



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

CIRCULAR LETTER

No. 2025- 1
January 15, 2025

TO : All Heads of Departments, Agencies, Other Executive Offices, the Constitutional Offices, and Government-Owned/Controlled Corporations

SUBJECT : CONDUCT OF BUDGET FORA FOR THE FY 2026 BUDGET PREPARATION

1.0 The Department of Budget and Management (DBM) will conduct fora at the Philippine International Convention Center (PICC) on the following dates:

Date/Time	Target Attendees
January 28, 2025, Tuesday, 8:00 A.M. to 12:00 N.N.	Heads of budget, accounting and planning units of National Government Agencies (NGAs)
January 28, 2025, Tuesday, 1:00 P.M. to 5:00 P.M.	Heads of budget, accounting and planning units of Government-Owned or Controlled Corporations (GOCCs)

State Universities and Colleges (SUCs) under the coverage of the DBM Regional Offices (ROs) are excluded from the target attendees. A separate forum will be conducted by their respective RO counterparts.

2.0 To promote an optimal learning environment, **each NGA/GOCC is required to have a maximum of three (3) representatives, regardless of whether the agency has regional offices or lower-level operating units.**

For NGAs

2.1 A registration form will be provided by their respective DBM-Budget and Management Bureau (BMB) counterparts. All agencies are instructed to complete the form and send it through email to their DBM-BMB counterparts ***no later than January 20, 2025, Monday.***

For GOCCs

- 2.2 All GOCCs are instructed to coordinate with their DBM-BMB counterpart for the specific registration procedures.
- 3.0 Further, all agencies are reminded to comply with the required registration process. Access to the venue will only be granted to representatives whose names appear on the DBM consolidated master list.
- 4.0 For the guidance of all concerned.


AMENAH F. PANGANDAMAN
Secretary

