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DRN: FMS-MD-H-COMM-21-06-84427-5**MEMORANDUM**

**FOR :** OFFICE OF THE UNDERSECRETARY FOR SOCIAL WELFARE AND DEVELOPMENT

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS GROUP

OFFICE OF THE UNDERSECRETARY FOR POLICY AND PLANS

REGIONAL DIRECTORS  
DSWD Field Offices

**ATTENTION :** REGIONAL ACCOUNTANTS AND BUDGET OFFICERS

**FROM :** THE UNDERSECRETARY

**SUBJECT :** FINANCIAL MANAGEMENT GUIDELINES NO. 16 , s. 2021 AMENDMENT ON FMG No. 11, 12, AND 14 S. 2021, GUIDANCE ON THE REIMPLEMENTATION OF BAYANIHAN 1 AND 2

**DATE :** 07 JUNE 2021

**I. RATIONALE**

This FMG is issued in consonance with the Guidance Notes signed by the Secretary on 27 May 2021 on the processing of Appeals from SBWS-tagged duplicates and other payrolls under Bayanihan 1 and 2 and the Memorandum from the Secretary issued on 02 June 2021 on the Adjusted Deadline for the Obligation and Disbursement under Bayanihan 1 to address the concerns of the Field Offices (FOs) with pending payrolls for processing.

Furthermore, with the aim of the Department to fast track the funding request of all FOs, necessary adjustments in the submission of documentary requirements for the transfer of funds to the FOs were made to ensure the release of funds are facilitated within the prescribed timeline.

**II. AMENDMENT TO THE GENERAL GUIDELINES****A. Revised Deadlines**

Deadlines for processing and payment of beneficiaries for the reimplementation of Bayanihan 1 and 2 are as follows:

Process	Deadline
1. Last day for the disbursement: a. Bayanihan 1 b. Bayanihan 2	June 4, 2021 June 24, 2021



c. Administrative Cost for Bayanihan 1 and 2		June 30, 2021
2.	Last day of refund for the unspent Cash for B1 and B2 a. Subsidy-related expenses thru SDOs b. Subsidy-related expenses thru FSPs c. Administrative costs-related expenses	Immediately and not more than 3 working days from the last day of pay out or June 30 whichever is earlier
3.	Last day of refund for the unspent fund transfer by LGUs (if any)	Period stated in the signed MOA
4.	Last day of submission of liquidation report by SDOs	30 days after the last date of payout
5.	Last day for the submission of liquidation report by LGUs (if any)	Period stated in the signed MOA

Disbursements beyond the aforementioned timelines shall require an approved request for extension from the Secretary before processing.

**B. Disbursement Vouchers (DVs) for the Transfer of Funds (TOF) to the FOs**

Prior to the processing of DVs for the transfer of funds to FOs, the following supporting documents shall be submitted:

Process	From	To
The DVs for the TOF to the FOs, for this specific purpose as provided by this FMG, shall be supported by the following documents	3. Original or a certified copy of the approved payroll from the Field Offices	3. a. Printed original or certified copy of the <b>1<sup>st</sup> and last page</b> of the approved payroll from the Field Offices; and
		b. The complete payroll file shall be uploaded by FOs through: <ul style="list-style-type: none"> <li>• Secure File Transfer Protocol (SFTP); or</li> <li>• Compact Disc (CD); or</li> <li>• Email with password protected.</li> </ul>

Except as otherwise provided herein, all other terms and provisions of the Agreement shall remain in full force and effect, unmodified by this Amendment.

For your strict compliance.

  
**JOSE ERNESTO B. GAVIOLA**  


**CF: DSWD EXECUTIVE COMMITTEE MEMBERS**



**MEMORANDUM FROM THE SECRETARY**

**TO :** ALL CONCERNED HEADS OF OBSUs  
**SAP-SMALL GROUP**  
**ALL REGIONAL DIRECTORS**  
(Except Field Offices V, X, CAR)

**SUBJECT :** ADJUSTED DEADLINE FOR THE OBLIGATION AND  
DISBURSEMENT UNDER BAYANIHAN 1 RELATIVE TO  
ISSUED GUIDANCE NOTES

In view of the fervent requests of the Field Offices to extend the deadline of the obligation and disbursements in relation to **ALL payrolls [for processing]** that will be **charged under the Bayanihan 1 funding, the provisions on deadline in Item C. e of the Guidance Notes<sup>1</sup> issued on May 27, 2021 and Item C. 1, 2, and 3 of the Guidance Notes<sup>2</sup> issued on April 19, 2021** are hereby **amended** to reflect the adjusted timeline of the obligation and disbursement under Bayanihan 1.

Concomitantly, the following deadlines shall govern the necessary action items, to wit:

1. *The Field Offices (FOs) shall submit the request for funding augmentation to the Central Office (CO) not later than **May 28, 2021**.*
2. *The obligations and disbursements to the special disbursing officer/s (SDOs) must be made on or before **June 4, 2021**.*

*Provided that the **availability** of the cash allocation **on time** must be ensured by the CO, while the FOs, regardless of the adjusted timelines, must ensure the completion of ALL payouts on June 30, 2021.*

Provided further, that the other provisos of both Guidance Notes that are not related to obligation and disbursement of funds under Bayanihan 1 and its prescribed timelines shall remain valid and in force.

For strict compliance.

  
**ROLANDO JOSELITO D. BAUTISTA**

Date JUN 02 2021

<sup>1</sup> Guidance Notes on the Processing on Appeals from SBWS-Tagged Duplicates and Other Payrolls under Bayanihan 1 and 2

<sup>2</sup> Guidance Notes on the Termination of Bayanihan 1