



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

CIRCULAR LETTER

No. 2020 - 13
October 26, 2020

TO : All Heads of Departments/Agencies/State Universities and Colleges and Other Offices of the National Government, Budget Officers; Heads of Accounting Units, COA Auditors, Heads of Modified Disbursement System-Government Servicing Banks (MDS-GSBs) and All Others Concerned

SUBJECT : REMINDING AGENCY SUBMISSION OF BUDGET EXECUTION DOCUMENTS FOR FY 2021 AND FOR OTHER PURPOSES

1.0 RATIONALE

The annual Budget Execution Documents (BEDs) contain plans and targets, consistent with the proposed National Expenditure Program (NEP) being submitted for Congressional review to serve as basis for the Annual General Appropriations Act (GAA). The early preparation by all concerned of their respective BEDs will facilitate the Department of Budget and Management's (DBM's) consolidation of the spending schedules and targets of departments/agencies/operating units and serve as guide in the formulation of the national government's allotment release program and DBCC-approved aggregate disbursement targets. The latter serves as the benchmark for the assessment of the overall disbursement performance of the national government.

The subsequent early release of funds as well as the conduct of early procurement activities expedites the prompt implementation of programs and projects, thereby ensuring the timely delivery of public service.

2.0 PURPOSES

- 2.1 To reiterate the submission of BEDs prescribed under Circular Letter (CL) No. 2016-9 dated October 27, 2016, as amended under CL No. 2017-12 dated October 19, 2017, and CL No. 2018-10 dated November 8, 2018; and
- 2.2 To amend the schedule for departments/agencies' encoding of BEDs at the Unified Reporting System (URS) previously reflected in CL No. 2017-12 dated October 19, 2017.



3.0 COVERAGE

All departments, bureaus, offices, agencies and operating units (OUs) of the national government including commissions/offices under the Constitutional Fiscal Autonomy Group (CFAG), State Universities and Colleges (SUCs), and other recipients of budgetary support, i.e. GOCCs and LGUs.

4.0 GUIDELINES

4.1 To facilitate the prompt implementation of government programs and projects by the timely release of funds and the conduct of early procurement activities, departments/agencies/OUs are annually required to submit their respective BEDs to serve as bases for the formulation of the national government's budget release schedule including the monthly disbursement program. The BEDs prescribed under **CL No. 2016-9 dated October 27, 2016** (Submission of Budget Execution Plans) include the following:

BEDs	Data Elements	Purpose
BED No. 1 Financial Plan (FP)	Estimated obligation program for the budget year broken down by quarter , and current year obligations (actual obligation as of September 30 and estimated obligation for October to December)	Serves as the overall financial plan of the department/agency/OU
BED NO. 2 Physical Plan (PP)	Physical targets for the budget year broken down by quarter, and current year accomplishments (actual accomplishment as of September 30 and projected accomplishment for October to December)	Serves as the overall physical plan of the department/agency/OU
BED No. 3 Monthly Disbursement Program (MDP)	Projected monthly disbursement requirements for the budget year by type of disbursement authority (e.g., NCA, CDC, NCAA and TRA)	Basis of the issuance of disbursement authorities
BED No. 4 Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE)	Projected Monthly procurements in terms of quantity and cash requirements. This shall be categorized into items available at Procurement Service (PS) stores and those items not available at PS	Basis of the PS in projecting inventory requirements, scheduling of procurement activities, and overall management of the central procurement of common-use goods. Serve as Agency Procurement Request (APR)

4.2 The BEDs to be accomplished using the form prescribed under CL No. 2016-9 shall be submitted to DBM through URS which is already accessible using the URL <https://ursv2.dbm.gov.ph>, strictly in accordance with the schedule shown in **Annex A** hereof. **Encoding access at the URS by agencies shall be automatically disabled outside their respective scheduled dates.**

