



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
8th Floor EDPC Building, BSP Complex, Roxas Boulevard, 1004 Manila
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15 APR 2021

ATTY. FLORDELIZA C. VARGAS-TRINIDAD

Director
Office of the National Administrative Register (ONAR)
Rm. 106, Bocobo Hall, UP Law Center
Diliman, Quezon City
via onar_law.upd@up.edu.ph, onar.claw@up.edu.ph,
and uplawcenter.onar@gmail.com

Subject : BLGF Bureau Order No. 67.2021
*Establishment and Maintenance of the BLGF Electronic Compendium
of Policies, Opinions, Rulings and Position Papers*

Dear **Director VARGAS-TRINIDAD:**

Pursuant to BLGF Bureau Order (BO) No. 67.2021 dated 01 March 2021, issued by this Bureau concerning the establishment and maintenance of the electronic compendium (eCompendium) of policy issuances, opinions, rulings and position papers as part of the continuing efforts of the Bureau to ensure continuity and accessibility in the provision of quality service to all stakeholders.

In this regard, we are pleased to furnish your good office three (3) certified copies of BO No. 067.2021, pursuant to the requirements thereof.

To inform us of the action taken hereon, or if you have further clarifications and other concerns, please email oed@blgf.gov.ph, copy furnished records@blgf.gov.ph.

Thank you.

Very truly yours,


NIÑO RAYMOND B. ALVINA
Executive Director





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BUREAU ORDER NO. 067.2021

01 MAR 2021

**ESTABLISHMENT AND MAINTENANCE OF THE BLGF ELECTRONIC COMPENDIUM
(eCOMPENDIUM) OF POLICIES, POSITION PAPERS, RULINGS AND OPINIONS**

- 1.0 LEGAL BASIS.** This Bureau Order is issued for the establishment and maintenance of the electronic compendium (eCompendium) of policy issuances, position papers, rulings and opinions as part of the continuing efforts of the Bureau to ensure continuity and accessibility in the provision of quality service to all stakeholders under the following legal bases:
- 1.1** Section 43 of Executive Order (EO) No. 127 mandates the Bureau of Local Government Finance (BLGF) to assist in the formulation and implementation of policies on local government revenue administration and fund management;
 - 1.2** Pursuant to the abovementioned EO, the BLGF shall provide consultative services and technical assistance to the local governments and the general public on local taxation, real property assessment and other related matters;
 - 1.3** Executive Order No. 2, s. 2016 provides that each government office shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under existing law, rules or regulations; and that any employee, official or director of a government office who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized or pursuant to existing laws, rules or regulation.
 - 1.4** Data Privacy Act of 2012 states that it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth;
 - 1.5** Republic Act (RA) No. 8792 or the Electronic Commerce Act of 2000 aims to facilitate domestic and international dealings, transactions, arrangements, agreements, contracts and exchanges, and storage of information through the utilization of electronic, optical and similar medium, mode, instrumentality and technology to recognize the authenticity and reliability of electronic documents related to such activities and to promote the universal use of electronic transaction in the government and the general public;
 - 1.6** Anti-Red Tape Act of 2007 (Ease of Doing Business and Efficient Delivery of Government Services), as amended by RA No. 11032, provides appropriate measures to promote integrity, accountability, proper management of public affairs and public property as well as to establish effective practices, aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in the government; and



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FROM ORIGINAL / DUPLICATE /
PHOTO COPY OR FILE:

Rosalia B. Naranzo
ROSALIA B. NARANZO
Administrative Officer III
BLGF - DIOF MANILA *N-0021*

1.7 DOF-Approved Code of Approving and Signing Authority (CASA) for the BLGF, Department Special Order dated 09 November 2018 ensures the discharge of duties and functions, accountability and internal control of all documents.

2.0 POLICY AND OBJECTIVES. In line with the existing laws, rules and regulations enumerated above and in the exercise of its functions, the BLGF has prepared and issued rulings, opinions, local finance circulars, position papers, memorandum circulars and other policy issuances on issues relating to local fiscal, taxation and administration. Various rulings and opinions have been established, accepted and had been developed into policy issuances that would provide guidance to all local treasurers, assessors and the general public.

These issuances which shall be referred as documents need to be compiled, digested and referenced electronically to serve as one of the knowledge base and compendium for the BLGF officials and technical personnel.

The eCompendium shall serve as reference tool to achieve the goal of the BLGF under its Quality Policy to deliver quality service standards in providing policy issuances and opinions for the LGUs, stakeholders and the general public.

