



REGIONAL MEMORANDUM  
NUMBER 2013-01

TO : ALL PROVINCIAL/CITY DIRECTORS  
DILG REGION XIII (CARAGA)

SUBJECT : GUIDELINES IN THE FINANCIAL TRANSACTIONS IN  
FIELD OFFICES

DATE : JANUARY 30, 2013

=====

In line with the application of the transparency approach as being articulated by the different issuances and pronouncements of President Aquino, financial disclosures needs to be implemented and adopted. This is in consonance with the pilot projects started by the late Secretary Jesse M. Robredo in applying transparency and full disclosure of financial transactions in government offices.

Henceforth, the following procedures in the financial transactions need to be implemented.

1. **Lapsing of Funds** – The Notice of Cash Allocation (NCA) from DBM and Sub-Allotment/Cash transferred from DILG Central Office under Regular Modified Disbursement System (MDS) Account, if not utilized, will lapse after the last working day of every month. As such, the maximization and prompt utilization of funds in the Regional Office is practiced to prevent from lapsing and reversion of funds to the National Treasury Account. In order to avoid accumulation of cash in the depository bank, prompt utilization of funds in the field offices will be implemented.
2. **Release of Monthly Allocation** – The downloading/release of monthly allocation for Personal Services (PS) and MOOE requirements to the field offices will be done every first week of the month, provided the necessary schedule of mandatory payroll deduction and the required monthly financial report shall be submitted to the Regional Office on time. In compliance with accountability requirements, "No Report, No Release" policy shall be strictly enforced in the release of funds.
3. **Utilization of Funds** – The payment of salaries of personnel shall be made within the prescribed payroll period and the remittance of all payroll deductions shall be done before the end of the month. Likewise, the MOOE allocation shall be used for its purpose; such as travel, supplies, gasoline and other expenses due for the month. At least seventy five percent (75%) of the total MOOE allocation will be disbursed every month to avoid accumulation of funds. After the end of two months period any unspent amount will be deducted from the succeeding monthly allocation.

4. **Submission of Financial Report** – The monthly financial report will be submitted to the Regional Office on or before 5<sup>th</sup> working day of every month as follows:

- Report of Disbursement
- Cash In Bank Register
- Summary of Monthly Allocation
- Statement of Allocation/Utilization & Balances
- Tax Remittance Advice (TRA)
- Bank Reconciliation Statement
- Summary of Travel Claims of Personnel
- Copies of Disbursement Vouchers with supporting documents

Each Field Operating Unit is required to establish a cut-off date of disbursement to prepare and submit the required monthly reports on time.

For guidance and strict compliance.

  
**LILIBETH A. FAMACION, CESO IV**  
OIC, Regional Director 