CIRCULAR LETTER

No. 2013 - 18
December 27, 2013

TO: Heads of Departments/Agencies/State Universities and Colleges and other Offices of the National Government, Government-Owned or Controlled Corporations, Government Financial Institutions, Government Servicing Banks, and all Others Concerned.

SUBJECT: ISSUANCE OF 2014 IDENTIFICATION CARDS TO AUTHORIZED AGENCY LIAISON OFFICERS

1.0 In relation to Circular Letter No. 2011-3 issued dated January 12, 2013 by the Department of Budget and Management (DBM), all government agencies are continually enjoined to observe the guidelines provided thereof when transacting business with the DBM.

2.0 All existing identification (ID) cards previously issued to liaison officers of agencies and their attached offices will be valid only up to January 31, 2014, subject for renewal. On the other hand, the validity of the ID cards previously issued to the representatives of the members of the Congress of the Philippines will permanently expire on December 31, 2013 and shall not be further renewed.

3.0 Agency heads are requested to formally endorse in writing the names and positions of their duly designated liaison officers to the Administrative Service-Human Resource Development Division (AS-HRDD), not later than January 17, 2013. Endorsements should include the following attachments:

3.1 Information sheets using the attached revised form (Annex "A"); and
3.2 Photocopies of the valid office ID cards of both the Endorsing Officer and the designated agency liaison officer/s bearing their names, photographs, and signatures.

4.0 The DBM will issue the new ID cards to a maximum of two (2) authorized liaison officers per agency/attached office.
5.0 All designated agency liaison officers are required to personally apply for and claim their ID cards at the AS-HRDD from January 20, 2014 to January 31, 2014.

6.0 ID cards for the authorized agency liaison officers of the DBM Regional Offices' (ROs) agency coverages shall be issued by the respective DBM ROs using the standard ID cards prepared by the AS-HRDD.

7.0 Please be guided accordingly.

FLORENcio B. ABaD
INFORMATION SHEET FOR AUTHORIZED AGENCY LIAISON OFFICERS AND REPRESENTATIVES OF MEMBERS OF THE CONGRESS OF THE PHILIPPINES

Please fill all fields

Name: ________________________________ Sex: ______

Birthday: ___________________ Age: ______ Civil Status: ______

Position Title: ________________________________________________

Please check the appropriate category of your office:

☐ NGA  ☐ SUC  ☐ GOCC  ☐ Attached Agency Others __________

Complete Name of the Department/Agency/Office (please do not use acronyms):

________________________________________________________________________

If attached agency, complete name of the Central Department/Agency/Office attached to:

________________________________________________________________________

Immediate Supervisor: ____________________________________________

Office/Division/Section: ___________________ Position Title: __________

Office Address: ________________________________________________

Telephone No.: ___________________ Fax No.: _____________________

Mobile No: __________ Email Address: ____________________________

Specimen Signatures:

1. ______________________________________________________________________

2. ______________________________________________________________________

Endorsing Officer: ________________________________________________

Signature above printed name

3. ______________________________________________________________________

Position Title: ____________________________________________