3.0 RESPONSIBILITIES AND LIABILITIES UNDER THE DATA PRIVACY ACT. Users of the eCompendium shall comply with the provisions of the Data Privacy Act and other related issuances and non-compliance therewith shall be subject to appropriate disciplinary action. In case of access, the following shall be observed:

- a. Official BLGF Records which may be accessed through the eCompendium shall be disclosed or released only if it is material or relevant to the subject-matter of a particular request and its disclosure is permissible or authorized pursuant to existing law, rules or regulations;
- b. Should there be any request for copies of opinions or rulings which may be accessed via the eCompendium, all sensitive personal information and/or critical business or proprietary information shall be kept confidential. Such details shall be redacted or anonymized in the published version¹; and
- c. Procedures of access shall be contained in a separate office order duly issued for such purpose.

4.0 POLICY GUIDELINES AND PROCEDURES. The following policy guidelines in the management of eCompendium shall be observed:

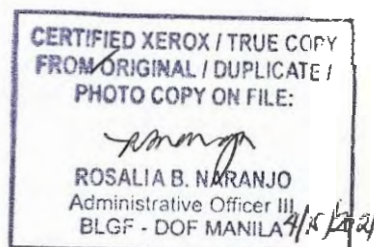
4.1 The eCompendium as Reference Tool. The eCompendium is a web-based document management system that stores the documents prepared, developed and issued by the Bureau since FY1993. The users of the eCompendium will be able to use the system as a primary source of information for research.

The eCompendium shall be the official repository of all electronic copies of documents on issues relating to local fiscal, taxation and administration issued by the Department of Finance (DOF) and the Bureau.

4.2 Establishment and Maintenance of the eCompendium

4.2.1 Administration and Maintenance of Hard Copies. All hard copies of the documents shall be physically located and administratively supervised by the Records Section of the Administrative Division. The Records Section shall be capacitated and trained on the administration and maintenance of hard copies of policy issuances.

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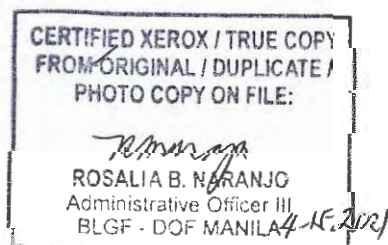
4.2.2 The eCompendium User's Manual. The User's Manual, hereto attached as Annex A, provides the information necessary for users to effectively utilize the eCompendium. It provides the step-by-step workflow for each type of user on how to use and interact with the system.

4.2.3 Users of the eCompendium. The following prescribes the roles and access rights assigned to each user:

- a. User: These are BLGF Employees with login credentials and can access only the Home Page, Search Page, Login Page and Feedback Entry page. Users are allowed to search and view the details to any document but do not have the option to download any document.
- b. Editor: These are the users with login credentials, with the same access privileges as that of the User but in addition, they will be able to: (i) Create or modify documents; (ii) Upload PDF files; (iii) Add "Related Documents"; and (iv) Add comments to a document; (v) Link common uploaded files; and (vi) Link existing documents.
- c. Manager: These are the users with login credentials, with the same access privileges as that of the User but in addition, they will be able to do the following actions within their respective division: (i) Approve modifications of Editors; and (ii) Able to run reports.
- d. Application Administrator (Admin) – An Application Admin has full access to the eCompendium System, including the rights to the following functionality: (i) Reference data modification; (ii) User Management; (iii) Common document management; and (iv) Department.

4.2.4 Responsibilities of the Division Chiefs and Action Officers of Concerned BLGF Divisions in the Maintenance of the eCompendium. The Action Officers of the Policy, Planning, Programming and Standards Division (PPPSD), Local Assessment Operations Division (LAOD), Local Treasury Operations Division (LTOD) and other divisions concerned shall be responsible for the submission of policy, opinion, ruling, and other related issuances signed and issued by the Executive Director or the Secretary of Finance to the eCompendium, subject to the approval of the concerned Division Chief, through the following guidelines:

- a. Submit the soft copy of the required information using the prescribed form, hereto attached as Annex B, together with the scanned opinions, rulings, and policy to his/her respective Division Chief.
- b. In saving the scanned copy, the standard format of creating the filename and saving the document shall be followed:
 - AA – the first two letters of the acronym of the Division (e.g. PP for PPPSD; LT for LTOD; LA for LAOD; among others); and
 - BB – the last two digits of the year the opinion, ruling and policy issuance has been signed;
 - CCC – Indicate the three-digit control number that will be reset every year. If the number of the issuances is less than a hundred then a leading zero (0) should be appended, e.g. 023 or 008. The division control number will be temporarily assigned by the division. This will be managed and controlled by the Records Section.



- c. All PDF document representing a certain document should be in .PDF format and name should follow the format for the control number described above. For redacted version, a prefix 'R' should be appended.
- d. Regularly upload actions approved by the signing authority on or before the end of every quarter.
- e. Inform and request the Information Systems Management Division (ISMD) in case of access rights updates.

4.2.5 Responsibilities of the ISMD in the Maintenance of the eCompendium. The ISMD shall maintain the eCompendium application and database. Together with the PPPSD, ISMD shall initiate improvements in the application. The IT System Manual is hereto attached as Annex C.

