of Working fund), as may be required, subject to

determination by the DBM of NCA balances under the agencies' MDS Sub-Accounts;

- 4.2.1.4 All agencies are advised to use the **Advice to Debit Account (ADA)** to settle payables pursuant to the updated guidelines provided under DBM CL 2018-14⁷.

In cases where the use of ADA is impracticable, agencies are reminded that the validity of MDS checks has been shortened from six (6) months to three (3) months from date of issue, pursuant to Treasury Circular No. 03-2017 dated October 20, 2017⁸.

4.2.2 **Crediting and Validity Periods for NCAs**

- 4.2.2.1 NCAs shall be issued to the three (3) Modified Disbursement System - Government Servicing Banks (MDS-GSBs), namely, Land Bank of the Philippines (LBP), Development Bank of the Philippines (DBP) and Philippine Veterans Bank (PVB).

- 4.2.2.2 MDS sub-accounts (i.e., regular MDS sub-account for regular operating requirements, Retirement Gratuity and Terminal Leave [RG/TL] benefits, and Accounts Payable); MDS sub-account for Foreign-Assisted Projects [FAPs]; and another MDS sub-account for Trust Receipts) shall be maintained at the three MDS-GSBs, with the following periods of validity for NCAs issued and credited to:

- The **Regular MDS Sub-Accounts** of agencies/OUTs for their regular operations, retirement gratuity/terminal leave benefits and accounts payable (A/Ps) shall be valid until the last working day of the 3rd month of the quarter covered, pursuant to DBM CL No. 2019-3⁹.
 - For the comprehensively released NCAs, covering the quarterly cash requirements, the specific monthly allocation shall be credited on the first working day of each month.
 - For other/additional NCAs, the amount indicated shall be credited on the date of issuance of such NCA, and on the first working day of the succeeding months (if any).



⁷ DBM CL No. 2019-3 dated January 4, 2019 (Updated Guidelines In The Implementation Of The Modified Direct Scheme (Mdps) Due Creditors/Payees Of All National Government Agencies)

⁸ Treasury Circular No. 03-2017 dated October 20, 2017 (Reduction in the Expiry Period of MDS Check from Six (6) Months to Three (3) Months from Date of Issue)

⁹ DBM CL No. 2019-3 dated January 4, 2019 (Guidelines Covering the Crediting and Validity of NCA for Regular MDS Sub-Accounts Effective First Quarter of FY 2019 and Onwards)

Under the Common Fund System, to optimize the use of the available NCAs under the Regular MDS Sub-Account, NCAs released to agencies under this account can be used to cover payment of both current year and prior years' A/Ps of all creditors (external and internal). It is understood that payment of mandatories, i.e., PS, MOOE, and CO requirements, shall take precedence over A/Ps in the utilization of the NCAs received. Only when the mandatory requirements are satisfied, can the payment of A/Ps be charged against the available NCAs.

- NCAs to be issued for crediting to **MDS Sub-Accounts for FAPs** maintained by agencies specifically for loans and grants shall be valid from issue date until the last working day of the year, or December 31, 2021, per NBC No. 581 dated December 27, 2020.
- NCAs for crediting to the **Trust MDS Sub-Accounts** on the issue date of the NCA, shall be valid until the last working day of the year, or December 31, 2021.

4.2.3 Other Disbursement Authorities issued during the year which shall be valid from date of issuance until the last working day of the year, or December 31, 2021.

4.2.3.1 The **Non-Cash Availment Authority (NCAA)** for the cash equivalent of grant/loan proceeds availed of through direct payment/supplier's credit/constructive cash, shall be issued by DBM subject to agency compliance with the conditions specified under DBM-COA-DOF JC 2-97¹⁰ and CL No. 2003-12¹¹. Agencies shall ensure that requests for the issuance of NCAA submitted to DBM are supported by the following documentary requirements:

- Photocopy of the Application for Withdrawal or equivalent document covering the amount requested;
- Certified list of allotments and corresponding obligations incurred for the specific foreign loan/grant assisted project against which the disbursements shall be applied; and



¹⁰ DBM-COA-DOF JC No. 2-97 dated March 21, 1997 (Revised and Updated Budgeting and Accounting Guidelines and Procedures Applicable to FAPs Implemented by NGAs and GOCCs)

¹¹ DBM CL No. 2003-12 dated December 4, 2003 (Guidelines on the Availment of Foreign Loan Proceeds in-Kind Superseding Circular Letter No. 2003-9)

- Details of disbursements expressed both in peso and equivalent foreign currency as indicated in the application.

