

Bureau of Local Government Finance

Bureau of Local Government Finance



VISION

BLGF is THE focal agency and an authority in local finance

Mission

BLGF is the catalyst for local government units to achieve sustainable and effective financial management, thus making them contributors to national development

GOALS

- *To support national development programs and priorities*
- *To provide administrative and technical support to local treasury and assessment*
- *To provide consultative/technical assistance to the local government units for them to attain financial stability and growth*
- *To enable LGUs to deliver essential services more efficiently and effectively*
- *To continuously develop effective and responsive organizational internal processes*
- *To sustainably empower BLGF employees*

ISSUANCE OF OPINIONS/RULINGS ON QUERIES ON LOCAL TAXATION, LOCAL TREASURY OPERATIONS AND REAL PROPERTY APPRAISAL AND ASSESSMENT AND OTHER LOCAL FINANCE RELATED QUERIES/COMMUNICATION

In support to LGU Finance Operations, the Bureau of Local Government Finance thru the Local Assessment Operations Division (LASS) issues opinions/rulings on queries or requests relative to property values and tax assessments.

The procedure below defines the steps to be undertaken in the issuance of opinions/rulings on related queries or requests relative to property values and tax assessments, from the time the queries or other forms of communication are received to the time the responses are recorded.

Availability of Service: 8:00 A.M – 5:00 P.M

Clientele : Local Government Units
Corporations
Taxpayers

How to Avail of the Service :

STEP	Customer/Client	Service Provider (Offices/Units of BLGF)	Duration of Activity (Under Normal Circumstances)	Division/Person In-Charge	Fees	Form/Document
1	Customer /Client submits query or communication to BLGF Records Unit		10 minutes	Client	None	Letter
2		Records incoming communication	10 minutes	Records Officer	None	Logbook
3		Routes communication/letter to concerned division/unit	20 minutes	Records Officer	None	Logbook
4		Receives the letter/communication and affix initials/signature in the logbook	5minutes	Concerned Staff/Action Officer (Depending on the type of query)	None	Logbook/Letter
5		Studies and takes action (Prepares draft of response and submits to Division Chief concerned for review)	3 days	Action Officer	None	Draft letter
6		Reviews and renders comment on the draft response	2 days	Division Chief	None	Draft letter with comments/corrections
7		Finalize draft response for signature of concerned BLGF Officials	1 day	Action Officer	None	Final Draft letter
8		Records in logbook and	20 min	Action Officer	None	Final Draft letter

		releases final draft letter to Offices of signatories				
9		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, the Service/Office Director affixes his/her initials 	2 days	Service/Office Director	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft letter with initials of Office/Service Director affixed</p>
10		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief 	2 days	Deputy Executive Director for Operations/Administration	None	Final Draft letter with comments/corrections

		<ul style="list-style-type: none"> In case there are no corrections/comments, the Service/Office Director affixes his/her initials 				Final Draft with initials of concerned Deputy Executive Director affixed	
11		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, the Service/Office Director affixes his/her initials 	2 days	Executive Director	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft letter with signature of Executive Director affixed</p>	
12		Releases Signed letter/ communication	30 min	Records Officer	None	Signed letter	
13		Files copy and maintains records		Records Officer	None		
14	END of TRANSACTION						

ISSUANCE OF OPINIONS/RULINGS ON QUERIES ON LOCAL TAXATION, LOCAL TREASURY OPERATIONS AND REAL PROPERTY APPRAISAL AND ASSESSMENT AND OTHER LOCAL FINANCE RELATED QUERIES/COMMUNICATION

In support to LGU Finance Operations, the Bureau of Local Government Finance thru the Local Tax Policy Research and Review Division (LTPD) issues opinions/rulings on queries concerning provisions of the Local Tax Code or local tax ordinances

The procedure below defines the steps to be undertaken in the issuance of opinions/rulings, clarification and replies to queries/issues concerning provisions of the Local Tax Code or local tax ordinances, from the time the queries or other forms of communication are received to the time the responses are recorded.

