



Funding the Republic

Republic of the Philippines
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila



TREASURY CIRCULAR No. 4-2024
15 May 2024

TO: ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO GOVERNMENT, AUTHORIZED GOVERNMENT DEPOSITORY/ SERVICING BANKS AND ALL OTHER CONCERNED

SUBJECT: OMNIBUS GUIDELINES GOVERNING THE OPENING OF BANK ACCOUNTS FOR RECEIPTS AND DISBURSEMENT OF THE NATIONAL GOVERNMENT

1.0 LEGAL BASIS

This Circular is issued pursuant to:

- 1.1 Executive Order No. 449 (s. 1997) "Realigning the Organization of the Bureau of the Treasury";
- 1.2 Executive Order No. 55 (s. 2011) "Directing the Integration and Automation of Government Financial Management Systems", as amended;
- 1.3 Bangko Sentral ng Pilipinas (BSP) Circular No. 811 (series of 2013) with subject "Government Deposits";
- 1.4 Treasury Circular No. 2-2019 dated 25 April 2019 "Revised Omnibus Regulations Governing the Fidelity Bonding of Accountable Public Officers (Sections 313-335 Chapter 15, Revised Administrative Code of 1917)";
- 1.5 National Budget Circular (NBC) No. 581 dated 27 December 2020 "Clarificatory Guidelines and Procedures Applicable to Foreign-Assisted Projects Following the Cash Budgeting System and Treasury Single Account Framework";
- 1.6 Department of Finance (DOF) Circular No. 002-2022 dated 16 May 2022 "Revised Guidelines on Authorized Government Depository Banks" and DOF Circular No. 003-2022 dated 19 August 2022 "Inclusion of the

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q



Philippine Veterans Bank as an Authorized Government Depository Bank Amending Section 5.2 of Department Circular 002-2022”; and

- 1.7 Treasury Circular No. 2-2022 dated 31 May 2022 “Guidelines in National Deposited Collections and Issuance of Certification of Deposited National Collections in line with the Enhanced National Government Collection and Disbursement System (NGCDS) of the Bureau of the Treasury” and Treasury Office Order No. 17-2022 dated 22 September 2022 “Guidelines and Procedures to Facilitate Depositing National Collections and Issuance of Certification of Deposited National Collections”.

2.0 PURPOSE

This Treasury Circular (TC) repeals TC No. 02-2014 dated 16 June 2014 as amended by TC No. 05-2022 dated 7 November 2022, and updates its provisions to:

- 2.1 Establish a more efficient process in the procedure and evaluation of requests for authority to open bank accounts by National Government Agencies and other Implementing Agencies;
- 2.2 Streamline the reporting and monitoring of approved requests and maintained, opened, closed and dormant bank accounts;
- 2.3 Enhance the BTr Form 1- Request for Authority to Open Bank Account to specify the type of account being requested, BTr Form 2 - Undertaking, and the BTr Form 3A and 3B - Waiver of Confidentiality;
- 2.4 Decentralize certain processes in the BTr District/Provincial Offices to make treasury services more accountable and accessible to clients;
- 2.5 Establish an effective and efficient monitoring/reporting of Agency’s opening and closure of bank accounts including the strict compliance with the Public Bonding Law;
- 2.6 Include in the coverage those Government Owned- and/or -Controlled Corporations (GOCCs) acting as Implementing Agencies of National Government Agencies (NGAs) required to open MDS accounts;
- 2.7 Include in the coverage those ministries under Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) receiving funds from the National Government for project implementation;
- 2.8 Provide a prescriptive period for the validity of the authority to open bank account;
- 2.9 Establish a database for all bank accounts held by government agencies;
- 2.10 Include in the coverage the opening of separate parking account for remittances under the electronic banking collections; and

2.11 Promote transparency in public financial management.

3.0 DEFINITION OF TERMS

The following terms, whenever used in this Circular, shall have the following meaning:

