



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

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January 3, 2019

DEPARTMENT MEMORANDUM )

CIRCULAR NO. )

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Series of 2019 )


01.04.19

**FOR / TO : Undersecretaries  
Assistant Secretaries  
Service Directors  
Bureau Directors  
Regional Directors  
Heads of UPMOs  
District Engineers  
This Department**

For information and guidance, attached is a copy of **DBM Budget Circular Letter No. 2019-1 dated January 3, 2019- "Release of Funds for the First Quarter of FY 2019"**.

A copy of said Memorandum may also be downloaded from the DPWH website: <http://dpwhweb>. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS upon request.

For dissemination to all concerned.

  
**B. ELIZABETH E. YAP, Ph.D., CESO II**  
Assistant Secretary for Support Services

Encl: DBM Budget Circular Letter No. 2019-1 dated January 3, 2019  
Cc: Office of the Secretary

8.1.2 JJC/MAP



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

**CIRCULAR LETTER**

No. 2019-1  
January 3, 2019

**TO** : Heads of Departments/Agencies/State Universities and Colleges (SUCs) and Other Offices of the National Government; Budget Officers; Heads of Accounting Units, and All Others Concerned

**SUBJECT** : RELEASE OF FUNDS FOR THE FIRST QUARTER OF FY 2019

- 1.0 This Circular covers the following:
- 1.1 All agencies in the national government, including SUCs; and
  - 1.2 The Bureau of the Treasury for the amounts of assistance to government owned or controlled corporations (GOCCs) and local government units (LGUs).
- 2.0 Pending the approval of the FY 2019 General Appropriations Act (GAA), all operating units, i.e., agencies of the national government receiving allotment/Notice of Cash Allocation (NCA) directly from DBM, are authorized to **obligate the amount corresponding to their actual requirements** under the regular budget for the first quarter of FY 2019 but not to exceed the following percentages, i.e.:
- 2.1 Chargeable Against Agency Specific Budget
    - 2.1.1 Personnel Services (PS) – twenty-five percent (25%) of the PS level using **actual salary requirements as of December 31, 2018** (i.e., number of filled positions and salary rates) but not to exceed the level provided under the FY 2019 National Expenditure Program (NEP). This PS level shall **exclude** the following:
      - Mid-Year Bonus;
      - Year-End Benefits and Cash Gift;
      - Clothing and Uniform Allowance;
      - Productivity Enhancement Incentive; and
      - Built-in funds in the agency budget for creation of new positions and fourth tranche compensation adjustments authorized per Executive Order (E.O.) No. 201 and National Budget Circular (NBC) No. 573, inclusive of the required government premiums in PHILHEALTH and ECIP

2.1.2 Maintenance and Other Operating Expenditures (MOOE) — twenty-five percent (25%) of regular programs and **ongoing** foreign assisted/locally funded projects funded **under the FY 2018 GAA (R.A. No. 10964) and the FY 2019 NEP**, whichever has the lower amount.

2.1.3 Capital Outlays (CO) — twenty-five percent (25%) of regular programs and **ongoing** foreign assisted/locally funded projects funded **under the FY 2018 GAA (R.A. No. 10964) and the FY 2019 NEP**, whichever has the lower amount.

## 2.2 Chargeable Against Automatic Appropriation

Retirement and Life Insurance Premiums (RLIP) - equivalent to 12% (or the applicable rate otherwise provided under special laws) of the **salaries** component under item 2.1.1 of this Circular, as well as the corresponding RLIP to the fourth tranche compensation adjustments per E.O. No. 201 and NBC No. 573.

3.0 Obligations incurred under item 2.0 of this Circular Letter (CL) shall be recorded in the appropriate Registry of Appropriations and Allotments, as **overdraft in allotment**. This shall be adjusted once the obligational authority/GAAAO for the purpose is approved. The rules and regulations pertinent to recording of these budgetary accounts are prescribed under COA Circular No. 2013-002 dated January 30, 2013 amending COA Circular No. 2004-008 dated September 20, 2004, COA Circular No. 2014-003 dated April 15, 2014 and COA Circular No. 2015-007 dated October 22, 2015.

4.0 Items enumerated below are **not covered by this obligational authority** and shall be issued SARO based on the agency's Special Budget Request (SBR).

4.1 Centrally-managed items (CMI) of departments/agencies chargeable against Regular Budget, FY 2018 GAA (R.A. No. 10964 as reenacted);;

4.2 Charges against Pension and Gratuity Fund (PGF) R.A. No. 10964, as reenacted.

4.2.1 Actual requirements for retired government employees, i.e., terminal leave benefits and retirement gratuity of all optional retirees, regardless of retirement law.

4.2.2 Actual requirements for pension benefits of AFP retirees, war/military veterans of the Department of National Defense and uniformed personnel of the Department of the Interior and Local Government, National Mapping and Resource Information Authority, Philippine Coast Guard and other retirees whose pensions are funded by the national government, i.e., Energy Regulatory Commission, Department of Labor and Employment-National Labor Relations Commission. The amount of release shall be based on the number of pensioners and rates as of December 31, 2018.

- 4.3 Charges against other Special Purpose Funds such as Budgetary Support to Government Corporations (BSGC), Miscellaneous Personnel Benefits Fund (MPBF), Contingent Fund (CF), among others.
- 4.4 Chargeable Against Automatic Appropriations
  - 4.3.1 Special Accounts in the General Fund (SAGF) of agencies. Amount to be released shall be limited to the uncommitted cash balance with the Bureau of the Treasury under the SAGF of the agency concerned.
  - 4.3.2 Internal Revenue Allotment (IRA) of provinces, cities, municipalities and barangays. Amount to be released shall correspond to the January, 2019 requirements based on the FY 2019 NEP.
- 5.0 All SAROs to be issued chargeable against the FY 2018 Budget (R.A. No. 10964 as reenacted) under items 4.1 and 4.2 of this Circular shall be valid for obligation while the **FY 2019 GAA is not yet in effect.**
- 6.0 NCAs shall be issued for the items covered with obligational authority authorized under this Circular as well as items to be issued SAROs, based on the DBM-evaluated Monthly Disbursement Program (MDP).
- 7.0 **Any unobligated allotment out of the SAROs issued** under item 4.1 of this Circular chargeable against the Regular Budget as of the effectivity of the FY 2019 GAA shall be reported to DBM by the agency **within 30 days from the effectivity of the FY 2019 GAA.** Such unobligated allotments shall be deemed withdrawn and if necessary, another may be issued chargeable against the FY 2019 GAA. **This policy is, however, not applicable to allotment releases charged against Automatic Appropriations.**
- 8.0 Agencies are likewise reminded to regularly submit to DBM the monthly documents/reports prescribed under **COA-DBM JC No. 2014-1 dated July 2, 2014** (including but not limited to *Financial Accountability Report (FAR) No. 4: Monthly Report of Disbursements*) as well as **DBM CL No. 2015-9 dated June 30, 2015** (*Prescribing the Submission of Summary Performance Monitoring Report*) within the prescribed submission timelines after the end of each month starting from January up to March, 2019, as basis for determining the status of program/project implementation and expenditures incurred for the production/delivery of goods and services to the public. Said report shall be consolidated for submission to the President.
- 9.0 For compliance.

  
BENJAMIN E. DIOKNO  
Secretary

