



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GEN.SOLANO ST., SAN MIGUEL, MANILA

**CIRCULAR LETTER**

No. 2020 - 16

November 27, 2020

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

**SUBJECT :** Modification on Period for the Encashment of MDS Checks and Payment through Advice to Debit Account (ADA) under the MDS for the Rest of FY 2020

- 1.0 In order to facilitate settlement of valid government payables within the current year, and avoid spill-over pressure of outstanding payables to the incoming year's cash disbursement program through immediate payment to government creditors/payees through ADA or encashment of MDS checks issued, this Circular is issued to prescribe the disbursement procedures to be observed for the rest of the current year, FY 2020.
- 2.0 In the disbursement of government funds, the following procedures are prescribed under existing Circular Letters (CLs):
  - 2.1 MDS Checks
    - 2.1.1 MDS checks issued by agencies/operating units (OUs) shall be covered by Advice of Checks Issued and Cancelled (ACIC);
    - 2.1.2 Agencies shall release MDS checks the day after the covering ACIC has been submitted to the servicing bank concerned; and
    - 2.1.3 MDS checks shall be presented to the servicing bank **not earlier than 24 hours after the date of issue.**
  - 2.2 Advice to Debit Account (ADA)
    - 2.2.1 List of Due and Demandable Accounts Payable (LDDAP)- ADAs submitted by agencies/OUs to the MDS-GSB shall be covered by a **Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE)**, the document equivalent to ACIC; and
    - 2.2.2 MDS-GSBs shall effect direct payment by crediting the creditor/payees' bank account, **not earlier than 24 hours but not later than 48 hours after receipt of the LDDAP-ADA**, chargeable against the agency's MDS sub- account.

CERTIFIED TRUE COPY

  
MARISSA A. SANTOS  
Chief Administrative Officer  
CENTRAL RECORDS DIVISION

15

- In the case of far-flung location of certain MDS-GSB branches specifically identified by the MDS-GSB Head Office (where fax/wire/cable cannot be used), the reckoning time for the crediting will be the actual receipt by the said specific MDS-GSB branch, of the copy of the LDDAP-ADA sent via pouch, from either its MDS-GSB Head Office for DBM Central Office releases or for the MDS-GSB Regional Office branch for DBM Regional Office releases.

3.0 Effective **December 1 to December 31, 2020**, the following procedures in the settlement of payables shall be observed in order to facilitate encashment of MDS checks and crediting of payments through ADA to creditor/payee's bank accounts.

3.1 The **24-hour waiting period** for the encashment of MDS checks as well as the crediting of creditor/payee's bank accounts specified in the LDDAP-ADA **is hereby lifted/suspended for the month of December 2020**. Thus, agencies/OUs are instructed to immediately/transmit without delay the properly accomplished ACICs/SLIIEs to their respective MDS-GSBs.

3.2 Upon receipt of the covering ACIC/SLIIE by the MDS-GSB concerned:

3.2.1 Agencies/OUs shall immediately release the MDS Checks to creditor/payees.

3.2.2 MDS-GSB shall immediately effect payment to the creditors/payees and provide the NGA/OU concerned with a copy of the duly validated/posted ADA, to inform the NGA/OU of the following:

- Direct payments effected in favor of creditors/payees, i.e., machine validation shown in the lower portion of the said document; and
- Non-payment to creditor/payees indicated under "remarks" column, due to any inconsistency of information (i.e., bank branch, account name/number) between bank records and LDDAP-ADA.

4.0 Agencies/OUs are **encouraged to settle** their due and demandable obligations as soon as possible, **by issuing MDS checks/paying through ADA, not later than December 23, 2020**, if practicable. However, **they may still issue MDS checks/pay through ADA up to the last working day of the year (e.g., Tuesday, December 29, 2020)**.

5.0 Further, agencies/OUs are reminded to advise their respective creditors/payees to ensure immediate encashment of the issued MDS checks.

**WENDEL E. AVISADO**  
Secretary

