



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

Francisco Gold Condominium II  
EDSA Cor. Mapagmahal St., Diliman  
Quezon City



**MEMORANDUM CIRCULAR : NO. 2011-08**

**TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS  
PRESIDING OFFICERS OF THE SANGGUNIANG PANLALAWIGAN,  
SANGGUNIANG PANLUNGSOD, SANGGUNIANG BAYAN, ARMM  
REGIONAL GOVERNOR AND DILG REGIONAL DIRECTORS**

**SUBJECT : STRICT ADHERENCE TO SECTION 90 OF REPUBLIC ACT NO.  
10147, GENERAL APPROPRIATIONS ACT, FISCAL YEAR 2011**

**DATE : 13 January 2011**

**Legal and Administrative Authority**

- **Section 90 of Republic Act No. 10147 (General Appropriations Act) FY 2011 re "Use and Disbursement of Internal Revenue Allotment of LGUs", stipulates: The amount appropriated for the LGU's share in the Internal Revenue Allotment shall be used in accordance with Sections 17 (g) and 287 of R.A. No 7160. The annual budgets of LGUs shall be prepared in accordance with the forms, procedures, and schedules prescribed by the Department of Budget and Management and those jointly issued with the Commission on Audit. Strict compliance with Sections 288 and 354 of R.A. No. 7160 and DILG Memorandum Circular No. 2010-83, entitled "Full Disclosure of Local Budget and Finances, and Bids and Public Offering", is hereby mandated: *PROVIDED, That in addition to the publication or posting requirement under Section 352 of R.A. No. 7160 in three (3) publicly accessible and conspicuous places in the local government unit, the LGUs shall also post the detailed information on the use and disbursement, and status of programs and projects in the LGUs websites. Failure to comply with these requirements shall subject the responsible officials to disciplinary actions in accordance with existing laws. (underscoring ours).***
- **Administrative Order No. 267, s. 1992, titled, Delegating Certain General Supervisory Powers of the President Over Local Governments to the Secretary of Interior and Local Government**
- **Commission on Audit Internal Memorandum, dated October 8, 2010, enjoining concerned COA officials and auditors to monitor management's compliance to DILG Memorandum Circular No. 2010-083, and any deviation therefrom or non-compliance therewith shall be a subject of an Audit Observation Memorandum, and eventually forms part of the Annual Audit Report or Management Letter, if necessary.**

**Documents and Transactions to be Posted**

In particular, as stipulated in the DILG Memorandum Circular No. 2010-83 dated August 31, 2010, the following documents and transactions shall be posted in the website, in conspicuous places within local government-owned public buildings and in print media of community or general circulation:

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR  
AND LOCAL GOVERNMENT  
IN REPLYING, PLS CITE:

**OSEC11-000198**





1. Annual Budget Report, information detail to the level of personal services, maintenance and other operating expenses and capital outlay per individual offices (Local Budget Preparation Form No. 3, titled, Program Appropriation and Obligation by Object of Expenditure, limited to PS, MOOE and CO, (Sample Form attached as Annex "A");
2. Quarterly Statement of Cash Flows, information detail to the level of particulars of cash flows from operating activities (e.g. cash inflows, total cash inflows, total cash outflows), cash flows from investing activities (e.g. cash outflows), net increase in cash and cash at the beginning of the period (Sample Form attached as Annex "B");
3. Statement of Receipts and Expenditures, information detail to the level of particulars of beginning cash balance, receipts or income on local sources indicating past year's actual and current year's estimated receipts and expenditures (e.g. tax revenue, non-tax revenue), external sources, and receipts from loans and borrowings, surplus of prior years, expenditures on general services, economic services, social services and debt services, and total expenditures (Local Budget Preparation (LBP) Form No. 2, titled Statement of Receipts and Expenditures, Sample Form attached as Annex "C");
4. Trust Fund (PDAF) Utilization, information detail to the level of particulars of object expenditures (Local Budget Preparation Form No. 3, titled, Program Appropriation and Obligation by Object of Expenditure, limited to PDAF Utilization, (Form same as Annex "A");
5. Quarterly Report of SEF (Special Education Fund) Utilization, information detail to the level of particulars of object expenditures (SEF Budget Accountability Form No. 1 Source: Budget Operations Manual for LGUs (Sample Form attached as Annex "D");
6. 20% Component of the IRA Utilization, information detail to the level of particulars of objects of expenditure on social development, economic development and environmental management, LBP Form No. 3, limited to 20% component of the IRA (Form same as Annex "A");
7. Annual GAD Accomplishment Report, information detail to the level of implementation of GAD budget attributed in the existing programs, projects and activities of LGUs (Sample Form attached as Annex "E");
8. Statement of Debt Service, information detail to the level of name of creditor, purpose of loan, date contracted, term, principal amount, previous payment made on the principal and interest, amount due for the budget year and balance of the principal (LBP Form No. 6, Sample Form attached as Annex "F");
9. Annual Procurement Plan or Procurement List, information detail to the level of name of project, individual item or article and specification or description of goods and services, procurement method, procuring office or fund source, unit price or estimated cost or approved budget for the contract and procurement schedule (Sample Form attached as Annex "G");
10. Items to Bid, information detail to the level of individual Invitation to Bid, containing information as prescribed in Section 21.1 of the IRR of Republic Act No. 9184, or The Government Procurement Reform Act, to be updated quarterly (Sample Form attached as Annex "H");
11. Bid Results on Civil Works, and Goods and Services, information detail to the level of project reference number, name and location of project, name (company and proprietor) and address of winning bidder, bid amount, approved budget for the contract, bidding date, and contract duration, to be updated quarterly (Sample Form attached as Annex "I"); and