

TREASURY QUALITY MANAGEMENT SYSTEM (TQMS) MANUAL (ISO 9001:2015)



Funding the Republic



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila 1002

TREASURY OFFICE ORDER NO. 05-2016
31 August 2016

**ADOPTION OF THE TREASURY QUALITY MANAGEMENT SYSTEM MANUAL
AND QUALITY POLICY**


In the interest and exigency of the service, and consistent with quality management system standards, the Treasury Quality Management System Manual and Quality Policy is hereby adopted for guidance of all officials and employees of the Bureau of the Treasury.

All officials and employees and all operating units shall be responsible to ensure quality Treasury services are provided to customers, stakeholders and relevant interest parties, and for the continuous improvement of the quality management systems of the Bureau of the Treasury in compliance with all legal and operational requirements.

All Orders, Circulars, and Memoranda inconsistent herewith are deemed amended or repealed accordingly.

This Office Order shall take effect immediately.


ROBERTO B. TAN
Treasurer of the Philippines

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I. INTRODUCTION

This Quality Manual is intended for the **Bureau of the Treasury (BTr)**. It ensures that the services the agency provide are in conformity with customer, statutory and regulatory requirements. This provides the scope as well as the structure of **Treasury Quality Management System (TQMS)** including the functions and responsibilities of management, operational and support processes for the continual improvement of its operations. This also serves as a mechanism to instill awareness, familiarity and appreciation among Treasury personnel on the underlying principles, requirements and significance of ISO 9001:2015 QMS; to develop capability of employees and improve their unit's respective processes; to establish effective mechanisms for the successful implementation of the TQMS; and to enhance major Treasury management, operations and support processes.

II. BTr PROFILE

HISTORY OF THE BUREAU OF THE TREASURY


In November 1897, President Emilio Aguinaldo appointed General Baldomero Aguinaldo as the Secretary of the Treasury. The Treasury's principal function was the imposition and collection of taxes. In 1900, the Philippine Commission created the Bureau of Insular Treasury and was added the task to receive, disburse and account for public funds and to supervise banking institutions.

In 1901, the Bureau of Insular Treasury was placed under the executive control of the Department of Finance and Justice pursuant to Section 3 of Act No. 222. It was renamed as the **Bureau of the Treasury** in 1905 by virtue of Act No. 1679 and was given additional tasks for the supervision of coinage and currency.

Act No. 2711 amended the 1917 Revised Administrative Code and the public bonding of accountable public officers and employees was mandated to be implemented by the Bureau of the Treasury.

In 1929, the Bureau of Banking assumed the supervision of banks from the Bureau of the Treasury. In 1949, coinage and currency printing was transferred to the newly organized Central Bank of the Philippines.

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From 1965, Treasury field offices were organized and began operations at each provincial capital. Regional offices were also set up from 1976 until 1981 to improve data gathering and fiscal monitoring.


In the early 1980s, the Bureau of the Treasury consolidated the various operating units of its central office which were scattered across the metropolis and were housed in the Palacio del Gobernador Condominium Corporation Building located in Calle General Luna and Aduana in Intramuros, Manila.

Under the 1987 Administrative Code, the Bureau of the Treasury was reorganized as a line bureau of the Department of Finance. Executive Order No. 127, series 1987 reorganized the Department (Ministry) of Finance and the line bureaus, including the Bureau of the Treasury. In this new Executive Order, the Bureau of the Treasury was mandated to, among others, act as the principal custodian of all national government funds; assist in the formulation of and execute, policies on financial management, public borrowings and capital market development; formulate, in coordination with government agencies concerned, annual projections of revenue needs, cash position and borrowing capacity of the government; maintain accounts of the financial transactions of all national ministries, bureaus, agencies and instrumentalities; manage the cash resources of the Government and perform banking functions in relation to receipts and disbursements of national funds; and, to manage, control and service public debts from domestic and foreign sources

Beginning 1995, the Bureau of the Treasury assumed the fiscal agency functions of issuance, recording, settlement and servicing of Government Securities pursuant to Republic Act No. 7653, otherwise known as the "New Central Bank of 1993". It also assumed the management of the Bond Sinking Fund (BSF) and the Securities Stabilization Fund (SSF).

In 1996, for a faster, more transparent and accurate securities auction, it introduced the electronic auction of Philippine government securities using the Automated Debt Auction Processing System (ADAPS), the first of its kind in Asia. It also established a scripless registry, called the Registry of Scripless Securities (RoSS), to record real-time transactions on government securities and to eliminate attendant risks as well as the cost of moving physical securities. The ADAPS and RoSS systems were interfaced with payment and settlement

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systems, fixed income market platforms and information services to allow seamless securities processing, audit and transparency. It also issued a 7-year Fixed Rate Treasury Bond, the first time in Southeast Asia.