To avoid unnecessary build-up in A/Ps, and to ensure consistency in the recording of loan/grant availments by both the Bureau of the Treasury (BTr) and the books of the availing agency and the DBM, implementing agencies shall regularly coordinate with the BTr on the actual availments to be reflected in the BTr's monthly Cash Operations Report and with the DBM for the issuance of the corresponding NCAA for liquidation purposes.

4.2.3.2 **The Cash Disbursement Ceiling (CDC)** issued by DBM to the Department of the Foreign Affairs (DFA) and Department of Labor and Employment (DOLE) to authorize utilization of their income collected/retained by the Foreign Service Posts (FSPs) to cover their operating requirements, **but not to exceed the released allotment to the said post.** The agency shall submit a request for issuance of CDC, supported with the following:

- Accountability reports as consolidated by the DFA or DOLE Home Office i.e., FSP Monthly Report of Income;
- BTr certification on actual income collected; and
- **Certified list of allotments and corresponding obligations incurred** for the specific funds against which the disbursements shall be applied

FSPs shall request for the issuance of CDCs for the utilization of retained income from DBM, as support to their reported retained income, to ensure consistency in the books of the agency and DBM, as well as BTr's monthly Cash Operations Report.

5.0 OTHER PROCEDURAL GUIDELINES

5.1 Modification in the Allotments Issued

5.1.1 The modification of allotments shall be:

- 5.1.1.1 Supported with an accomplished **Modification Advice Form (MAF) (Attachment 2)** duly signed by the approving authority or his designated representative cited in item 5.1.3 hereof.
- 5.1.1.2 Reflected in the appropriate Registry of Allotments and Obligations.

- 5.1.1.3 Reported in the accountability reports to be submitted to DBM, i.e., SAAODB as adjustments to allotments. Also the corresponding adjustments in targets and accomplishments as a result of modification shall be reflected in the Physical Report of Operation.
- 5.1.2 Agency requests to be submitted to DBM shall be supported with the following documents:
- 5.1.2.1 Justification for the proposed modification
- 5.1.2.2 Certification of actual Deficiency and Sources of Funds signed by the Budget Officer, identifying the affected P/A/Ps and objects of Expenditure ("From" and "To") - (Attachment 3)
- 5.1.2.3 Latest SAAODB
- 5.1.2.4 Financial Plan (Bed No. 1) and Physical Plan (BED no. 2), as revised
- 5.1.3 The specific approving authority for the modification(s) shall be as follows:
- 5.1.3.1 The **Heads of Agencies** for:
- Change in the details of an activity or project without changing its nature and within the same operating unit;
 - Change in the object of expenditure (Salaries and Wages, Travelling Expenses, or Investment Outlays, etc.) within an allotment class (MOOE or CO); and
 - **Use of MOOE for the payment of CNA incentive**, during the validity of appropriations (**Section 73 (d)**), GPs of the FY 2021 GAA), as an exemption to the Modification of Allotment where the DBM is the approving authority in case of change in allotment class.
- 5.1.3.2 **DBM:**
- From one allotment class to another;
 - From one operating unit to another;
 - Within a special purpose fund;



- For the payment of newly-authorized Magna Carta Benefits not otherwise appropriated; and
- Within the purpose authorized under the Unprogrammed Appropriations.

5.1.3.3 **The President of the Philippines** for the payment of intelligence funds within the Executive Branch.

5.2 **Use of Savings for Augmentation of Deficient P/A/Ps**

The use of savings to augment deficient P/A/Ps shall be subject to approval by the authorized constitutional officers cited in **Section 68**, GPs of the FY 2021 GAA, as follows

- 5.2.1 The President of the Philippines for the Departments/Agencies under the Executive Branch;
- 5.2.2 The President of the Senate and the Speaker of the House, for the Congress of the Philippines;
- 5.2.3 The Chief Justice of the Supreme Court, for the Judiciary; and
- 5.2.4 Heads of the Civil Service Commission (CSC), Commission on Audit (COA), and Commission on Elections (COMELEC).