- 3.1 **Authorized Government Servicing Bank (AGSB)** - Refers to the authorized government servicing banks, such as Land Bank of the Philippines (LBP), Development Bank of the Philippines (DBP), and Philippine Veterans Bank (PVB), to which the Department of Budget and Management (DBM) issues the Notice of Cash Allocation (NCAs) for crediting to the MDS sub-accounts of NGAs.
- 3.2 **Authorized Government Depository Bank (AGDB)** - Refers to banks where National Government Agencies/ Government- Owned or Controlled Corporations / Government Financial Institutions / Government Instrumentalities with Corporate Powers / Government Corporate Entities / and Local Government Units are allowed by law to deposit government funds and maintain depository accounts, or by way of exception, a bank allowed by the DOF and the Monetary Board to hold government deposits subject to prescribed rules and regulations.
- 3.3 **Dormant Account** - a deposit account where collections authorized by law to be deposited with an AGDB have remained inactive or without any transaction for more than five (5) years since its last transaction, in accordance with Section 3.2 of Permanent Committee Resolution No. 4-2012.
- 3.4 **Foreign-Assisted Projects (FAPs)** - Projects partly or fully financed by foreign loans and/or foreign grants/donations
 - 3.4.1 **Government of the Philippines (GOP) Counterpart** - The portion of the cost of a foreign-assisted project shouldered by the borrower as a contribution to the completion of the project as stipulated in the foreign loan or grant agreement.
 - 3.4.2 **Loan and Grant/Donation Proceeds** - Proceeds from program loans and grants/donations that can be used to finance existing items in the GAA as agreed with and deemed eligible by the donors.
- 3.5 **Implementing Agency** - Refers to the agency to which the funds are transferred for the purpose of prosecuting/implementing the project.
- 3.6 **Modified Disbursement System (MDS)** - A disbursement system implemented to facilitate effective management of the national government's cash resources, whereby national government agencies/GOCCs settle their payables through issuance of checks or through direct crediting to bank accounts, chargeable against the account

of the Treasurer of the Philippines (TOP/Bureau of the Treasury) being maintained with authorized government servicing banks (AGSBs).

3.6.1 **MDS Account** - Refers to the seed fund account maintained by the BTr with the AGBSs.

3.6.2 **MDS Sub-Account** - Refers to a virtual account with the AGBSs to which NCAs issued by the DBM are credited and LDDAP/ADA, MDS Checks issued by NGAs/GOCCs are debited.

3.6.2.1 **MDS Sub-Account, Regular**

3.6.2.1.1 For Operating Expenditures [Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlays (CO)]

3.6.2.1.2 Special Account in the General Fund (SAGF)

3.6.2.1.3 Foreign Assisted Projects (FAPs) - Government of the Philippines (GOP) Counterpart

3.6.2.2 **MDS Sub-Account, Trust**

3.6.2.2.1 FAPs - Loan and Grant/ Donation Proceeds

3.6.2.2.2 Inter-Agency Transferred Funds (IATF)

3.6.2.2.3 Other than IATF

3.6.3 **MDS Check** - Refers to a check issued by government agencies chargeable against the account of the Treasurer of the Philippines, which are maintained with different MDS AGBSs. MDS checks are covered by NCA.

3.6.4 **List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)** - Refers to accountable form integrating the Advice to Debit Account (ADA) with the LDDAP, which is a list reflecting the names of creditors/payees to be paid by the NGA/OU and the corresponding amounts of the unpaid claims, duly certified and approved by the heads of the accounting unit and the agency, or authorized officials.

3.7 **Operating Units** - Refer to organizational units carrying out specific substantive functions and directly implementing the program/activities/projects of a department or agency.

3.7.1 **Implementing Units (IUs)** - Refer to operating units directly receiving cash allocations, capable of administering their own funds.