On October 17, 1997, the Bureau of the Treasury was further reorganized under Executive Order No. 449 at the cusp of celebrating its milestone centennial anniversary. In addition to those conferred under various laws, its mandate was restated to include the functions to assist in the formulation of policies on borrowing, investment and capital market development; formulate adequate operational guidelines for fiscal and financial policies; assist in the preparation by government agencies concerned of an annual program for revenue and expenditure targets, borrowing levels and cash balances of the National Government (NG); maintain the books of accounts of cash transactions of the NG; manage the NG cash resources, collect advances made by NG and guarantee forward cover fees due NG, control and service its public debt, both foreign or domestic; issue, service and redeem government securities for the account of the NG as may be authorized by the President pursuant to law; administer the SSF by purchase and sale in the open market of government bills and bonds to increase the liquidity and stabilize the value of said securities in order to promote private investment in government securities; act as the principal custodian of financial assets of the NG, its agencies and instrumentalities; bond all accountable public officials and employees pursuant to the provisions of the Public Bonding Law and to issue appropriate guidelines therefor; and, perform such other related functions as may be assigned to it by competent authorities. It also issued its first ever 20-year Fixed Rate Treasury Bond.

By December 1997, the Bureau of the Treasury secured the Transfer Certificate of Title evidencing its ownership of the *Ayuntamiento* property for the future purpose of constructing its own office building.

In 2000, the Bureau of the Treasury issued its first 25-year tenor Treasury Bonds.

In 2001, it pioneered the issuance of small-denominated Treasury bonds that were listed and traded at the Philippine Stock Exchange. Following this successful issue, it improved the small investor's program by issuing Retail Treasury Bonds (RTB) in various tenors and denominations starting in 2003. The RTB programme not only contributed to the funding source of the

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government, it also provided more opportunities for savings and investments by local and other investors.

In 2009, the Bureau of the Treasury began procurement activities to construct its new National Office building at the *Ayuntamiento* property located in Calle Cabildo and Aduana in Intramuros, Manila. Construction started in 2010 until 2012. In 2013, it transferred its principal offices to the now reconstructed *Ayuntamiento* Building.

In 2011 and as part of the Public Financial Management Reform Roadmap of the Government, Executive Order No. 55 mandated the implementation of the Treasury Single Account (TSA) to allow the Bureau of the Treasury for 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. The TSA aims to consolidate government accounts into one to give a clearer view of the National Government's resources. The TSA initiative was formally rolled out in January 2014, covering the monitoring and accounting of National Government revenues as reported by collecting agencies, and depository and agent banks.

The Bureau of the Treasury is headed by the Treasurer of the Philippines, supported by the various operating service units and regional offices and by competent, diligent, inspired and efficient Treasury personnel.

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THE FLAG

Represents the National Coverage of the Bureau of the Treasury.

THE YEAR: 1897

Year the Treasury of the Philippines was established. On November 2, 1897, President Emilio Aguinaldo appointed Baldomero Aguinaldo as the Secretary of Treasury. Thus, the first National Treasury Office was constituted.


THE EAGLE

Symbolizes the need for the eagle's eyes in watching over national funds, and eagle's capacity to soar to greater heights of achievements, and strong claws to firmly hold the key to the national coffers.

THE KEY

Represents the key to the vaults where funds of the Republic of the Philippines are safely kept.

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III. MISSION, VISION, CREDO

MISSION STATEMENT

To efficiently and effectively manage the financial resources of the government by maximizing revenues from available funds and minimizing costs of financing whenever possible.

VISION STATEMENT

To be a pro-active manager of the public funds characterized by active duration management, minimization of interest rate risks, and hedging of financial risks.

CREDO

I am a Civil Servant to the Bureau of the Treasury.
As such, I believe in the Spirit of Service. It is my cherished principle and purpose. I value the trust and confidence reposed on me.
I offer back my loyalty to the institution. I value my integrity and professionalism. I commit to protect them.
I value the talents bestowed on me by God. I endeavor to sharpen them always and must bear fruit. I value my colleagues and my co-workers.
I strive to lead, inspire and be selfless. I give my whole in carrying out the duties and responsibilities entrusted to me through, competence and diligence in my work; Refinement in my words and deeds; Justice and fairness in my decisions; Openness and teamwork in dealing with others; Accountability for all my actions. All this I will promote and nurture through my work, in the service of my beloved Bureau, my country and God Almighty.

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IV. QUALITY POLICY

We, the Bureau of the Treasury (BTr), commit to provide our clients and stakeholders with transparent, responsive and cost-efficient Treasury services by continually improving our quality management systems and by adopting best practices in governance. We shall be steadfast in pursuing prudent and proactive management of financial resources and debt portfolio of the Government.


We adhere to:

1. Deliver our services with excellence, professionalism, competitiveness and with a high degree of ethical standards in relations with clients, stakeholders, and the general public;
2. Comply with all applicable laws, rules, and regulations; and
3. Uphold continuous improvement through disciplined exercise of financial integrity and operational efficiency in our functions.