Availability of Service: 8:00 A.M – 5:00 P.M

Clientele : Local Government Units
Corporations
Taxpayers

How to Avail of the Service :

STEP	Customer/Client	Service Provider (Offices/Units of BLGF)	Duration of Activity (Under Normal Circumstances)	Division/Person In-Charge	Fees	Form/Document
1	Customer /Client submits query or communication to BLGF Records Unit		10 minutes	Client		Letter
2		Records incoming communication	10 minutes	Records Officer	None	Logbook
3		Routes communication/letter to concerned division/unit	20 minutes	Records Officer	None	Logbook
4		Receives the letter/communication and	5minutes	Concerned Staff/Action	None	Logbook/Letter

		affix initials/signature in the logbook		Officer (Depending on the type of query)		
5		<p>Studies and takes action (Prepares draft of response and submits to Division Chief concerned for review)</p> <ul style="list-style-type: none"> If response need further research 	<p>15 working days</p> <p>15 to 1 month</p>	Action Officer	None	Draft letter
6		Reviews and renders comment on the draft response	3 to 5 working days	Division Chief	None	Draft letter with comments/corrections
7		Finalize draft response for signature of concerned BLGF Officials	1 day	Action Officer	None	Final Draft letter
8		Records in logbook and releases final draft letter to Offices of signatories	20 min	Action Officer	None	Final Draft letter
9		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, the Service/Office 	2 days	Service/Office Director	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft letter with initials of Office/Service Director affixed</p>

		Director affixes his/her initials				
10		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, the Service/Office Director affixes his/her initials 	2 days	Deputy Executive Director for Operations/Administration	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft with initials of concerned Deputy Executive Director affixed</p>
11		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division 	2 days	Executive Director	None	Final Draft letter with comments/corrections

		<p>chief</p> <ul style="list-style-type: none"> In case there are no corrections/comments, the Service/Office Director affixes his/her initials 				Final Draft letter with signature of Executive Director affixed
12		Releases Signed letter/ communication	30 min	Records Officer	None	Signed letter
13		Files copy and maintains records		Records Officer	None	
14	END of TRANSACTION					

ISSUANCE OF OPINIONS/RULINGS ON QUERIES ON LOCAL TAXATION, LOCAL TREASURY OPERATIONS AND REAL PROPERTY APPRAISAL AND ASSESSMENT AND OTHER LOCAL FINANCE RELATED QUERIES/COMMUNICATION

In support to LGU Finance Operations, the Bureau of Local Government Finance thru the Local Treasury Operations Division (LTOD) issues opinions/rulings on queries relative to local treasury operations and other local finance related queries/communication.

The procedure below defines the steps to be undertaken in the issuance of opinions/rulings local treasury operations and other local finance related queries, from the time the queries or other forms of communication are received to the time the responses are recorded.

Availability of Service: 8:00 A.M – 5:00 P.M

Clientele : Local Government Units
Corporations
Taxpayers

How to Avail of the Service :

STEP	Customer/Client	Service Provider (Offices/Units of BLGF)	Duration of Activity (Under Normal Circumstances)	Division/Person In-Charge	Fees	Form/Document
1	Customer /Client submits query or communication to BLGF Records Unit		10 minutes	Client	None	Letter
2		Records incoming communication	10 minutes	Records Officer	None	Logbook
3		Routes communication/letter to concerned division/unit	20 minutes	Records Officer	None	Logbook
4		Receives the letter/communication and affix initials/signature in the logbook	10 minutes	Concerned Staff/Action Officer (Depending on the type of query)	None	Logbook/Letter

5		<p>Studies and takes action (Prepares draft of response and submits to Division Chief concerned for review)</p> <ul style="list-style-type: none"> Referral to other Agencies Rulings and Opinions 	<p>15 days</p> <p>2 mos</p>	<p>Action officer</p> <p>Action Officer</p>	None	Draft letter
6		Reviews and renders comment on the draft response	2 days	Division Chief	None	Draft letter with comments/corrections
7		Finalize draft response for signature of concerned BLGF Officials	1 day	Action Officer	None	Final Draft letter
8		Records in logbook and releases final draft letter to Offices of signatories	1 hr	Action Officer	None	Final Draft letter
9		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, the Service/Office Director affixes his/her initials 	2 days	Service/Office Director	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft letter with initials of Office/Service Director affixed</p>

