



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

**LOCAL BUDGET CIRCULAR**

No. : 128  
September 17, 2020

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

Subject : **GUIDELINES ON THE RELEASE AND UTILIZATION OF THE LOCAL GOVERNMENT SUPPORT FUND - COVID-19 FINANCIAL ASSISTANCE TO LOCAL GOVERNMENT UNITS IN THE BAYANIHAN TO RECOVER AS ONE ACT, REPUBLIC ACT NO. 11494**

**1.0 LEGAL BASES**

Under Section 4(q) of the "Bayanihan to Recover As One Act," Republic Act (RA) No. 11494, PhP1,500,000,000.00 was appropriated to the Local Government Support Fund (LGSF) to provide financial assistance to Local Government Units (LGUs) in their **local anti-COVID efforts**.

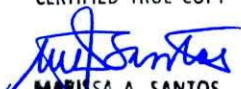
**2.0 PURPOSE**

This Circular is being issued to prescribe the guidelines and procedures on the release and utilization of the LGSF-COVID-19 Financial Assistance to LGUs (LGSF-COVID-19 FA to LGUs) consistent with the "Bayanihan to Recover As One Act," RA No. 11494.

**3.0 GUIDELINES**

- 3.1 The appropriated amount of PhP1,500,000,000.00 for the LGSF-COVID-19 FA to LGUs under the "Bayanihan to Recover As One Act" shall be exclusively used for financial assistance to LGUs to support the following COVID-19-related programs, projects, and activities (PPAs) and expenses:
- 3.1.1 Procurement of personal protective equipment;
  - 3.1.2 Procurement of equipment, reagents, and kits for COVID-19 testing;
  - 3.1.3 Procurement of medicines and vitamins;
  - 3.1.4 Procurement of hospital equipment and supplies;

CERTIFIED TRUE COPY

  
**MARISSA A. SANTOS**  
Chief Administrative Officer  
CENTRAL RECORDS DIVISION

- 3.1.5 Procurement of disinfectants, sprayers, disinfection tents, and other disinfecting supplies and misting equipment;
  - 3.1.6 Food, transportation (including fuel), and accommodation expenses of medical personnel and other LGU personnel directly involved in the implementation of COVID-19-related PPAs;
  - 3.1.7 Procurement, maintenance, repair of ambulance, medical transport vehicle, and emergency response vehicle;
  - 3.1.8 Food assistance and other relief goods for affected households;
  - 3.1.9 Expenses for the construction, repair, lease, or rental of additional space or building to accommodate COVID-19 patients and persons under monitoring/investigation;
  - 3.1.10 Expenses for the operation of stand-alone/mobile testing laboratory;
  - 3.1.11 Expenses for the purchase or rental of tents or spaces for temporary shelters of the homeless;
  - 3.1.12 Expenses for training of personnel in the conduct of COVID-19 testing and other related trainings; and
  - 3.1.13 Other necessary COVID-19-related PPAs and expenses.
- 3.2 Except for the allowable COVID-19-related PPAs and expenses enumerated in item 3.1 above, the LGSF-COVID-19 FA to LGUs shall not be allowed to be used for the following:
- 3.2.1 Any form of financial/cash assistance;
  - 3.2.2 Personal Services expenditures, such as salaries, wages, overtime pay, and other personnel benefits;
  - 3.2.3 Administrative expenses, such as supplies, meetings, communication, water, electricity, petroleum products, other general services, and the like;
  - 3.2.4 Traveling expenses, whether domestic or foreign;
  - 3.2.5 Registration or participation fees in training, seminars, conferences, or conventions;
  - 3.2.6 Purchase of administrative office's furniture, fixtures, equipment, or appliances;
  - 3.2.7 Purchase, maintenance, or repair of motor vehicles; and
  - 3.2.8 Other PPAs and expenses not related to COVID-19.
- 3.3 All requests for financial assistance chargeable against the LGSF-COVID-19 FA to LGUs under the "Bayanihan to Recover As One Act" shall be signed by the local chief executive (LCE) of the province, city, municipality or barangay, and shall be addressed to the Secretary of the DBM.



- 3.4 The LGUs shall submit their requests, together with the documentary requirements as prescribed herein, **to the DBM Central Office (CO) not later than October 31, 2020**, in order to ensure that funds from the LGSF-COVID-19 FA to LGUs are released to the LGUs **on or before December 19, 2020, which is the last day of effectivity of the "Bayanihan to Recover As One Act."**
- 3.5 Requests of the LGUs must be supported by the following:
- 3.5.1 In case the request covers two (2) or more programs and/or projects, a list of programs and/or projects in order of their priorities of the LGU shall be included in the request which must be signed by the LCE;
  - 3.5.2 Certification under oath from the LCE following the template prescribed in Annex A hereof;
  - 3.5.3 Project Profile/Proposal approved by the LCE, including the following information:
    - 3.5.3.1 Project/Program/Activity Title;
    - 3.5.3.2 Target Beneficiaries;
    - 3.5.3.3 Implementation Process; and
    - 3.5.3.4 Period of implementation.
  - 3.5.4 LGU contact details following the template prescribed in Annex B hereof together with photocopies of the LGU identification cards of the LCE and his/her designated project contact person.
  - 3.5.5 Considering that the LGSF-COVID-19 FA to LGUs is intended to boost the LGUs' capacity in their local anti-COVID efforts, the submission of the status of previously issued funding support from the FY 2016 to 2020 LGSF-FA to LGUs will not be required to facilitate release of funds.
- 3.6 Other documents submitted by the LGUs that are not among the prescribed documentary requirements under this Circular shall not form part of the evaluation of the DBM.
- 3.7 It is understood that only requests prepared, signed, and submitted by the LCEs shall be evaluated by the DBM. Requests that are shown to have been prepared and/or submitted by third parties, *i.e., fixers, middlemen, and facilitators*, shall be immediately denied.
- 3.8 All requests shall be subject to the evaluation by the DBM based on just and equitable distribution among LGUs and fund availability.
- 3.9 The LGSF-COVID-19 FA to LGUs shall be recorded as trust receipts by the LGUs for the specified purpose(s) for which the funds were received. Funds which remain unutilized as of **December 31, 2021**, shall be