We advocate a high standard of public service through pro-active quality culture in building economic progress and development, founded on empowered and skilled professionals.

"Makabago, Maunlad at Mabisang Pamaahala ng Inatang-yaman."

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V. SCOPE

The ISO 9001:2015 Quality Management System applies to the **Treasury Quality Management System (TQMS)**.


This covers the mandated functions of BTr under Executive Order No. 449, series of 1997 to include policy formulation, cash management, liability management and public bonding operations in the Central Office located at Intramuros, Manila and in the following Regional/District/Provincial Offices:

- BTr NCR Regional Office and NCR-District I Office, Intramuros, Manila
- BTr Regional Office No. III and Pampanga Provincial Office, Government Center, City of San Fernando
- BTr Regional Office No. VII and Cebu North Provincial Office, Cebu City
- BTr Regional Office No. XI and Davao del Sur Provincial Office, Davao City

Operational Processes

- **Policy Formulation** - covers policy development and review. The outputs of this process include policy guidelines and procedures, or policy recommendations, Treasury orders and circulars, inter-agency joint circulars and department orders and circulars;
- **Cash Management** - covers receipt management and disbursement processing as well as investment activities. The outputs of this process are available funds (income from investment, timely funding of government expenditure and financing requirements) and financial reports;
- **Liability Management** - covers debt processing, recording and servicing. The outputs of this process are cash proceeds to the National Government, debt reports/analysis and payments of interest and principal to investors/creditors.
- **Public Bonding** - covers the fidelity bonding of accountable public officers and employees. The output of this process is the issuance of Confirmation Letters to bonded accountable public officers and employees;

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The management and support processes vital to the delivery of the core functions are indicated in the process map.

Conformance to ISO 9001:2015 clause 7.1.5.2 does not apply to the TQMS since there is no need for the use of a measuring equipment in any of the processes included in the QMS.

VI. CONTEXT OF THE BTr

The following internal and external factors are considered to affect the efficient delivery of services in accordance with the mandate:

Political	Economic
1. Peace and Order 2. Government policies 3. Current and anticipated legislations 4. International and local influences 5. Leadership in the government 6. Oversight and regulatory bodies and policies	1. National economies and trends 2. Market volatility (external and domestic) 3. Tax collection 4. Trade globalization 5. ASEAN integration 6. International Credit Standing 7. Monetary and fiscal policies
Social	Technology
1. Media views 2. Demographics and Man-power complement 3. International and domestic relations 4. Image of the organization 5. National and organizational events 6. Internal conflicts 7. Inter and intra-agency communication and collaboration	1. Technological developments 2. Technological capacity 3. Connectivity 4. Technological dependencies 5. Information and communications system 6. Infrastructure
Environment/Ecological	
1. Natural and man-made calamities 2. Proximities to stakeholders and among offices 3. Building conditions	

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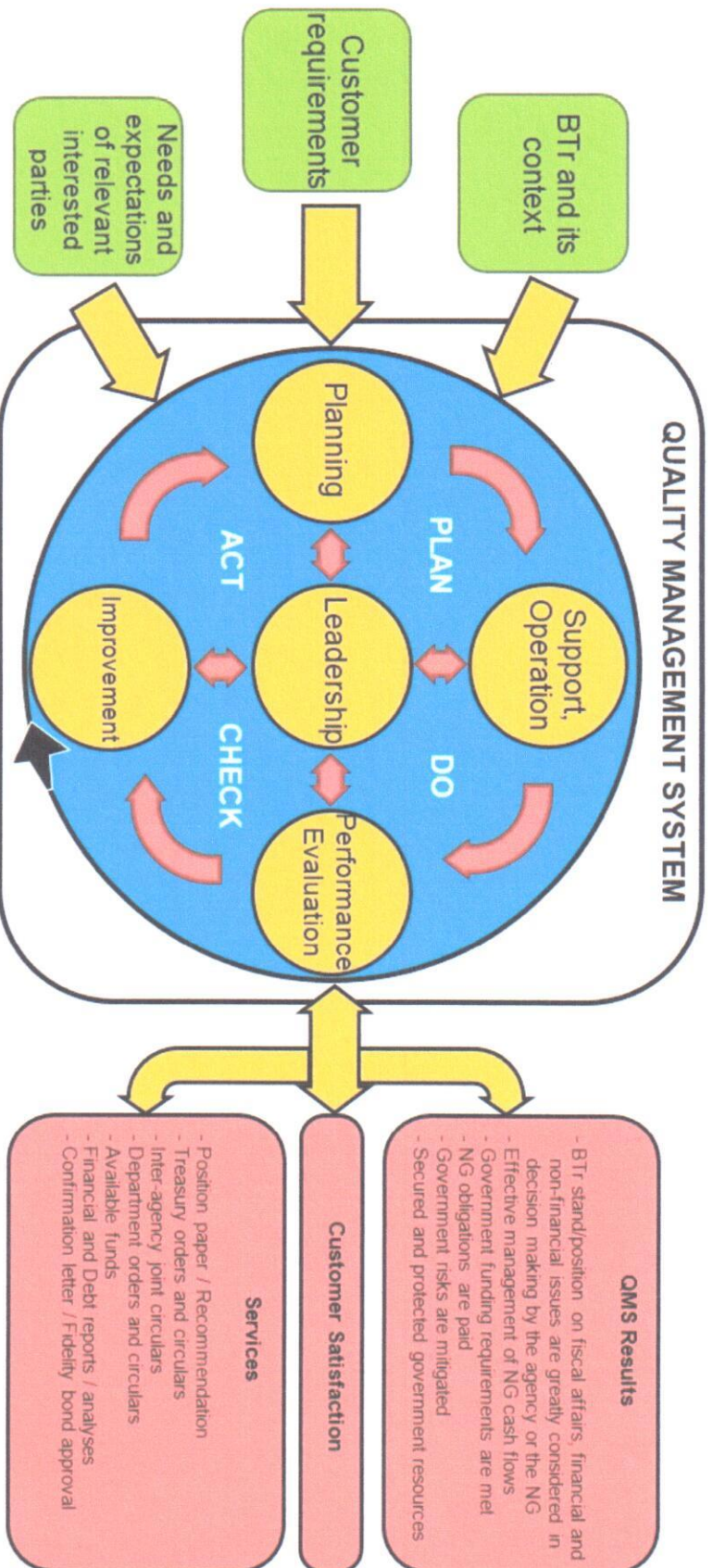
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VII. PROCESS MAP