- 3.7.2 **Non-Implementing Units (Non-IUs)** - Refer to operating units not yet capable of administering their own funds, hence, not directly receiving cash allocations.
- 3.8 **Revolving Fund** - Receipts derived from business-type activities of departments/agencies which are authorized by law to be constituted as such and deposited in an authorized government depository bank. These funds shall be self-liquidating and all obligations and expenditures incurred by virtue of said business-type activity shall be charged against said fund.
- 3.9 **Special Account in the General Fund (SAGF)** - A fund whereby proceeds of specific revenue measures and grants earmarked by law for specific priority projects are recorded.
- 3.10 **Trust Fund** - A fund which accounts for the receipts by any agency of government or by a public officer acting as trustee, agent, or administrator for the fulfillment of some obligations.
- 3.10.1 **Inter-Agency Transferred Funds (IATF)** - Receipts or fund transfers from any government agency or GOCC to another agency, which are deposited in the National Treasury to facilitate project implementation.
- 3.10.2 **Receipts deposited with the National Treasury other than IATF** - Receipts from other sources including private persons or foreign institutions, as defined under TC No. 2-2022 and its amendments and revisions, which are deposited with the National Treasury, pursuant to Executive Order No. 338, for the fulfillment of some obligations; or
- 3.10.3 **Receipts deposited with AGDB** - Receipts from other sources that should be deposited in the AGDB for the fulfillment of some obligations.
- 3.11 **Pass-through Account** - An account with no initial deposit and maintaining balance requirement, with zero balance by end of day. Pass-through accounts are classified into:
- 3.11.1 **Clearing Account** - Refers to a bank account maintained with AGDBs to which transaction details of deposits/remittances are credited temporarily and amount balances at the end of the day will be swept to the TOP-Treasury Single Account
- 3.11.2 **Parking Account** - A pass-through bank account assigned for remittances under the electronic banking collections that would be eventually swept to designated clearing accounts.
- 3.11.3 **Disbursement Account** - Account used to facilitate online crediting and NGA-initiated payroll uploading and electronic payment of mandatory government deductions such as Government Service Insurance System (GSIS), Philippine

Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (HDMF).

4.0 PROCEDURE FOR OPENING OF BANK ACCOUNT

4.1 The Head of Agency or Authorized Representative shall:

- 4.1.1 Submit a request letter to the Bureau of the Treasury (BTr) District/Provincial Office in the area where the agency is located, supported by the information stated in the **BTr Form 1 - Request for Authority to Open Bank Account (Annex A)**.
- 4.1.2 Submit an Undertaking in the form of **BTr Form 2 (Annex B)**, except in the opening of the MDS sub-account.
- 4.1.3 Determine the proper fund classification of the accounts to be opened and use as reference the list of UACS Funding Source Codes as assigned by the Department of Budget and Management (**Annex C**).

4.2 The BTr District/Provincial Office Chief Treasury Operations Officer II/Officer-In-Charge (OIC)/In-Charge of Office (ICO), shall check the completeness of the requirements as stated under Section 4.1, and evaluate and review the purpose and legal basis to open the account pursuant to Treasury Office Order (TOO) No. 04-2016 dated 19 August 2016, Memorandum to BTr Regional Directors dated 15 November 2019 and 16 May 2022, and all other pertinent guidelines. To streamline the processing of requests for opening of bank accounts, the following shall be evaluated, reviewed and acted upon by the BTr Regional Directors:

- 4.2.1 MDS Sub-Account;
- 4.2.2 Foreign Assisted Projects;
- 4.2.3 Revolving Funds;
- 4.2.4 Department of Education (DepEd) Non-Implementing Units (Non-IUs) for School MOOE and Program Funds;
- 4.2.5 Philhealth (PHIC) Auto-Credit Payment Scheme Accounts;
- 4.2.6 Account for the Sale of Bid Documents;
- 4.2.7 Current Account for Hospital Income;
- 4.2.8 Pass-Through Accounts for Payroll, PhilHealth, GSIS, HDMF mandatory deductions;
- 4.2.9 Department of Environment and Natural Resources (DENR) Provincial Environment and Natural Resources Office (PENRO) Retained Income Accounts; and