5.3 **Use of PS Appropriations**

5.3.1 Consistent with **Section 47**, GPs of the FY 2021 GAA, the appropriations for PS shall be used for the payment of Authorized Personnel Benefits to be given to National Government employees, to wit:

- 5.3.1.1 Basic Salaries, including Step Increments;
- 5.3.1.2 Standard Allowances and Benefits, which shall be limited to the following:
 - Personnel Economic Relief Allowance;
 - Uniform or Clothing Allowance; and
 - Mid-year Bonus, Year-End Bonus and Cash Gift
- 5.3.1.3 Specific-Purpose Allowances and Benefits, limited to the following:
 - Representation and Transportation Allowances;
 - Per Diem;
 - Honoraria;
 - Night-Shift Differential;
 - Overtime Pay;
 - Subsistence Allowance;
 - Hazard Pay;



- Special Counsel Allowance Overseas and Other Allowances for Government Personnel Stationed Abroad; and
 - Other allowances and benefits as may be authorized by law or the President of the Philippines.
- 5.3.1.4 Incentives, which refer to the following:
- Loyalty Incentive
 - Anniversary Bonus
 - Productivity Enhancement Incentive
 - Performance-Based Bonus
 - Other existing benefits as may be categorized by DBM as incentives.
- 5.3.1.5 Magna Carta Benefits as authorized by law and its Implementing Rules and Regulations;
- 5.3.1.6 Personnel benefits for military and uniformed personnel as authorized by law or the President of the Philippines; and
- 5.3.1.7 Overseas and other allowances for government personnel stationed abroad.
- 5.3.2 Available PS allotments released to the department or agency at the start of the year shall be used for the (i) original purpose of appropriations; and (ii) to cover PS deficiencies in Authorized Personnel Benefits such as:
- 5.3.2.1 Deficiency in Magna Carta Benefits, subject to approval by the DBM Secretary for: (i) additional recipients arising from newly issued certifications or hiring of new employees; (ii) valid adjustments due to inadvertent omission or erroneous encoding in the System;
- 5.3.2.2 Award of Back Pay for cases with final and executory decision of a competent authority such as courts, CSC, and COA;
- 5.3.2.3 Deficiency in specific-purpose allowances and benefits, such as Overtime Pay, Honoraria, and Representation and Transportation Allowance, among others, subject to existing conditions in the grant of such benefits;
- 5.3.2.4 Any deficiency in authorized compensation and personnel benefits of civilian employees and Military/Uniformed Personnel that may be determined during the year. Since PS benefits are mandatory in nature, **actual services rendered or benefits allowed in prior years shall not be categorized as unbooked obligations;**



- Deficiency in the provision for upgrading faculty positions up to the 7th cycle pursuant to NBC No. 461 dated June 1, 1998¹².

5.3.3 The available PS allotments referred under item 5.3.2 may be realized from unspent compensation of employees due to the following:

- 5.3.3.1 Incurrence of leaves of absence without pay;
- 5.3.3.2 Vacant positions on account of termination, resignation, transfer, retirement or separation;
- 5.3.3.3 Delay in the actual assumption of duty from the date of appointment;
- 5.3.3.4 Suspension and other disciplinary sanctions;
- 5.3.3.5 Erroneous computations of PS benefits; or
- 5.3.3.6 Other similar instances.

5.3.4 The following limitations in the use of available released PS allotments/appropriations shall be observed:

- 5.3.4.1 Released allotments which cannot be reallocated to other object of expenditures under PS:
 - Retirement and Life Insurance Premium (RLIP); and
 - Special Account in the General Funds (SAGFs), except if expressly authorized in the law creating them.
- 5.3.4.2 Available released allotments for PS cannot be used to pay CNA Incentives.

5.3.5 In instances where an insufficiency in PS occurs and frontloading shall be resorted to, available PS allotments which have been comprehensively released may be utilized subject to approval of Agency Head, based on the following:

- 5.3.5.1 **Advice for Use of PS Allotment (APSA)** (Attachment 1) duly accomplished and signed by the Agency Head or his designated representative. In the case of SUCs, the approving authority shall be the President of SUC as Agency Head, unless approval of the Board is necessary as required in the respective charter of SUCs; and

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¹² DBM NBC No. 461 dated June 1, 1998 (Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular No. 69)

5.3.5.2 **Registry of Allotments and Obligations for PS (RAOPS)** reflecting said adjustments and reported in the accountability reports to be submitted to DBM, i.e., SAAODB.

