



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**MEMORANDUM ORDER**

No. 47

Series of 2020

Date: September 15, 2020

**TO :** ALL HEADS OF REGIONAL FIELD OFFICES, STAFF BUREAUS, ATTACHED AGENCIES/CORPORATIONS, OPERATING UNITS; AND ALL OTHERS CONCERNED

**ATTENTION :** HEADS OF FINANCE/ ACCOUNTING/ CASHIERING UNITS AND OTHER OFFICES CONCERNED

**SUBJECT :** OBSERVANCE OF AND FULL COMPLIANCE TO TREASURY SINGLE ACCOUNTS (TSA) AND RELATED GOVERNMENT FISCAL POLICIES; AND FOR OTHER PURPOSES

---

**Whereas**, Section 45, Chapter 5, Book VI of Executive Order No. 292, s. 1987, (The Administrative Code of 1987) provided that receipts shall be recorded as income of Special, Fiduciary or Trust Funds or Funds other than the General Fund, only when authorized by law and following such rules and regulations as may be issued by a Permanent Committee consisting of the Secretary of Finance as Chairman, and the Secretary of the Budget and the Chairman, Commission on Audit, as members. The same Committee shall likewise monitor and evaluate the activities and balances of all Funds of the national government other than the General fund and may recommend for the consideration and approval of the President, the reversion to the General fund of such amounts as are (1) no longer necessary for the attainment of the purposes for which said Funds were established, (2) needed by the General fund in times of emergency, or (3) violative of the rules and regulations adopted by the Committee;

**Whereas**, Executive Order No. 338 (Directing the Deposit of Cash Balances to the National Treasury), dated May 17, 1996, provided, among others, that all government offices and agencies are hereby required to immediately transfer all public moneys deposited with depository banks and other institutions to the Bureau of Treasury, regardless of income source. It further provided that the operating units of all offices and agencies are hereby allowed to maintain in authorized government depository banks only the current account for funding checks. National government offices and agencies are likewise allowed to maintain revolving fund deposits when expressly created and authorized by law;

**Whereas**, Section 1 of the Executive Order No. 431 (Reverting All Dormant Accounts, Unnecessary and Special Trust Funds to the General Fund and for Other Purposes)

*A food-secure Philippines*  
with prosperous farmers and fisherfolk





dated May 30, 2005, provided that the Permanent Committee (PC), created pursuant to Sec. 45 Chapter 5, Book VI of the Administrative Code of 1987, consisting of the Secretary of Finance as Chairman, Secretary of Budget and Management, and the Chairman of the Commission of Audit as members, is hereby mandated to examine, look into and evaluate all existing cash deposits of whatever nature, whether foreign or local currency, maintained outside of the Bureau of Treasury with authorized government depository banks and other institutions by departments, bureaus and all other agencies of the National Government;

**Whereas**, Executive Order No. 55 (Directing the Integration and Automation of Government Financial Management Systems) dated September 6, 2011, prescribed that one of the deliverables of the Philippine Financial Management Committee is a Treasury Single Account that provides BTr a more effective way of cash management and rationalizing agency bank accounts, a more economical system for cash disbursements which will remove revenue and expenditure floats, and a more efficient reconciliation of bank balances;

**Whereas**, the Permanent Committee (DOF-DBM-COA) issued Joint Circular No. 4-2012 dated September 11, 2012, to prescribe the procedures and guidelines for the implementation of E.O. No. 431 in order to facilitate compliance therewith and achieve the objectives thereof;

**Whereas**, the Bangko Sentral ng Pilipinas Circular No. 811, series of 2013, dated September 13, 2013, amended its Manual of Regulations for Banks (MORB) on application for authority to accept government deposits. It requires the National Government, its unincorporated branches, agencies and instrumentalities, a written authority to open deposit accounts and/or deposit government funds signed by the duly authorized official of the Department of Finance/Bureau of the Treasury (DOF/BTr) and of the department, bureau, agency, or office making the deposit. It further provides that the resolution or authority should state the name and location of the depository bank, type and terms of the deposit, and that the amount to be deposited represents working balances;

**Whereas**, BTr Treasury Circular No. 02-2014, dated June 16, 2014, was issued pursuant to EO No. 55, S. 2011, EO No. 449, S. 1997 and BSP Circular No. 811, S. of 2013, to provide the guidelines in the opening of bank accounts for Receipts and MDS Disbursements of National Government Agencies;

**Whereas**, the Commission on Audit issued Circular No. 2015-001, dated January 29, 2015 prescribing the guidelines and procedures in the Reversion to the General Fund of all Dormant Cash, Unauthorized Accounts, Unnecessary Special and Trust Funds and Related Accounts, in conformity with Permanent Committee Joint Circular No. 4-2012, dated September 11, 2012 implementing Executive Order No. 431, dated May 30, 2005;

**Whereas**, the Commission on Audit in its FY 2018 Consolidated Annual Audit Report (CAAR) on the Department of Agriculture-Office of the Secretary (DA-OSEC), which includes the DA-Central Office, Regional Field Offices and Staff Bureaus, observed that there are dormant,

*A food-secure Philippines*  
with prosperous farmers and fisherfolk





unauthorized and unnecessary funds (existing balances) which are subject for reversion to the General Fund per Permanent Committee Joint Circular No. 4-2012 dated September 11, 2012 implementing E.O. No. 431, s. 2005;

**Whereas**, the Department of Finance (DOF) and the Department of Budget and Management (DBM) issued Joint Circular No. 1 dated March 30, 2020 prescribing the Guidelines and Procedures in the Collection and Utilization of the Pooled Resources to Fund Social Amelioration Measures under RA No. 11469 "BAYANIHAN TO HEAL AS ONE ACT".