10		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, the Service/Office Director affixes his/her initials 	2 days	Deputy Executive Director for Operations/Administration	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft with initials of concerned Deputy Executive Director affixed</p>
11		<p>Reviews and renders comment on the final draft letter</p> <ul style="list-style-type: none"> In case of corrections/comments, the letter or communication is returned to concerned division for re- typing and initials of concerned division chief In case there are no corrections/comments, 	2 days	Executive Director	None	<p>Final Draft letter with comments/corrections</p> <p>Final Draft letter with signature of Executive</p>

		the Service/Office Director affixes his/her initials				Director affixed
12		Releases Signed letter/ communication	30 min	Records Officer	None	Signed letter
13		Files copy and maintains records		Records Officer	None	
14	END of TRANSACTION					

Process of Accreditation of Private Printers

Pursuant to its mandate and the issuance of Local Finance Circular 1-09, dated January 29, 2009, the BLGF assumes the role of granting eligibility or accreditation to private security printers for the printing of LGU Customized and Standard Accountable Forms for the proper monitoring and safeguarding of the finances of the LGUs as well as to ensure that the LGUs are dealing with legitimate service providers.

The procedure below defines the steps to be undertaken in the accreditation of private security printers to ensure that the process is properly followed.

Availability of Service: 8:00 A.M – 5:00 P.M

Clientele : Private Printers, Private Sec

How to Avail of the Service :

STEP	Customer/Client	Service Provider (Offices/Units of BLGF)	Duration of Activity (Under Normal Circumstances)	Division/Person In-Charge	Fees	Form/Document
1	Submits eligibility requirements in ten (10) sets chronologically arranged , paged and securely bound to prevent loss		10 minutes	Private Security Printers	None	10 set of Eligibility Requirements (Refer to attached list of requirements)
2		Records incoming documents and routes to Accreditation Committee - Technical Working Group (TWG) -	10 minutes	Records Officer	None	Logbook
3		Undertake review and verification of submitted documents	3 days	Technical Working Group	None	
4		Conduct plant visit to confirm authenticity and correctness of documents submitted	4 days	Accreditation Committee and Technical Working	None	

				Group		
5		<p>Recommend Accreditation based on satisfactory compliance of the requirements (recommendation will be signed by all members of the Accreditation Committee)</p>	1 day	Accreditation Committee	None	
6		<p>Issue Certificate of Eligibility to Private Security Printer</p> <ul style="list-style-type: none"> • Said accreditation is valid for a period of two (2) years renewable upon satisfactory evaluation of performance by the BLGF Accreditation Committee • For purposes of renewing accreditation /eligibility, the accredited private security printer should file the application for renewal upon satisfactory evaluation of performance by the BLGF Accreditation Committee. • 	1day	Executive Director	None	
7	END of TRANSACTION					

PROCESSING OF APPOINTMENTS OF PROVINCIAL/CITY/MUNICIPAL TREASURERS AND ASSISTANT TREASURERS

The Bureau by virtue of its mandate supervises the local treasurers nationwide. Relative to this, it processes the appointment of Treasurers and Assistant Treasurers.

The procedure below defines the steps to be undertaken in the processing of appointments of treasurers and assistant treasurers from the time of submission of eligible recommendees up to the time the appointment is approved.