reverted to the National Treasury by the recipient LGUs. However, if at any point before December 31, 2021, 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-COVID-19 FA to LGUs under the "Bayanihan to Recover As One Act" shall be immediately reverted to the National Treasury.

#### 4.0 **PROHIBITIONS ON THE USE OF THE LGSF-COVID-19 FA TO LGUS**

The LGSF-COVID-19 FA to LGUs under the "Bayanihan to Recover As One Act" shall not be used:

- 4.1 For any purpose other than the program(s) and/or project(s), including the location thereof, for which the fund was released **without the approval of the DBM**;
- 4.2 To fund projects already fully covered by the other sources of funds; and
- 4.3 For the payment of Personal Services expenditures (i.e., payment of salaries, including honoraria, allowances, bonuses, and similar forms of compensation).

#### 5.0 **PROJECT IMPLEMENTATION**

- 5.1 Disbursement and utilization 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.

#### 6.0 **POSTING AND REPORTING REQUIREMENTS**

The beneficiary LGUs shall:

- 6.1 Comply with the posting requirements prescribed under RA No. 9184 and its 2016 Revised IRR, and all relevant policies issued by the GPPB including the GPPB online portal pursuant to Section 4(u) of the "Bayanihan to Recover As One Act," RA No. 11494;
- 6.2 Prepare quarterly reports on fund utilization and status of program/project implementation using the prescribed format in Annex C hereof, until such time that the Unified Reporting System for LGUs has been developed and can be used by the LGUs.
- 6.3 Consistent with the Full Disclosure Policy of the DILG, the said reports shall be posted in at least three (3) conspicuous public places in the



locality and on the LGU's website within twenty (20) calendar days from the end of each quarter.

- 6.4 The LCE of the implementing LGU shall send a written notice to the Secretary of DBM, Speaker of the House of Representatives, President of the Senate of the Philippines, and the Chairpersons of the House Committee on Appropriations and Senate Committee on Finance upon posting of the reports on the LGU's website. The date of notice to said agencies shall be considered the date of compliance with the requirement.

## **7.0 RESPONSIBILITY AND ACCOUNTABILITY**

The responsibility and accountability in the implementation of programs and projects, and proper utilization and disbursement of the LGSF-COVID-19 FA to LGUs under the "Bayanihan to Recover As One Act" 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 budgeting, accounting, auditing rules and regulations, and pertinent provisions of RA No. 9184.

Moreover, the LGU shall ensure that no duplication of funding will occur. As such, the LGU, through its LCE, shall immediately inform the DBM if it has received funding from other sources for the same programs or projects.

## **8.0 ITEMS FOR RESOLUTION**

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

## **9.0 SEPARABILITY**


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

## **10.0 REPEAL**

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

## **11.0 EFFECTIVITY**

This Circular shall take effect immediately upon complete publication in the Official Gazette or in a newspaper of general circulation.

  
**WENDEL E. AVISADO**  
Secretary



REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.

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**SWORN STATEMENT**

I, the undersigned, attest to the veracity of the following:

- i. There is a Sanggunian Resolution endorsing the following program(s) and/or project(s) for which the funds are requested:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*(List down the requested program/project/activity title(s). The number of programs/projects/activities may vary depending on the request of the LGU.)*

- ii. The said programs and/or projects shall be implemented in accordance with the standards and existing policies of the National Government.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF LOCAL CHIEF EXECUTIVE]*  
*[Insert Signatory's Legal Capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**Annex B**

**LGU CONTACT DETAILS**

<b>Local Chief Executive</b>	
<b>Project Contact Person/ Authorized Representative</b>	
<b>Designation in the LGU<sup>1</sup></b>	
<b>Telephone No.</b>	
<b>Primary Mobile No.</b>	
<b>Secondary Mobile No.</b>	
<b>E-mail Address</b>	
<b>Address</b>	

Approved by:

[Name and Signature of Local Chief Executive]

*Note:*

*The details provided herewith must be consistent with the details provided in the LGU identification cards of the Local Chief Executive and the LGU's project contact person/authorized representative.*

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<sup>1</sup> The project contact person/duly authorized representative must be an organic personnel of the LGU concerned.



**LOCAL GOVERNMENT SUPPORT FUND**  
**COVID-19 FINANCIAL ASSISTANCE TO LGUs**  
**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)	Program/Project Status
							Received	Obligation	Disbursement		

Certified correct by: The Local Finance Committee (LFC)

Attested by:

\_\_\_\_\_  
City Budget Officer

\_\_\_\_\_  
Local Chief Executive

\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
City 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).
2. The fund source shall be based on the NADAI issued to the cities.
3. The type of program/project shall be identified, consistent with the projects that may be implemented under the Circular.
4. Amount received refers to the amount received by the city as its allocation. It is the amount indicated in the NADAI. Obligation refers to the total amount obligated by the city as of reporting period. Disbursement refers to the total amount paid by the city 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.