**Whereas**, the Department of Budget and Management, in its letter dated March 30, 2020, identified DA as one of the agencies with substantial cash account balances totalling P1,266,908,628.30 which were deposited outside the Treasury Single Account (TSA) of the BTr. The same letter advised the Department to identify the dormant accounts out of the total amount which should be deposited/remitted by the Department to the BTr. The said cash balance to be remitted/deposited to BTr will form part of the General Fund which the Philippine Government will use for the implementation of the Social Amelioration Measures to address the effects of the Covid-19 emergency. The letter also stated that for amounts for which a specific purpose still exists, the same should still be deposited to BTr but will still be maintained by the Department;

**Whereas**, this Administration believes that it is imperative that all National Government Agencies must subscribe to these aforementioned public fiscal policies in order to achieve its objectives and will ultimately lead to government efficiency and inclusive progress.

**Now, therefore**, I, William D. Dar, Secretary of Agriculture, by the power vested in me by law, hereby order:

- Section 1.** All DA Operating Units (OUs), including attached agencies, attached corporations, regional or bureau offices, and their stations, field offices and other instrumentalities shall subscribe to and fully comply with the policies related to the establishment of Treasury Single Account, whenever applicable.
- Section 2.** All DA OUs shall comply to all COA Audit Observation Memoranda and revert to the General Fund the dormant cash, unauthorized accounts and unnecessary special and trust funds in accordance to Permanent Committee Joint Circular No. 4-2012 dated September 11, 2012 and COA Circular No. 2015-001 dated January 29, 2015.
- Section 3:** All DA OUs shall submit reports to the Secretary of Agriculture, through the Financial and Management Service-Accounting Division (FMS-AD) and the Internal Audit Service-Management Audit Division (IAS-MAD) pertaining to all bank accounts of the Department of Agriculture which are maintained outside the Treasury Single Account (TSA) of the Bureau of Treasury (BTr) (per Section 2.0 of the DOF-DBM Joint Circular No. 1 - Guidelines and

*A food-secure Philippines*  
with prosperous farmers and fisherfolk





**Section 4:** All existing issuances made by the Secretary of Agriculture that will directly or indirectly enable an office to put-up bank accounts outside the BTr TSA in their field offices/stations or wherever it maybe, are now considered revoked. The related balances of these bank accounts created/opened must be remitted to the BTr after full accounting and reconciliation of the same, subject to the relevant provisions of this Memorandum Order.

**Section 5.** All bank accounts reported by the OUs will be evaluated individually by the IAS-MAD to avoid conflict of interest. The IAS-MAD will come up with a recommendation whether to "close the bank account and remit the balances" or "maintain the bank accounts" until October 15, 2020 based on the existing laws, rules and regulations.

The FMS Director shall be given ten (10) working days from receipt from the IAS Director to comment/act on the findings and recommendations of the latter.

**Section 6.** The Secretary of Agriculture, shall endorse to the DOF-BTr and DBM the actions to be taken on the evaluated bank accounts outside of the TSA not later than October 30, 2020.

**Section 7.** This Memorandum Order shall take effect immediately. All previous issuances in conflict with this Memorandum Order are deemed revoked.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
In replying pls cite this code :  
For Signature: S-09-20-0161  
Received : 09/07/2020 04:16 PM

*A food-secure Philippines*

*with prosperous farmers and fisherfolk*

5





Procedures in the Collection and Utilization of the Pooled Resources to Fund Social Amelioration Measures under Republic Act No. 11469 "Bayanihan to Heal As One Act" dated March 30, 2020) with the following information:

- a. Bank Account Number
- b. Account Name
- c. Bank Branch
- d. Purpose of the Opening of Account
- e. Legal Basis of Opening the Account
- f. Name of the Authorized Personnel to withdraw/disburse/issue or approve checks (indicate the name and position/designation)
- g. Terms of the Deposit/s (e.g. Savings/Current, Interest Bearing/Non-Interest, Local Currency/Foreign)
- h. Approved working balances (as stated on a document per requirement of BSP Circular No. 811)
- i. Financial Statement line item the amount of which is reported (e.g. Cash in Bank/Advances to Officers and Employees/Due from
- j. Balances as of June 30, 2020

The report must be prepared by Fund Cluster and the same shall be certified correct by the Cashiering Unit, the Chief Accountant and the Head of the Agency. It must be submitted not later than September 15, 2020 both in hard and softcopies, one editable version and one in PDF format.

The following bank accounts are considered deposited outside the BTr TSA and must form part of the report when the spending/withdrawal of such balances is under significant control of the DA and its officers/employees. This scenario may include all, but not limited to the following:

- a. The bank account balances are not periodically lapsed.
- b. The bank account name appears to be owned by DA and does not suggests to be owned by an individual. (e.g. DA Station/DA-BAS Project/DA-IRRI Project/DA-UP Fund).
- c. The bank account balances can be withdrawn by one or two DA officers/employees representing the office. A bank account may not be reported if this can be withdrawn by one person and considered and/or reported under the Account Title "Advances to Officers and Employees".
- d. The withdrawn amount or withdrawal thereof shall be used for official DA expenses.
- e. The utilization of such account follows the existing public expenditure laws, rules and regulations.
- f. The account was created not because of an individual's personal choice but it is required by the office he/she represents.

*A food-secure Philippines*  
with prosperous farmers and fisherfolk  
4