- 4.3 In preparing the FY 2021 BEDs, in order to ensure the prompt availability of funds to cover the **retirement gratuity and terminal leave (RG/TL) benefits of compulsory retirees** from government service, all concerned are reminded that such funds shall continue to be classified as **For Comprehensive Release (FCR)** upon enactment of the applicable General Appropriations Act (GAA).
- 4.4 Effective January 1, 2021, the revised payment arrangements for the remittance of Retirement and Life Insurance Premium (RLIP) – Government Share (GS) contributions prescribed under CL Nos. 2020-6 dated March 30, 2020 and 2020-7 dated April 16, 2020, shall be **discontinued**. Hence, the automatically appropriated RLIP (GS) contributions shall be reflected in each agency's set of BEDs.
- 4.5 Since the BEDs are necessary and thus required to be submitted for planning and programming purposes, including monitoring and evaluation of agency performance, compliance with the required timely submission of BEDs shall be subject to the provisions of Section 57, Chapter 6, Book VI of Executive Order No. 292 or the Administrative Code of 1987.
- 4.6 Relative thereto, all department/agencies/OUs concerned are reminded to:

4.6.1 **Submit to DBM their respective BEDs, consistent with the NEP submitted for Congressional review**, in accordance with the formats and the following timelines as prescribed under CL No. 2016-9 as subsequently amended under CL No. 2017-12 dated October 19, 2017 (Amended Guidelines for the Preparation of the Annual Budget Execution Plans, adopting the Performance-Informed Budgeting structure based in Program Expenditure Classification):

Particulars	Deadline of Submission	
	Non-regionalized Departments/Agencies	Regionalized Departments/Agencies
Agency Submission of BEDs	November 15 of the current year	November 29 of the current year
DBM Evaluation	Three (3) working days after November 15 of the current year	Five (5) working days after November 29 of the current year
Agency Confirmation	Three (3) working days after DBM Evaluation	Three (3) working days after DBM Evaluation

4.6.2 **BED No. 4** - Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) shall be submitted to the DBM Procurement Service (PS), **on or before November 30** of the present **calendar year**, in accordance with PS guidelines for the purpose.

- 4.7 **Upon approval of the GAA of the budget year and in case there are changes made by Congress** from the National Expenditure Program (NEP), i.e., decrease, increase or other modifications for existing programs and projects or introduction of new items, **identify affected Program/ Activities/Projects (PAPs) and targets to be adjusted.**
- 4.8 **Submit their GAA-consistent BEDs**, highlighting any adjustment made in PAPs/targets/plans, **using the same BED forms to DBM within seven (7) working days after approval of the GAA.**
- 4.9 Only hard copies of the **two sets of BEDs** (for BED Nos. 1, 2, 3), i.e., based on (a) **the NEP** as well as on (b) **the GAA**, as generated from the URS, duly signed by the Department/Agency/OU Head or Authorized Representative, shall be recognized as compliant with the submission requirements.

5.0 REPEALING CLAUSE

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

6.0 UNAFFECTED PROVISIONS

Except as expressly repealed, or by necessary implication, modified by this Circular, the existing provisions of CL No. 2016-9 dated October 27, 2016, as amended under CL No. 2017-12 dated October 19, 2017, CL No. 2018-10 dated November 8, 2018 and CL No. 2019-13 dated October 31, 2019 shall remain in full force and effect.

7.0 SEPARABILITY

If any provision of this Circular as now or later amended or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

8.0 EFFECTIVITY

This Circular shall take effect immediately.

WENDEL E. AVISADO
Secretary



SCHEDULE OF ENCODING OF BUDGET EXECUTION DOCUMENTS (BEDs)

Department/Agency	OCTOBER	NOVEMBER			
	26 - 31	2 - 8	9 - 15	16 - 22	23 - 30
DOJ					
DND					
DHSUD					
LEDAC					
DILG					
Judiciary					
OEOs					
AMLC					
ARTA					
CCC					
CFO					
CFL					
DDB					
ERC					
FDCP					
GAB					
GCGOCC					
MDA					
MTRCB					
NCCA					
PROPER					
NHCP					
NL					
NAP					
NICA					
NSC					
OPAPP					
OMB (VRB)					
PCC					
PDEA					
PHILRACOM					
PSA					
PSC					
PLLO					
PMS					
COP					
OP					
OVP					
DBM					
DOE					
DOF					
DFA					
DENR					
NEDA					
DICT					
DAR					
DA					
DOST					
DOT					
DTI					
PCOO					
ALGU - MMDA					
CSC					
COA					
COMELEC					
DSWD					
DOTr					
Ombudsman					
CHR					
DOLE					
DOH					
DPWH					
DepEd					
OEO - CHED					
DTI - TESDA					
SUCS					
Total Number of Department/Agency	23	21	10	8	4

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