Availability of Service: 8:00 A.M – 5:00 P.M

Clientele : Local Government Units

How to Avail of the Service :

STEP	Customer/Client	Service Provider (Offices/Units of BLGF)	Duration of Activity (Under Normal Circumstances)	Division/Person In-Charge	Fees	Form/Document
1	Submits a list of three (3) ranking eligible recommendees together with the documentary requirements of each to the BLGF Regional Office thru the Office of the Provincial Treasurer in accordance with Sec. 470 and 471 of the LGC of 1991		10 minutes			List of three ranking eligible recommendees and documentary requirements
2		Receives and records communication and documentary requirements	10 minutes	Records Officer		Logbook
3		Pre-evaluates qualifications of the three recommendees to	5 days after receipt of	Action Officer – Regional		Pre-evaluation report

		ensure that all meet the prescribed the qualification requirements	completed documentary requirements	Office(RO)		
4		Prepares Comparative Evaluation of recommendees and determines their rating	3 days after pre-evaluation	Action Officer – RO		Comparative Evaluation Report
5		Prepares Resolution for signatures of Regional Office Selection Board	Two (2) days after preparation of Comparative Evaluation of Recommendees	RO Selection Board -Secretary		Signed Resolution
6		Forwards documentary requirements of the three (3) qualified recommendees to the BLGF Central Office for evaluation	Three (3) days after receipt of SB Resolution	Regional Director		Documentary requirements of three (3) eligible recommendees
7		Receives and records communication and documentary requirements	10 minutes	Records Officer		Logbook
8		Evaluates documentary requirements of the three (3) qualified recommendees of the LCE	Five (5) days after receipt from BLGF-RO	Action Officer Central Office (CO)		
9		Prepares Draft Comparative Evaluation of Recommendees	Seven (7) days after receipt of complete documentary requirements	Action Officer		Draft Comparative Evaluation Report
10		Conducts final evaluation of the qualifications of the three (3) qualified recommendees	Per BLGF/CO schedule (twice a month)	CO Selection Board		Final Evaluation Report

11		Prepares Final Comparative Evaluation of Recommendees and determines final ratings.	Seven (7) days after final evaluation	CO Selection Board		Final Comparative Evaluation Report
12		Prepares resolution for signature of the BLGF Central Office Selection Board	Three (3) days after CER is prepared	CO Selection Board – Sec.		Resolution
13		Submits the result of the screening to the ED	Three (3) days after receipt of SB Resolution	CO Selection Board		Screening Report
14		Assesses the screening result and choose from the list, the most deemed qualified applicant	Three (3) days after receipt of coy of the screening result	Executive Director		
15		Issues/approves appointment	Three (3) days after determination of the most qualified applicant	Executive Director		Approved appointment
16		Transmits approved appointment to the Civil Service Commission for attestation	Three (3) days after the issuance of appointment	Executive Director		Approved Appointment
17		AttAttests appointments after verification of Civil Service report of ratings and other related documents of appointees	Upon verification (timeframe is not within our control)	Civil Service Comm.		CSC Attested Approved Appointment
18		Transmits the duly attested appointment papers to the BLGF Central Office	After attestation of appointment (Timeframe is not within our control)			CSC Attested Approved Appointment

19		Transmits approved and attested appointment papers to the RD-BLGF Regional Office	Three (3) days after receipt of attested appointment from CSC	BLGF –CO Records Unit		CSC Attested Approved Appointment
20		Transmits the appointment papers to the Provincial Treasurer concerned in the case of Assistant Provincial Treasurer, Municipal Treasurer and Asst. Municipal Treasurer	Three (3) days after receipt of appointment from BLGF/CO	BLGF – Regional Office		CSC Attested Approved Appointment
21		In case of Cities: Transmits the appointment papers to the City Treasurer or Asst. Treasurer, as the case may be				
14	END of TRANSACTION					

Procurement System – Bidding Procedure

The procedure below defines the steps to be undertaken in carrying out the procurement system thru public bidding for goods and services required by the Bureau of Local Government Finance

Availability of Service: 8:00 A.M – 5:00 P.M

Clientele : Service Providers, Contractors, Bidders

STEP	Customer/Client	Service Provider (Offices/Units of BLGF)	Duration of Activity (Under Normal Circumstances)	Division/Person In-Charge	Fees	Form/Document
1		<p>Prepare Bidding Documents – Provides a concise specification or description of the item and the quantity</p> <p><i>Note:</i></p> <p>1. <i>Bidding documents shall be available to prospective bidders in a given time specified by the purchaser correlated to their bidding schedule</i></p> <p>2. <i>Biding documents shall be issued by the BAC Secretariat or the Property Officer</i></p>	1 week	BAC Secretariat	As specified (Amount may vary)	<p>. The bidding documents shall include the following:</p> <ul style="list-style-type: none"> • <i>Approved Budget for the Contract</i> • <i>Instructions to Bidders</i> • <i>Terms of Reference</i> • <i>Eligible Requirements</i> • <i>Plans and Technical Specifications</i> • <i>Form of Bid, Price Form, and List of Goods or Bill of Quantities</i> • <i>Delivery Time or Completion</i>