TREASURY QUALITY MANAGEMENT SYSTEM (TQMS)



The above services and outcomes are defined and further described in the process map below.

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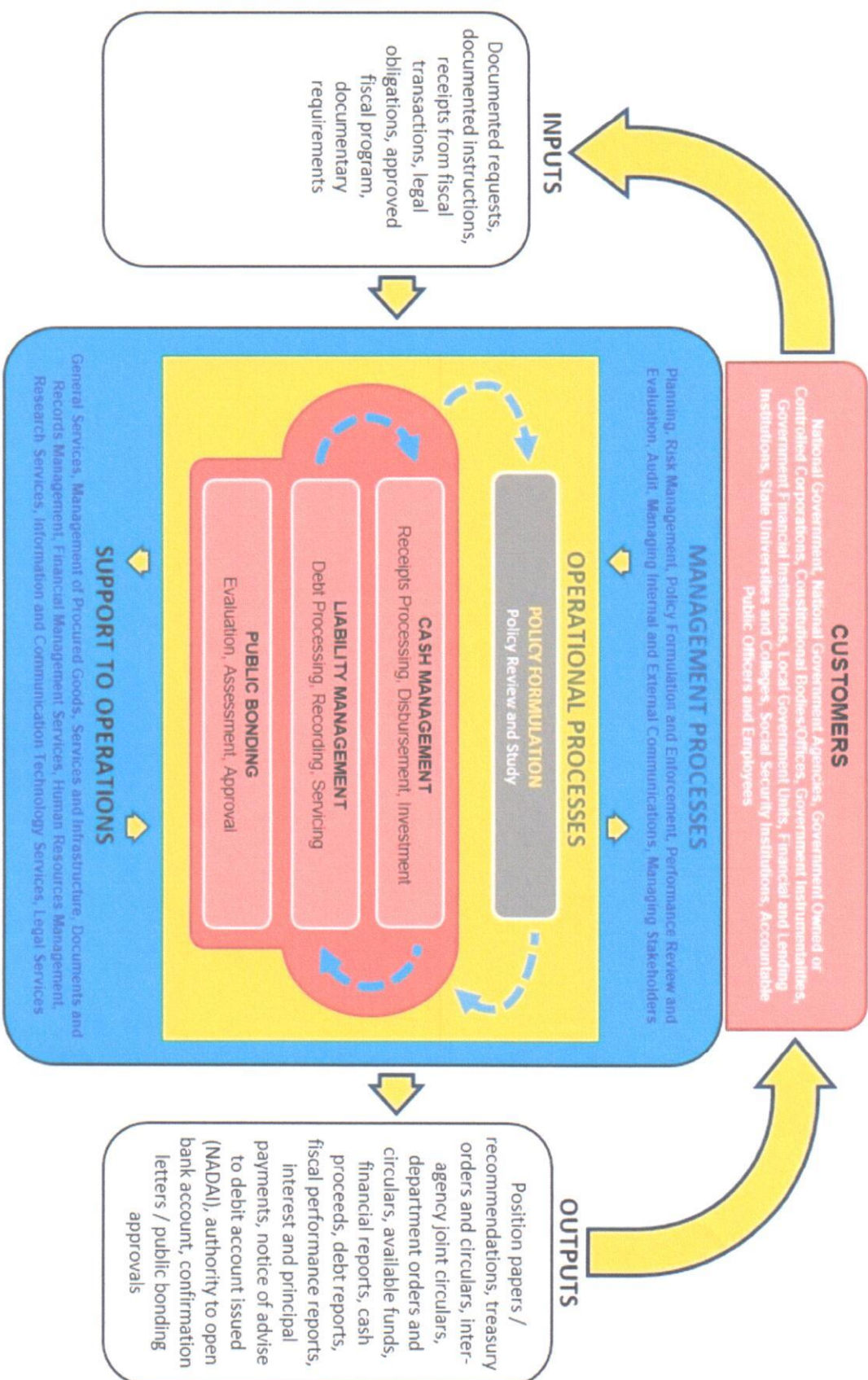
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Management Processes