- 6.0 Agency-specific funds may be used for the purchase of motor vehicles for FY 2021 as reflected in the FY 2021 GAA, for such vehicles which have already been evaluated and included in the Confirmation Letter issued by the DBM to agencies during the preparation of the FY 2021 budget. The said confirmation letter shall serve as the **Authority to Purchase Motor Vehicle (APMV)** issued by the DBM, only if the number of vehicles are as approved in the letter, and such vehicles conform with the terms and conditions laid out under Administrative Order No. 14¹³ as implemented by Budget Circular 2019-2¹⁴.
- 7.0 For purposes of agencies' entering into multi-year contracts, the issuance of a Multi-Year Contractual Authority (MYCA) or an equivalent authority may be required or prescribed by the DBM. A MYCA is an authority issued by the DBM to agencies, covering the full contract cost, for the procurement of multi-year projects (MYPs). This shall be used as the basis in the certification of availability of funds (CAF) required prior to contract execution.
- 7.1 MYCAs may be required for single-year projects which do not cover a calendar year but, by design, necessitates implementation covering two fiscal years.
- 7.2 In the case of recurring projects, such as, but not limited to, janitorial and security services, supply of drinking water, telecommunications requirements, rental of office and equipment, and lease-purchase agreements, the following options are available for government agencies (**Section 30**, GPs of FY 2021 GAA):
- 7.2.1 Secure a MYCA or an equivalent authority; or
- 7.2.2 Renew the ongoing contract to not more than one year, subject to a favorable assessment or evaluation of contractor's performance, but in no case shall the total contract renewal exceed two years.
- 7.3 For MYPs, the Certification of Availability of Funds shall be issued annually based on the budget for the year.
- 7.4 For MYPs with no funding requirement on any given year, instead of the CAF, the Chief Accountant shall issue a certification that no fund is needed for the year, as indicated in the approved MYCA.
- 7.5 For foreign-assisted projects funded by foreign loans, the issuance of a MYCA is not necessary (**Section 30**, GPs of FY 2021 GAA).
- 7.6 For multi-year PPP projects with government undertakings, the Letter of Commitment (LOC) shall be issued (**Section 30**, GPs of FY 2021 GAA).

¹³ Office of the President AO No. 14 dated December 10, 2018 (Consolidating and Rationalizing the Rules on the Acquisition of Government Vehicles Adopting a Centralized System of Procurement There for, and for Other Purposes)

¹⁴ DBM BC 2019-2 (Guidelines Implementing Certain Provisions of AO No. 14, S. 2018)



8.0 **SEPARABILITY CLAUSE**

If any part or provision of this Circular is held invalid or unconstitutional, other provisions not affected thereby shall remain in force and effect.

9.0 **REPEALING CLAUSE**

All provisions of existing circulars and other issuances inconsistent with this Circular are hereby rescinded/repealed and/or modified accordingly.

10.0 **EFFECTIVITY**

This Circular shall take effect immediately.


WENDEL E. AVISADO
Secretary





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

Schedule I of NBC No. 583 dated January 4, 2021
GAA Items For Comprehensive Release (FCR) through GAA as Allotment Order

1.0 For Personnel Services (PS):

1.1 Release of the full amount of the approved budget per GAA pertaining to filled positions of NGAs.

1.2 Lump-sum for PS under Agency Specific Budget:

1.2.1 Provision for unfilled positions:

1.2.1.1 For CFAG agencies – 100%; and

1.2.1.2 For the rest of NGAs – the deficiency to cover the full-year requirement of unfunded vacant positions under the FY 2021 GAA which were filled from June 2020 onwards.

PS allotments comprehensively released may be used by the agency to fund the filling up of vacant positions during the year. In case of insufficiency of PS allotments, agencies may later submit to DBM, request(s) for release of additional allotments, to be charged against the Miscellaneous Personnel Benefits Fund (MPBF).