4.2.6 Regular Duties and Responsibilities of the BLGF Officials and Assigned Personnel of the Concerned Divisions. The officials and assigned personnel of the concerned divisions shall incorporate these functions as one of their regular assignments and shall form part of their respective IPCRs and OPCR.

5.0 REPEALING CLAUSE. All Bureau orders and issuances thereof that are inconsistent herewith are hereby repealed or modified and amended accordingly.

6.0 EFFECTIVITY. This Bureau Order shall take effect upon its filing with the Office of the National Administrative Register of the University of the Philippines Law Center.



Raymond B. Alvina
NIÑO RAYMOND B. ALVINA
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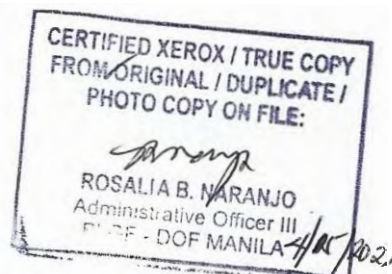
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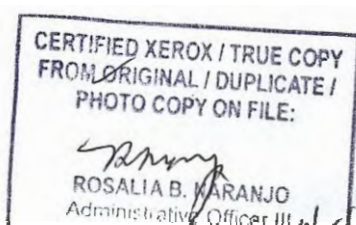
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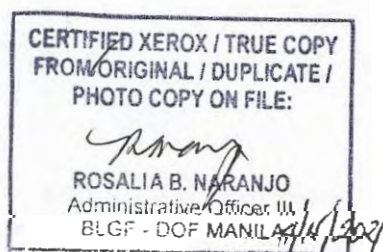
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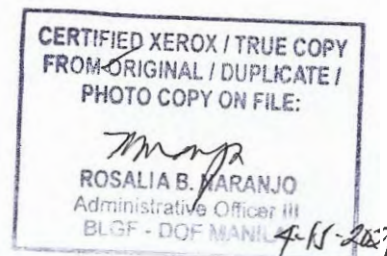
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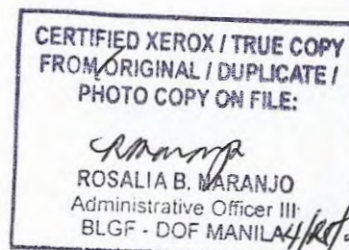
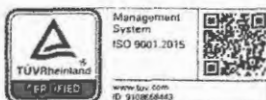
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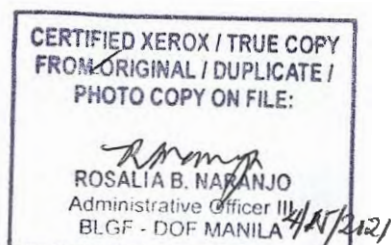
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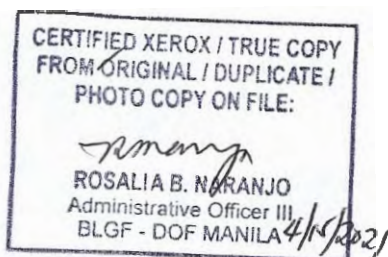
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 - AA – the first two letters of the acronym of the Division (e.g. PP for PPPSD; LT for LTOD; LA for LAOD; among others); and
 - BB – the last two digits of the year the opinion, ruling and policy issuance has been signed;
 - CCC – Indicate the three-digit control number that will be reset every year. If the number of the issuances is less than a hundred then a leading zero (0) should be appended, e.g. 023 or 008. The division control number will be temporarily assigned by the division. This will be managed and controlled by the Records Section.



- c. All PDF document representing a certain document should be in .PDF format and name should follow the format for the control number described above. For redacted version, a prefix 'R' should be appended.
- d. Regularly upload actions approved by the signing authority on or before the end of every quarter.
- e. Inform and request the Information Systems Management Division (ISMD) in case of access rights updates.

4.2.5 Responsibilities of the ISMD in the Maintenance of the eCompendium. The ISMD shall maintain the eCompendium application and database. Together with the PPPSD, ISMD shall initiate improvements in the application. The IT System Manual is hereto attached as Annex C.

4.2.6 Regular Duties and Responsibilities of the BLGF Officials and Assigned Personnel of the Concerned Divisions. The officials and assigned personnel of the concerned divisions shall incorporate these functions as one of their regular assignments and shall form part of their respective IPCRs and OPCR.

5.0 REPEALING CLAUSE. All Bureau orders and issuances thereof that are inconsistent herewith are hereby repealed or modified and amended accordingly.

6.0 EFFECTIVITY. This Bureau Order shall take effect upon its filing with the Office of the National Administrative Register of the University of the Philippines Law Center.



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NIÑO RAYMOND B. ALVINA
Executive Director