						<i>Schedule</i> <ul style="list-style-type: none"> • <i>Form and Amount of Bid Security</i> • <i>Form and Amount of Performance Security and Warranty</i> • <i>Form of Contract and General and Special Conditions of Contract</i>
2		Invitation to Bid <ul style="list-style-type: none"> • <i>Pre-Procurement Conference</i> • <i>Advertising of the Invitation to Bid</i> <ul style="list-style-type: none"> - <i>Newspaper</i> - <i>G-EPS Posting</i> - <i>Bureau's Website</i> 	3 hrs 2 weeks	Bids and Awards Committee BAC Secretariat		
3	Submits BID Documents and relative requirements to the Bureau's Records Unit		10 minutes	Bidder/s		BID Documents and relative requirements
4		Records Incoming Documents	10 minutes	Records Officer	None	Logbook
5		Routes Documents to BAC Secretariat	20 minutes	Records Officer	None	Logbook
6		Receives the BID Documents and affix initials/signature in the logbook	5minutes	BAC Secretariat	None	Logbook/BID Documents
7		Pre-bid Conference <i>Note:</i>	4 hrs	Bids and Awards Committee		Bid Documents

		<p>3. A pre-bid conference shall be held on any given time as specified by the purchaser to discuss, among other things, technical and financial components of the bid and eligibility requirements</p> <p>4. Any statement made at the pre-bid conference shall modify the bidding documents, unless such statement is specifically identified in writing as an amendment thereto and issue a supplemental or bid bulletin</p>				
8		<p>Receipt and Opening of Bids</p> <ul style="list-style-type: none"> The BAC shall open the bids in front of the bidder or any of their duly authorized representatives All members of the BAC who are present during the opening shall initial every page of the original copies of all eligible document received and opened 	4 hrs	Bids and Awards Committee, Technical Working Group and Bidders		Bid Documents
9		<p>Bid Evaluation</p> <ul style="list-style-type: none"> Preliminary Examination of Bids – Evaluation of bidder’s eligibility, examination of documents and bid prices and Clarification of bids 	3 hrs 3 days	Bids and Awards Committee, Technical Working		Abstract of Bids, Bid

		<ul style="list-style-type: none"> Preparation of Abstract of Bids – Determining the lowest calculated responsive bid and ranking of the total bid prices as calculated from lowest to highest and Bid Evaluation Report 		Group and BAC Secretariat		Evaluation Report
10		<p>Award</p> <ul style="list-style-type: none"> Preparation of Resolution to Award and Notice to Award Approval of Resolution to Award and Notice to Award Issuance of Notice to Award Posting of Performance Security 	<p>1 week</p> <p>1 day</p> <p>1day</p>	<p>Technical Working Group and BAC Secretariat</p> <p>Head of Agency</p> <p>Bids and Awards Committee</p> <p>Bidder</p>		<p>Resolution of BAC to Award, Notice of Award</p> <p>Performance Security</p>
11		<p>Implementation of Contract</p> <ul style="list-style-type: none"> Contract Signing Notice to Proceed 	1 day	Bids and Awards Committee and Winning Bidder		Notice to Proceed, Contract
12		<p>Delivery , Inspection and Acceptance</p> <ul style="list-style-type: none"> Delivery of goods/services per contract <p>For Goods</p> <ul style="list-style-type: none"> Final Inspection and Acceptance 	<p>As specified in the contract</p> <p>1 day</p>	<p>Winning Bidder</p> <p>Commission on Audit</p>		<p>Goods</p> <p>Inspection and Acceptance Report</p>