1.2.2 Terminal Leave/Retirement Gratuity (TL/RG) of compulsory retirees of departments/agencies.

1.2.3 The following lump-sum funds under the budget of DepEd shall also be comprehensively released, the obligation of which shall be subject to compliance with certain documentary requirements:

1.2.3.1 Equivalent Record Forms (ERFs);

1.2.3.2 Conversion to Master Teacher (MT) Positions;

1.2.3.3 Reclassification of Positions; and

1.2.3.4 Special Hardship Allowance, net of budget provision for increase.

2.0 **For Maintenance and Other Operating Expenses (MOOE) (including Financial Expenses [FinEx]) and Capital Outlays (CO)**

- 2.1 Release of the full amount categorized under FCR consistent with the agency-formulated Financial Plan (FP). This includes provisions for the following, among others:
 - 2.1.1 Lump sum for Chalk Allowance and Repair and Maintenance of School Buildings under MOOE of the budget of the DepEd;
 - 2.1.2 CMIs of agencies concerned, if already disaggregated per agency FP;
 - 2.1.3 Farm to Market Roads of DA categorized as FCR;
 - 2.1.4 Quick Response Fund (QRF) under the budgets of (i) DSWD - OSEC; (ii) DND - OCD; (iii) DOH - OSEC; (iv) DPWH - OSEC; (v) DepEd - OSEC; (vi) DA - OSEC; (vii) DILG – PNP and (viii) DILG - BFP;
 - 2.1.5 Provisions for Supplies, Materials and Office Equipment, subject to submission of FY 2021 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and conditions in incurring obligations per DBM CL No. 2013-14¹⁵;
 - 2.1.6 Communication equipment, subject to prior clearance from the National Telecommunications Commission;
 - 2.1.7 Firearms, subject to prior approval of the Philippine National Police;
 - 2.1.8 Research and development projects in agriculture and fisheries, natural, technological and engineering sciences, consistent with the DA's or DOST's respective master plans on the priority research programs and projects to be implemented;
 - 2.1.9 Books to be procured by agencies, other than schools and the National Library of the Philippines (NLP), exceeding the authorized five (5) copies per title, subject to prior approval from DBM;
 - 2.1.10 On-going Foreign-Assisted Projects (FAPs), subject to compliance with certain conditionalities; and
 - 2.1.11 Grants, subsidies and contributions – subject to submission of details indicating the purpose, amount for each beneficiary, and the complete list of recipients, among others.
- 2.2 Contributions to International Organizations under MOOE, in compliance with various Agreements with the Philippines as a signatory.
- 2.3 Increases in amounts of **existing PAPs introduced by Congress subject to the submission of revised/updated agency performance targets.**

¹⁵ DBM CL No. 2013-14 dated November 29, 2013 (Reiterating the Submission of Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE))



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

Schedule II of NBC No. 583 dated January 4, 2021

Expenditure Items For Later Release through SARO/GARO

1.0 Issuance of SARO/GARO for the following appropriation items Not Requiring Submission of Special Budget Request (SBR):

1.1 GAA items through SARO

1.1.1 Budgetary support (i.e., operating subsidy) to the following heavily-subsidized GOCC equivalent to the full year subsidy appropriation:

- 1.1.1.1 Philippine Rice Research Institute (PRRI);
- 1.1.1.2 Lung Center of the Philippines (LCP);
- 1.1.1.3 National Kidney & Transplant Institute (NKTi);
- 1.1.1.4 Philippine Children's Medical Center (PCMC);
- 1.1.1.5 Philippine Heart Center (PHC);
- 1.1.1.6 Philippine Institute of Traditional and Alternative Health Care (PITAHC);
- 1.1.1.7 Center for International Trade Expositions and Missions (CITEM);
- 1.1.1.8 Aurora Pacific Economic Zone and Freeport Authority (APECO);
- 1.1.1.9 Light Rail Transit Authority (LRTA);
- 1.1.1.10 Philippine Institute for Development Studies (PIDS);
- 1.1.1.11 People's Television Network, Inc. (PTNI);
- 1.1.1.12 Intercontinental Broadcasting Channel (IBC);
- 1.1.1.13 Cultural Center of the Philippines (CCP);
- 1.1.1.14 National Irrigation Administration (NIA);
- 1.1.1.15 Philippine Coconut Authority (PCA);



- 1.1.1.16 Southern Philippines Development Authority (SPDA);
 - 1.1.1.17 Zamboanga City Special Economic Zone Authority (ZCSEZA);
 - 1.1.1.18 Philippine Center for Economic Development (PCED);
 - 1.1.1.19 National Dairy Authority (NDA);
 - 1.1.1.20 National Tobacco Administration (NTA);
 - 1.1.1.21 Credit Information Corporation (CIC);
 - 1.1.1.22 Philippine Tax Academy; and
 - 1.1.1.23 Philippine Postal Corporation.
- 1.1.2 Initial release of one-fourth of the full year program for pension for the following, chargeable against the PGF:
- 1.1.2.1 AFP retirees and war/military veterans of the DND-GHQ and PVAO;
 - 1.1.2.2 Uniformed personnel of DILG (BFP, BJMP, PNP including Philippine Constabulary – Integrated National Police [PC-INP]);
 - 1.1.2.3 DENR-NAMRIA;
 - 1.1.2.4 DOTr-PCG; and
 - 1.1.2.5 Other retirees whose pensions are funded by the national government, i.e., OEO-ERC, DOLE-NLRC.
- 1.1.3 Allocation for LGUs such as MMDA.

