



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

**CIRCULAR LETTER**

No. 2021 - 1  
January 11, 2021

**TO : All Heads of Departments, Agencies, Other Executive Offices, the Constitutional Offices, and Government-Owned/Controlled Corporations**

**SUBJECT : Budget Fora on the FY 2022 Budget Preparation**

1.0 The Department of Budget and Management shall conduct the FY 2022 budget fora using the following modality and schedule:

| Activity  | Schedule                                     | Attendees  |
|---|--|--|
| 3-day Asynchronous session for the video presentation of relevant topics via the Learning Management System (LMS) portal at <a href="http://elearning.dbm.gov.ph">http://elearning.dbm.gov.ph</a> | January 26-28, 2021                          | Heads of budget, accounting and planning units of National Government Agencies (NGAs) and Government-Owned and Controlled Corporations (GOCCs) |
| Open Forum via Zoom application   | January 29, 2021<br>10:00 a.m. to 12:00 n.n. | Heads of budget, accounting and planning units of NGAs   |
|   | January 29, 2021<br>2:00 to 4:00 p.m         | Heads of budget, accounting and planning units of GOCCs  |

2.0 The NGAs and GOCCs are required to endorse three (3) representatives using the attached format (**Annex A**), and submit the same to their counterpart DBM Budget and Management Bureau **not later than January 15, 2021**, for validation. This shall be forwarded to the DBM Information and Communication Systems Service (ICTSS) for the registration in the LMS portal. An active email address is required to receive the representatives' individual usernames and passwords for access to the LMS, and the Zoom meeting room link for the Live Open Forum.

3.0 Copies of the FY 2022 National Budget Call and Corporate Budget Call which prescribe the guidelines for the preparation of the FY 2022 budget proposals shall be posted in the DBM website.

4.0 For the guidance of all concerned.

CERTIFIED TRUE COPY  
  
MARISSA A. SANTOS  
Chief Administrative Officer  
CENTRAL RECORDS DIVISION

**WENDEL E. AVISADO**  
Secretary

Department of Budget and Management  
 FY 2022 National Budget Call  
 Learning Management System - Registration Form

Agency Name: \_\_\_\_\_ ( )

| First Name | Middle Initial | Last Name | Position/Designation | Email | Phone Number (and local) | Mobile Number |
|------------|----------------|-----------|----------------------|-------|--------------------------|---------------|
| 1.         |                |           |                      |       |                          |               |
| 2.         |                |           |                      |       |                          |               |
| 3.         |                |           |                      |       |                          |               |

- \* For first name: Kindly put the full first (and second, if applicable) name as indicated in the employee ID
- \*\* Email must be an active account and unique to the user. Shared emails are not allowed
- \*\*\* Agency names must also indicate abbreviation/acronym in parenthesis (Cell D4)

Approved by:

Received and Noted by: *(to be filled-out by DBM)*

\_\_\_\_\_  
 Agency Representative  
 (Name / signature / Designation)

\_\_\_\_\_  
 DBM Budget and Management Bureau  
 (Name / signature)

Date:

\_\_\_\_\_