4.2.10 Bureau of Jail Management and Penology (BJMP) cash advance for Prisoner's Subsistence Allowance (PSA).

- 4.3 Requests for opening of accounts for purposes other than those mentioned in Section 4.2 shall be forwarded to the BTr Central Office, through the Asset Management Service (AMS), except for those accounts which have prior BTr Central Office authorizations, for further evaluation.
- 4.4 As part of the evaluation, the BTr District/Provincial Office shall ensure that all Accountable Officers performing accountable duties or activities relative to the Bank Account/s sought to be opened or transferred have valid fidelity bond coverage pursuant to the Public Bonding Law and TC No. 02-2019 dated 25 April 2019, and its amendments and revisions.
- 4.5 The Treasurer of the Philippines through the BTr Regional Director shall communicate to the government agency in writing the final action taken on the request, using the **Letter of Approval (Annex D)** or **Disapproval (Annex E)**.
- 4.6 For the convenience of transacting clients and to avoid delays in processing, the BTr District/Provincial Office may transmit the evaluated request digitally to the BTr Regional Director for appropriate action, provided that the Philippine National Public Key Infrastructure (PNPKI) digital certificate/signature is used. The BTr District/Provincial Office shall send the digital authority to the government agency, copy furnished the concerned AGDB/AGSB. Original hard copies of the request, authority and supporting documents shall be provided to the requesting agency.
- 4.7 The BTr Regional Directors shall notify the BTr Central Office through the AMS of the bank accounts approved for the above-listed purposes using the prescribed format for **BTr Quarterly Report on Inventory of Bank Accounts (Annex F)** on or before the 10th of the month following the reference quarter.
- 4.8 In case of transfer of MDS servicing bank/branch:
 - 4.8.1 NGAs/GOCCs//BARMM shall:
 - 4.8.1.1 Reconcile the account/s with the former bank/branch, which includes but not limited to, monitoring of all outstanding MDS checks issued, past and current ones, prior to the issuance of the authority for the opening of a new account;
 - 4.8.1.2 Ensure the closure of their MDS sub-account/s in the former bank/branch as soon as the transfer of account has been effected in their new MDS Servicing Bank, provided that all remaining outstanding MDS checks are fully accounted for and the closure is effected only after the three (3) months validity of MDS checks issued; and

- 4.8.1.3 Inform the concerned BTr Regional Office of the closure of the bank account for proper monitoring, within five (5) business days from the closure of the previous bank account.
- 4.9 For opening of parking accounts under electronic collection arrangements:
 - 4.9.1 The Head of Agency or Authorized Representative shall submit a request letter to the BTr Central Office through the Accounting Service (AS), supported by the copy of the Memorandum of Agreement relative to the said collection and/or payment scheme with the information and description of the funds to be collected.
 - 4.9.2 BTr-AS shall check the completeness of the requirements as stated under Section 4.9.1, evaluate and assign all the necessary UACS organization and funding source code and the destination clearing account then forward it to the BTr AMS for endorsement to the AGDBs.
 - 4.9.3 In case of the opening of a parking account for the Link.Biz Portal the NGAs shall directly submit a request letter to the Land Bank of the Philippines (LBP) servicing branch where the agency is located, using the required **BTr template (Annex G)**.
- 4.10 Requests for authority to open bank accounts made by a bank branch or any other party in lieu of the agency concerned shall not be considered or entertained.

5.0 BTR REGIONAL AND DISTRICT/PROVINCIAL OFFICE RESPONSIBILITY

The BTr Regional Office through the District/Provincial Office shall:

- 5.1 Ensure the completeness of the Request for Authority to Open Bank Account (BTr Form 1).
- 5.2 Conduct preliminary review and endorse requests for authority to open bank accounts which falls under Section 4.3 to BTr-AMS.
- 5.3 Provide concerned NGA/GOCC/BARMM with the BTr Form 1 acted upon by the BTr Regional Director and coordinate with requesting agencies on the details of opened bank accounts, through the submission of AGSB-accomplished BTr Form 1, ensuring that these are opened within the validity period provided under Section 7.4.
- 5.4 Monitor the closure of accounts in cases of transfer of Authorized Government Depository/Servicing Bank/Branch.

- 5.5 Coordinate with concerned NGA/GOCC/BARMM on the closure of dormant accounts based on the list of dormant accounts provided by BTr-AMS.
- 5.6 Include in their Quarterly Accomplishment Report (QAR) the list of bank accounts that were opened and closed, as well as the approved BTr Form 1, copy furnished the BTr-AMS using the BTr Quarterly Report on Inventory of Bank Accounts.

6.0 BTr CENTRAL OFFICE RESPONSIBILITY

The BTr Central Office through the AMS shall:

- 6.1 Review and evaluate forwarded requests for authority to open bank accounts from BTr ROs, as specified in Section 4.3.
- 6.2 Update and consolidate the database on the Maintained, Opened, and Closed Bank Accounts.
- 6.3 Provide ROs/DOs/POs with the list of dormant accounts on a quarterly basis.