Planning

The BTr objectives necessary to deliver results in accordance with the expected outputs, are established through the following stages:


1. Strategic Planning is performed at the organizational level.
2. Action plans, programs and activities are established at the operations level anchored on the Strategic Plan, with due consideration of quality plans, performance management systems, risks and opportunities, customer and stakeholder satisfaction, resources, internal processes and interaction of employee competency and development.
3. Planning at the individual level is based on the action plans, programs and activities at the operations level.

Risk Management

The prudent management of risk in line with the strategic priorities of the BTr is fundamental in the fulfilment of its mandate. Risk governance is principally based on the risk management framework and processes provided by ISO 31000:2009 Risk Management Principles and Guidelines. Such framework and processes provide a mechanism to manage risk by conducting risk management activities such as identification, analysis, evaluation and treatment. The framework serves as a guide for the utilization of a systematic approach to manage the risk exposure of BTr. Currently, there are programs for managing the risk exposures relating to debt and cash management.

A Risk Report Summary anchored on the Risk Registry is reported to the management periodically in order to strategically address uncertainties.

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Policy Formulation & Enforcement

The Executive Committee (Execom), composed of the Treasurer of the Philippines and the Deputy Treasurers of the Philippines, is responsible for establishing the guidelines, policies, rules and procedures in conducting and implementing the plans, programs and operations of the BTr.

The Management Committee, composed of Service Unit Directors and other key officers, proposes the guidelines, policies, rules and procedures and submits the same for the review and approval of the Executive Committee.

The enforcement of guidelines, policies, rules and procedures are made through the issuances of Treasury Office Orders and Circulars and application of internal controls.

Performance Review & Evaluation

The review and evaluation of institutional accomplishments and results are based on the Strategic Plan. Periodic unit and individual level assessments are conducted to review and evaluate accomplishments against Action Plans.

Management Review

Management Review for the TQMS is undertaken at least once a year by the Executive Committee. This ensures continuing suitability, adequacy, effectiveness and alignment with the Strategic Plan.

The management review shall include discussions on:

1. Matters arising from the previous management review meeting
2. Changes in external and internal issues relevant to the TQMS
3. Information, including trends in:
 - a. Customer satisfaction and feedback from relevant interested parties
 - b. Status/attainment of quality objectives

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- c. Process performance and conformity of products and services
 - d. Nonconformities and corrective actions
 - e. Results of monitoring and measurement
 - f. Audit results
 - g. Performance of external providers
4. Adequacy of resources
 5. Effectiveness of actions taken to address risks and opportunities
 6. Opportunities for improvement

The management review outputs include decisions and actions related to:

1. Opportunities for improvement
2. Any need for changes in the TQMS
3. Resource needs.

A documented information on these reviews is retained by the QMR.

Audit

Compliance Audit

Compliance Audit is conducted to ensure that the financial and operational transactions of BTr complies with laws, regulations, policies and procedures. This includes the examination and appraisal of financial transactions to ensure the adequacy and effectiveness of the internal control system.

QMS Audit

Conformance to ISO 9001:2015 requirements and established policies and procedures are evaluated through an internal audit of the TQMS. The internal audit programme for TQMS is established, updated as necessary and implemented to ensure consistent quality and continual improvement in service delivery.

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Managing Internal and External Communications

Incoming and outgoing written communications from/to interested and relevant parties is managed through a centralized Receiving/Distribution System (includes the Office, Policies, Procedures and Support IT systems).

Incoming and outgoing electronic and verbal communications are managed by the intended recipients and/or originators.

Internal communications within BTr pertaining to plans, programs and activities are facilitated through regional conference meetings, unit meetings, public announcement systems, general assembly, electronic public display system, bulletin boards, memoranda, letters and email notices.