1.2 **Automatically Appropriated Items:**

Full Year Allocation

- 1.2.1 RLIP through GARO for all agencies.
- 1.2.2 Through SARO for:
 - 1.2.2.1 Internal Revenue Allotment (IRA) of provinces, cities, municipalities, barangays;
 - 1.2.2.2 Annual Block Grant for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM);



1.2.2.3 Pensions of Former Presidents or their Surviving Spouses;
and

1.2.2.4 Additional programming on account of foreign grants.

2.0 Issuance of SARO for the following appropriation items **Requiring Submission of SBR** supported with separate/detailed FP, MDP, physical plan and other documentary requirements to DBM.

2.1 **GAA items**

2.1.1 For CMIs or lump-sum appropriations within the Agency Specific Budgets, the agencies concerned shall submit the SBR supported with the list of specific OUs which shall implement the project and amount allocated to each OU including the complete details of the activities or projects (i.e., Basic Educational Facilities, Supplemental Feeding Program, Higher Education Support Program due to lack of details, etc.), and the corresponding cost up to the lowest level, i.e., provincial, city or municipal, as the case may be (**Section 66**, GP of the FY 2021 GAA).

2.1.2 ROW Acquisitions, Engagement of Independent Consultants, Variation Orders, Cash Subsidy, Feasibility Studies, Advance Works Improvements, ROW expenses through the PPP Strategic Support Fund.

2.1.3 Budgetary items in the Special Provisions of National Government Agencies, i.e., Land Owners Compensation under DAR to be released to the Land Bank of the Philippines thru the BTr.

2.1.4 Congress-introduced **new budgetary items subject to the approval of the President.**

2.1.5 Eligible expenditures for charging against multi-user SPFs (e.g. Contingent Fund [CF], MPBF, Pension and Gratuity Fund [PGF], National Disaster Risk Reduction and Management Fund [NDRRMF]) consistent with the Special Provisions of the respective SPF.

2.1.5.1 **CF** shall cover the funding requirements of new and/or urgent projects and activities of national government agencies and GOCCs that need to be implemented or paid during the year, e.g., legal obligation of the government arising from final and executory decisions by competent authority including requirements of newly created offices, or deficiencies in the appropriations for local and external travels of the President of the Philippines, etc. In no case shall this Fund be used for purchase of motor vehicles, including any improvements thereon.



- 2.1.5.2 **PGF** shall be used to fund the pension requirements, TL/RG benefits of **optional** retirees, including those retiring under R.A. No. 1616, monetization of leave credits of government employees, separation and incentives for those affected by restructuring, merger, streamlining, abolition, or privatization.
- 2.1.5.3 The release of subsequent SAROs to cover **pension requirements** for the second to fourth quarters of pensioners cited in item 1.1.2 of Schedule II shall be based on the latest list of actual pensioners provided by the agencies concerned, as confirmed by DBM and supported with the required BFARs.
- 2.1.5.4 **MPBF** shall be used to fund PS deficiencies of employees who are still in the government service, e.g., salaries, bonuses, etc., except those pertaining to filling-up of existing and newly-created positions already provided under the agencies' budgets. PS deficiencies shall be initially charged against the available allotment of the agency; release from the MPBF for the purpose shall be made after it has been determined that the PS deficiency cannot be accommodated within the agency's available allotment. In addition, the MPBF includes the Legal Defense Fund which shall cover the actual expenses for the defense of government employees in administrative, civil or criminal cases filed against them in courts in connection with their performance of official functions.
- 2.1.5.5 **NDRRMF** shall be used to fund aid, relief and rehabilitation services to communities/areas affected by man-made and natural calamities and repair and reconstruction of permanent structures, including other capital expenditures for disaster operation and rehabilitation activities. Release from this fund shall be made to the appropriate implementing agencies/units/LGUs.
- 2.1.6 Unreleased balance of the budgetary support for GOCCs, including equity subsidy/contributions.
- 2.1.7 Allocation for LGUs - Local Government Support Fund (LGSF):
 - 2.1.7.1 Assistance to Cities;
 - 2.1.7.2 Conditional Matching Grant to Provinces for Road and Bridge Rehabilitation, Upgrading and Improvement.
 - 2.1.7.3 Financial Assistance to Local Government Units;



