



Republic of the Philippines

**Bangsamoro Autonomous Region in Muslim Mindanao**

**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM**

Order No. 027 *29*

Series of 2023

**TO :** ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS AND ATTACHED AGENCIES UNDER THE OFFICE OF THE CHIEF MINISTER  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** GUIDELINES IN TRANSACTING WITH THE FINANCE MANAGEMENT SERVICE-BUDGET DIVISION AND DESIGNATION OF BUDGET OFFICER IN ALL OFFICES OF THE OCM

**DATE :** 28 Muharram 1445 AH | 15 August 2023

- I. All services, divisions, offices, attached agencies and special programs are hereby enjoined to observe the following guidelines when transacting with the Finance Management Service (FMS) – Budget Division.
- II. Receipt of FMS Budget Division official documents by services, divisions, offices, attached agencies and special programs
  - II.1 The following documents, written/printed on official form, are considered official documents from the FMS Budget Division, among others:
    - II.1.1 Status of Fund
    - II.1.2 Budget and Financial Accountability Reports (BFARs)
    - II.1.3 Transactions List
    - II.1.4 F.Y. 2024 Bangsamoro Expenditure Program (BEP) per office
  - II.2 To ensure that official budget documents are secured, only the designated budget officer shall receive these documents from the FMS Budget Division. For this purpose, a notification through e-mail or any other available means shall be made by FMS Budget Division. All documents are considered officially transmitted from the date and time it is received by the duly authorized officer of the Office.
- III. **Designation of Budget Officer**
  - III.1 To ensure compliance to these guidelines, heads of offices are hereby directed to designate a Budget Officer through issuance of an office order, furnishing the FMS – Budget Division with a copy.

The following details must be included in the office order:

- a. Name of the designated Budget Officer
- b. Position
- c. Contact Number
- d. Duties and Responsibilities, such as but not limited to:
  - i. Preparation and submission of budget proposal documents (WFP, WFP Justification, COSP Justification, Capital Outlay Form, Certifications and others);
  - ii. Accomplishment of appropriate Bangsamoro Budget Preparation (BBP) Forms;
  - iii. Attendance to meetings of Budget Officers as need arises;
  - iv. Participation to activities requiring the attendance of Budget Officers; and
  - v. Coordination with FMS - Budget Division and TMS - Planning and Management Division.

Any other concerns related to the preparation and finalization of Budget proposal documents not specifically stipulated in these guidelines shall be resolved by the FMS - Budget Division and TMS - Planning and Management Division, subject to the approval of the Office of the Senior Minister.

#### IV. EFFECTIVITY

This order shall take effect immediately. Deadline of submission for the office order is on or before **22 August 2023**.

For guidance and compliance.

**By Authority of the Chief Minister**  
**AHOD B. EBRAHIM:**

  
**ABUNAWAS L. MASLAMAMA**  
Senior Minister 

OCM-BARMM AMS-RD  
AAA148285



Bangsamoro Autonomous Region in Muslim Mindanao  
Office of the Chief Minister  
OFFICE OF THE SENIOR MINISTER  
**RELEASED**  
Name: ABDUL AZIS LU ALI  
Date: AUG 16 2023 Time: 4:40 PM

Bangsamoro Autonomous Region in Muslim Mindanao  
OFFICE OF THE CHIEF MINISTER  
Records Division - AMS  
**RELEASED**  
BY: Bhai Elham M. Hadji Guialil  
DATE: 16 AUG 2023  
TIME: 4:49 PM

**RECEIVED FOR ROUTING**  
By: MASNAH K. MIDTIMBANG  
Date: 16 AUG 2023  
Time: 4:43 PM