Press releases of financial data are posted in the official website of BTr and/or newspaper of general circulation. Other information are likewise communicated by the Treasurer of the Philippines during press briefings and interviews and on other governmental inquiries or investigations. Additionally, official information are communicated in annual reports and the investors' road show presentations. Feedback from other interested parties are gathered through client meetings, surveys and suggestion boxes.

Applicable policies on data privacy is ensured in managing all of these communications.

Managing Stakeholders

The BTr manages its relevant interested parties through the following:

1. Holding and/or participating in regular and special coordination meetings, briefings, presentations and events with regulatory and financial market entities, service providers and other government agencies and instrumentalities.
2. Conducting inter-agency review of proposed oversight policies and procedures.
3. Ensuring compliance with the Citizen's Charter for frontline services.

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4. Ensuring up-to-date registry of suppliers, investors and creditors.
5. Providing a feedback mechanism through customer satisfaction data gathering tools.
6. Conducting briefings and investor conferences in funding exercise involving debt securities
7. Facilitating study missions by other agencies, national economies and regional economic groupings.
8. Recognition of market participants such as Government Securities Eligible Dealers (GSED).
9. Providing secured and conducive facilities and environment.

Support to Operations

General Services

The following general services are provided to BTr for an effective and efficient management of resources:

1. Housekeeping services to maintain sanitation and cleanliness of working areas
2. Maintenance of building infrastructure to provide safe and conducive office premises and facilities
3. Security and maintenance of physical properties and assets owned and under the care and custody of BTr
4. Security services for BTr personnel and guests
5. Medical and Dental services
6. Disaster Risk Reduction initiatives

Management of Procured Goods, Services and Infrastructure

Procurement

The procurement process follows the requirements under Republic Act No. 9184, otherwise known as the government Procurement Reform Act



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and its implementing rules and regulations. Procurement is initiated by end users with a purchase request document under an approved procurement plan. Inspection and acceptance are conducted in accordance with policies, procedures and specifications. Recording of financial transactions are reflected in the accounting system.

Storage and Maintenance

Office supplies, and properties and equipment are stored or kept in designated storage areas. Issuances are accounted for and documented in an inventory system.

Properties and equipment are maintained periodically in accordance with the preventive maintenance plan.

Disposal

Disposal of unserviceable properties and equipment follows the guidelines and procedures under P.D. No. 1445, otherwise known as the Government Auditing Code, Government Accounting Manual, Commission on Audit Circulars and BTr policies and procedures.


Performance Evaluation of Suppliers and Service Providers

The satisfaction of BTr's end users on suppliers and the performance of service providers is determined through post evaluation mechanisms such as the use of supplier feedback forms and the issuance of certificates of completion and satisfactory performance.

Documents and Records Management

Records and documented information are managed and maintained in their original or digitized format as applicable. These are controlled through

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labelling and/or color coding and secured through the use of folders, file boxes, cabinets, file compactors, vaults, compact discs, hard drives and servers.

Documented information and its appropriate media are managed through the following BTr practices:

1. Use of proper identification (e.g. titles, series no, coding etc.)
2. Established standard/common format and media
3. Defined review and approving authorities
4. Ensuring availability of hard copies and downloadable/editable copies, as applicable
5. Provision for the appropriate storage media, areas and actions to protect and preserve both physical and e-copies
6. Controlled distribution of copies
7. Use of appropriate filing and retrieval methods
8. Defined retention periods and disposal methods
9. Monitoring of receipt and distribution from external sources
10. Defined controls for unauthorized alterations


Procedures and guidelines are established to clarify details on the implementation and use of the above-mentioned management and controls for documented information, in accordance with the policies of the National Archives of the Philippines (NAP).

Financial Management Services

Financial management services in the BTr are guided by the policies and procedures prescribed under the General Appropriations Act and those issued by oversight and regulatory bodies and the BTr. This service supports the plans, programs and activities of operating units, especially the proper recording and reporting of financial transactions.

It also covers services for the recording and reporting of financial transactions of the National Government involving cash, debt and liability management activities.

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Human Resources Management

Personnel Management

It is responsible for the development and administration of a program relating to the recruitment, selection, placement, training and well-being of personnel; takes action on all matters regarding attendance, leaves of absence, appointments, promotions, transfers, separations, retirements and other personnel matters, including the discipline of personnel, in coordination with other officials concerned; and takes charge of safekeeping and maintenance of personnel records and related documents.

Competency Development

Competency profiling is implemented for the purpose of establishing the competency requirements, as well as the current competencies and competency gaps. Actions to address competency gaps are implemented in the form of any of the following, as applicable:

1. Formal trainings and workshops
2. Educational scholarships
3. Coaching and mentoring initiated within the service
4. On-site study and exposure trainings
5. Self-study and study groups within the service
6. Job rotations
7. Organization and values orientation
8. Brown-bag and echo sessions

Evaluation on the effectiveness of these interventions are conducted through the use of impact assessment tools.

