



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
INTRAMUROS, MAYNILA 1002

**MEMORANDUM**

TO: ALL GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS (GOCCs), TAX-EXEMPT INSTITUTIONS (TEIs) AND LOCAL GOVERNMENT UNITS (LGUs)

RE: **Revised Procedures for Purchasing Treasury Bills/Bonds and Fixed Term Deposits (FTD) Thru Over-the-Counter (OTC) Window of the Bureau of the Treasury (BTr)**

The policy and procedural guidelines governing the sale of government securities (GS) and fixed term deposits (FTD) thru OTC window previously issued by the Bureau of the Treasury per Memorandum Circular No. 2-96 dated May 31, 1996 and Memorandum Circular No. 2-98 dated January 02, 1998 are hereby amended as follows:

**a. Procedures**

1. The cut-off time in accepting GOCCs/TEIs/LGUs investments in GS and FTD via fax to BTr is at 11:30 a.m., Monday through Friday, for settlement on the day of placement. Two (2) copies of written confirmation of placement must be received by BTr before 5:00 p.m.
2. The revised pro-forma "Confirmation of Placement" for use by GOCCs/TEIs/LGUs is attached as Annex A.
3. The applicable yield rates shall be prescribed by the Bureau of the Treasury and shall be available at the Securities Origination Division (SOD) in the afternoon everyday.
4. The following SOD personnel are authorized to accept placements in GS/FTD of GOCCs/TEIs/LGUs:

JOVITA J. AGUADO  
ELIZABETH C. SOLIS  
ELIZABETH M. LAT

All other provisions as contained in the said memoranda shall apply to the issuance of GS/FTDs.

*(sgd.)*  
**EDUARDO SERGIO G. EDEZA**  
Treasurer of the Philippines