2.1.7.4 Support to the Barangay Development Program of the National Task Force to End Local Communist Armed Conflict (NTF-ELCAC); and

2.1.7.5 Disaster Rehabilitation and Reconstruction Assistance Program for Local Government Units.

Condition for the release from LGSF shall be in accordance with the Special Provisions under the FY 2021 GAA and other DBM issuances as may be issued for the purpose.

2.1.8 Allocation for LGUs - Special Shares of LGUs in the Proceeds of National Taxes, Barangay Officials Death Benefits Fund and Fire Code fees shall be released pursuant to their Special Provisions under current year's GAA, duly supported by the pertinent certification from the BTr and the collecting agency.

2.1.9 Allocation for BARMM – Special Development Fund and Share in National Taxes, fees and charges collected in the Bangsamoro Autonomous Region.

2.2 Automatically Appropriated Items

2.2.1 Full year requirements for RLIP of filled/created positions during the year and deficiencies in RLIP contributions, as the case may be.

2.2.2 Operating requirements, inclusive of RLIP of the following agencies reflected in Table B.15 of the FY 2021 BESF which are fully dependent on income collections accruing to its SAGFs or with very minimal budget provision in the GAA, subject to the submission of Certification of Collections from BTr:

- DOF – Insurance Commission – PS and MOOE;
- DOTr – Office for Transportation Security – MOOE;
- DOLE – Office of the Secretary (Verification Fees) – MOOE; and
- DOJ – Land Registration Authority - MOOE and CO.

2.2.3 The rest of the SAGFs (excluding those cited under item 2.2.2 hereof), listed in Table B.15 of the BESF, to be released supported with BTr certification on the latest available balance of the SAGF.

2.2.4 Any adjustment to effect the authorized deductions from the IRA, i.e., LGU contributions to MMDA and loan amortization to the Municipal Development Fund Office.



2.2.5 Tax Expenditure Fund

2.2.6 Twenty-five percent (25%) corresponding to the initial requirement for the following:

- Interest Payment; and
- Net Lending.

Subsequent releases shall be based on the actual requirements as reported in the monthly Bureau of the Treasury Cash Operations Report.



---nothing follows---

ATTACHMENT 2

Department of _____
 Agency/Operating Unit _____
 Address _____

MODIFICATION ADVICE FORM (MAF) NO. 2021-XX-XXXX

Dated : _____

Funding Source :

Legal Basis :

Purpose :

DEFICIENT ITEMS (TO) :

PROGRAMS / PROJECTS /	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
Total :				-

SOURCE ITEMS (FROM) :

PROGRAMS / PROJECTS /	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
Total :				-

Prepared by:

Recommending Approval by:

 Analyst/Specialist

 Budget Officer/ Director of FMS or Equivalent

Approved by:

 Agency/Entity Head or Authorized Representative

Catch-up Plan for FY 2021

Department: _____
 Agency: _____

Appropriations/ Programs/Projects/ Activities	Allotment Releases		January *		February *		March **		April		May		June		July		August		September		October		November		December		Remarks
	Amount	% to Available Appropriations	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	Obligations	Disbursements	
Current Year Appropriations																											
FY 2021 GAA (R.A. No. 11518)																											
Continuing Appropriations																											
FY 2020 GAA, as extended (R.A. No. 11520)***																											
Bayahihan to Recover as One Act, as extended (R.A. No. 11519)***																											
Automatic Appropriations																											
FY 2021 GAA (R.A. No. 11518)																											
Bayahihan to Recover as One Act, as extended (R.A. No. 11519)																											

* Actual data based on FAR No. 1 and FAR No. 2, as applicable
 ** Data based on the Monthly Report of Appropriations, Obligations and Disbursements or Flash Report
 *** includes unobligated allotment

Certified Correct:

Budget Officer

Recommended by:

Director for Finance

Approved by:

Agency Head or Authorized Representative