Research Services

Technical and research support services are provided to the BTr Management and stakeholders to assist in decision making and policy

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formulation through accurate, valid, relevant, timely and reliable data and information on:

1. National Government (NG) Revenues
2. NG Expenditures
3. NG Financing
4. NG Non-budgetary accounts
5. NG Debt
6. NG Fiscal assessment
7. Bureau Performance Assessment and Accomplishment
8. Economic and Financial Market Development and Trends

Information and Communication Technology (ICT) Services

ICT resources are properly managed to support the different operating units of the Bureau. This includes the following:

1. Applications development and maintenance
2. Systems and database administration
3. Data center facility operations and maintenance
4. IT infrastructure security
5. Hardware testing, commissioning, distribution and maintenance
6. Help desk support

Legal Services

Legal affairs are managed through timely and reliable legal support services. These include the following:

1. Legal advisory
2. Legal representation
3. Legal documentation
4. Legal investigation and
5. Internal control/compliance services.



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Legal services are provided to ensure the protection of BTr's interest and compliance to existing legal, regulatory and procedural requirements.

Operational Processes

Policy Formulation

Institutional and/or Oversight policies affecting the mandate, responsibilities and operations of the Bureau of the Treasury are developed/formulated upon study, report and recommendation of operating units. Inputs to proposed policies, in the form of comments, suggestions and recommendations are likewise secured from stakeholders/interested parties through correspondences, meetings, group discussions, conferences and other collaborative activities.


Review and Approval

Institutional policies follow the institutional review and approval process. This process includes the review and recommendation by the Management Committee and the review and approval/disapproval by the Executive Committee. Institutional policies are issued in the form of Treasury Office Orders or Treasury Circulars and signed by the Treasurer of the Philippines. Written policies emanating from the Office of the Treasurer of the Philippines bear security features for document control purposes.

Oversight policies follow the inter-agency review and approval process, normally centralized through a duly constituted Secretariat.

Publication and Distribution

Approved Institutional and/or Oversight Policies are published in the agency website, Official Gazette, or in newspapers of general circulation. Copies of approved policies are disseminated and distributed for general information through office memoranda, posting in agency bulletin boards

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and other public display systems located in the premises of the Bureau of the Treasury offices and other similar means.

Cash Management

The cash management process is done with the end goal of optimizing the utilization of the National Government's cash resources. It involves coordinating with various stakeholders regarding the timing and volume of receipts (cash inflows) and disbursements (cash outflows), as well as the proper investment of idle funds after the National Government's obligations have been met.

Liability Management

Liability management covers three (3) major processes: (1) debt processing, (2) recording and (3) servicing.


Debt processing primarily involves securities issuance and efficient execution of various fund raising activities to finance central government operations. It also include settlement of the borrowing transaction and registration of the securities issued in the Bond Registry under the name of the beneficial owner, custodian or agent of the investors.

Debt recording and monitoring is focused on maintaining an up-to-date registry of holders and creditors and a comprehensive database of all government liabilities. This is further complemented by performing risk management activities to better assess the effectiveness of the borrowing strategies being implemented and to mitigate possible risks in the government's debt portfolio.

Foremost in the objective of debt management is the prevention of payment defaults through timely and efficient servicing of government debts.

Public Bonding



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The Fidelity Bond is intended to ensure compliance with the legal requirements related to the discharge of duties and responsibilities of an accountable public officer or employee.

The process involves: the evaluation of documentary requirements in compliance with existing policies and procedures; assessment of bond coverage in accordance with the money and property accountability set by the Head of the Agency; and the approval of the bond application. A confirmation letter evidencing approval and inclusion of name of the bonded accountable public officer or employee in the Registry of Bonded Public Officers is released after the presentation of validated payment orders from agent banks and/or financial institutions.

VIII. RELEVANT INTERESTED PARTIES

The following are the stakeholders and their requirements that have significant impact on the operations of the Bureau:

Relevant Interested Party	Relevant Requirements
National Legislative Body	Compliance with oversight requirements for the submission of budgetary documents
Office of the President(OP)	Compliance with the following: <ul style="list-style-type: none"> - Administrative requirements for foreign travels - Constitutional and statutory requirements for public borrowings - Statutory requirements for public procurement of government vehicles

