



OFFICE OF THE SECRETARY

August 9, 2012

**MEMORANDUM CIRCULAR
NO. 2012- 141**

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS AND THE REGIONAL GOVERNOR OF THE AUTONOMOUS REGION IN MUSLIM MINDANAO

SUBJECT : AMENDING GUIDELINES ON DILG MEMORANDUM CIRCULAR NO. 2010-083, SERIES, 2010, TITLED, *FULL DISCLOSURE OF LOCAL BUDGET AND FINANCES, AND BIDS AND PUBLIC OFFERINGS, AS AMENDED*

In furtherance of the Full Disclosure Policy, all Local Chief Executives are to follow the amended guidelines on the period of posting of the following required financial documents:

Type of Report	Start of Posting	Frequency of Posting
<u>A. Budget Reports</u>		
1. Annual Budget Report	On or before January 20 of each year or not later than 20 days after the approval of the Local Sanggunian	Annual
2. Statement of Debt Service	20 days after the approval of Local Chief Executive (LCE) of the Statement of Debt Service Annual Report	Annual
3. Statement of Receipts and Expenditures	20 days after the approval of the Local Chief Executive of the Statement of Receipts and Expenditures Annual Report	Annual
4. Quarterly Statement of Cash Flow	Within 20 days after the end of every quarter	Quarterly
<u>B. Procurement Reports</u>		
1. Annual Procurement Plan or Procurement List	On or before January 31 of each year	Annual
2. Items to Bid	Within the prescribed period under the Government Procurement Reform Act and its IRR, and to be updated quarterly	Quarterly
3. Bid Results on Civil Works, Goods and Services, and Consulting Services	Within the prescribed period under the Government Procurement Reform Act and its IRR, and to be updated quarterly	Quarterly
4. Abstract of Bids as Calculated	Within the prescribed period under the Government Procurement Reform Act and its IRR, and to be updated quarterly	Quarterly