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Department of Finance (DOF)	Compliance with the following: <ul style="list-style-type: none">- Department policies on the submission of<ul style="list-style-type: none">- Financial Reports- Cash operations report and Debt indicators- Administrative requirements for foreign travels
Department of Budget and Management (DBM)	Compliance with budgetary requirements for the: <ul style="list-style-type: none">- Submission of the following:<ul style="list-style-type: none">- Financing and debt service tables for the preparation of the Budget of Expenditures and Sources of Financing (BESF)- Budget and Financial Accountability Reports (BFAR)- Updates on Personal Services Itemization of Plantilla of Personnel- Agency Budget- Cash Operations Report- Issuance of the Notice of Funds Availability (NFA) to the implementing agency availing of working funds under the GAA- Monitoring agency performance
Bangko Sentral ng Pilipinas (BSP)	Compliance with regulatory requirements on/of the following: <ul style="list-style-type: none">- External public borrowings- The Department of Economic Research for cash operations and debt indicators
Commission on Audit (COA)	Compliance with audit requirements for submission of the following: <ul style="list-style-type: none">- Financial reports- Budget and Financial Accountability Reports (BFAR)
Bureau of Internal Revenue (BIR)	Compliance with the following: <ul style="list-style-type: none">- Revenue regulations for the issuance of the Certificate of Tax Withheld- Administrative requirements for the transparency of information on cash operations

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Civil Service Commission (CSC)	Compliance with the following: - CSC requirements on the submission of Reports on Appointments Issued and Reports on Separation - Applicable circulars including the Citizens' Charter and SPMS
Career Executive Service Board (CESB)	Compliance with administrative requirements under the Career Executive Service Performance Evaluation System and the Occupancy Report
Government Service Insurance System (GSIS)	Compliance with legal requirements for the insurance of properties and payment of remittances and contributions
Philippine Health Insurance Corporation (PHIC)	
Home Development Mutual Fund (HDMF)	
National Home Mortgage and Finance Corporation (NHMFC)	
Land Bank of the Philippines (LBP)	Compliance with Loan Agreements for the payment of employee loans
Philippine Statistics Authority (PSA)	Compliance with administrative requirements on Special Data Dissemination Standards – IMF
Philippine Government Electronic Procurement System (PhilGeps),	Compliance with government procurement policies and procedures for the procurement of goods, consulting services and infrastructure projects
Government Procurement Policy Board (GPPB) and Procurement Service (PS)	

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National Economic Development Authority (NEDA)	Transparency of information on cash operations and debt statistics in compliance with administrative requirements
National Government Agency (NGA)	Issuance of the following: <ul style="list-style-type: none"> - Abstract of Deposited National Collections in compliance with Treasury requirements - Certificate of Deposited National Collections in compliance with Budgetary and Audit requirements
Local Government Unit (LGU)	Issuance of the following in compliance with administrative requirements: <ul style="list-style-type: none"> - Notice of Advice to Debit Accounts Issued (NADAI) - Authority to Open Bank Account
Bureau of Customs (BOC)	Transparency of information on cash operations in compliance with administrative requirements
Government-owned or Controlled Corporation (GOCC)	Issuance of Billing Statements on Outstanding Advances, Guarantee Fees and other financial obligations to the National Government in compliance with Department Orders
Governance Commission for GOCCs (GCG)	The submission of National Government Exposures to GOCCs in compliance with administrative requirements
Government Securities Eligible Dealers (GSED) and Financial Institutions	<p>The issuance of the following:</p> <ul style="list-style-type: none"> - Certificate of Tax Withheld on interest/coupon payments in compliance with revenue regulations - Statement of securities account in compliance with contractual obligation under Investor Undertaking - BTr Accreditation Letter in compliance with administrative requirements on the Department Order No. 141-95 as amended <p>GSED accreditation in compliance with administrative requirements</p>

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	Transparency of information on debt securities operations and other public information on debt and liability management in compliance with administrative requirements
Investors and bond holders	<p>The issuance of the following:</p> <ul style="list-style-type: none"> - Certificate of Tax Withheld on interest/coupon payments in compliance with revenue regulations - Statement of securities account in compliance with contractual obligation under Investor Undertaking <p>The transparency of information on debt securities operations and other public information on debt and liability management in compliance with administrative requirements</p>
External creditors	Payments in compliance with the Loan Agreement
Suppliers and contractors	<p>The issuance of the following:</p> <ul style="list-style-type: none"> - Certificate of Tax Withheld in compliance with revenue regulations - Certificate of Satisfactory Completion in compliance with the Procurement Law <p>The payment of procured items in compliance with contractual obligations</p>
Utility providers	
Property Lessors and/or Donors	The execution of Lease Agreements/Deed of Donations/Usufructs in compliance with legal requirements
Third Party Certifying Body	Conformance to the Treasury Quality Management System (TQMS) in compliance with ISO 9001:2015 requirements

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Requesting Organizations	Use of venues and facilities in compliance with management instructions
International Monetary Fund (IMF) – Resident Representative	Transparency of information on cash operations in compliance with administrative requirements
Researchers, Students and Visitors	Transparency of information on treasury statistics and other public information in compliance with administrative requirements
General Public, Media organizations and Financial Information Service Providers	Transparency of information on Debt Securities Operations and other public information on debt and liability management in compliance with administrative requirements
Retirees' Association, Employees' union and cooperative	Provision of the list of employees/members and pertinent cash remittances in compliance with administrative requirements

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