The BTr Central Office through AS shall:

- 6.4 Check the completeness of the requirements of the request for the opening of parking accounts for electronic collections as specified under Section 4.9.1
- 6.5 Evaluate and assign all the necessary UACS organization and funding source code and the destination clearing account.
- 6.6 Forward the request for opening of a parking account to the BTr AMS for endorsement to the AGDBs.
- 6.7 Update the library list of opened parking accounts for electronic collections in the database.

7.0 NGA / GOCC / BARMM RESPONSIBILITY

For the opening of MDS Sub-Account or Bank Account, including Pass Through Accounts provided under Section 4.2.8, the NGA/GOCC/BARMM shall:

- 7.1 Provide the concerned BTr Regional Office the duly accomplished BTr Form 1.
- 7.2 Submit an Undertaking in the form of BTr Form 2, except in the opening of the MDS sub-account.

- 7.3 Execute, through the Head of Agency or Authorized Representative, and submit the Waiver of Confidentiality on each bank account in favor of BTr and the bank using **BTr Form 3-A** for MDS sub-accounts (**Annex H**) and **BTr Form 3-B** for Other accounts as defined in Sections 4.2.4 to 4.2.10 and 4.3 (**Annex I**).
- 7.4 Ensure that the requested account is opened within the validity period of the approved BTr Form 1 issued by the BTr Regional Director, which shall be six (6) months from the date of its receipt by the Agency. The extension of its validity may be allowed upon showing, to the satisfaction of the BTr Regional Director, that the failure by the Agency to effect the opening of the bank account was not attributable to the fault or negligence of their officers and/or employees, same to be reduced in a request letter signed by the Head of said requesting Agency.
- 7.5 Ensure that the procedures provided under Section 4.8 are strictly complied with in case of transfer of MDS Servicing Bank/Branch.
- 7.6 Return the AGSB-accomplished BTr Form 1 to the concerned BTr Regional/District/Provincial Office within five (5) days upon opening of account, complete with all the required details, including complete account name of agency, bank branch name, account number, date of opening, and duly signed by the AGDB/AGSB authorized representative.

The BTr thru the BTr Regional Director reserves the right to recall the authority to open bank accounts as earlier issued to Requesting Agencies, in the event of the latter's failure to return the AGDB/AGSB-accomplished BTr Form 1 within the prescribed period.

- 7.7 Submit a quarterly report to the concerned BTr Regional/Provincial/District Office of accounts maintained, opened and closed on or before the 10th day of the ensuing month following the reference quarter using the prescribed format for **Agency Quarterly Report on Inventory of Bank Accounts (Annex J)**.
- 7.8 The BARMM Government, through its Treasury Office, may issue similar directives/guidelines insofar as the authority to open those bank accounts are within their exclusive powers and/or authority.

For the opening of parking accounts, the NGA/GOCC/BARMM shall:

- 7.9 Submit a request letter to the BTr Central Office through the AS, supported by the copy of the Memorandum of Agreement relative to the said collection and/or payment scheme with the information and description of the funds to be collected.
- 7.10 Advise the electronic service provider/merchant for the assigned parking account to be used in the remittance of collections to BTr.

- 7.11 Submit directly a request letter to the LBP servicing branch where the agency is located for the opening of a parking account for the Link.Biz Portal, using the required BTr template as stated in 4.9.3.

8.0 BANK RESPONSIBILITY

An AGDB/AGSB shall:

- 8.1 Ensure compliance with BSP Circular No. 811 s. 2013 in the opening of bank accounts by government agencies.
- 8.2 Accomplish BTr Form 1 on the account opened by the government agency with all the required details, including complete account name of agency, bank branch name, account number, date of opening, and duly signed by the AGDB/AGSB authorized representative.
- 8.3 Honor the request from the BTr Regional Director to recall the authority to open bank account issued to the Requesting Agency, in the event of the latter's failure to return the AGDB/AGSB-accomplished BTr Form 1.
- 8.4 Require the transacting agency to submit the approved BTr Form 1 together with the Confirmation Letter evidencing fidelity bond coverage of the authorized signatories as part of the exercise of due diligence and to prevent the unauthorized opening of a bank account.
- 8.5 Ensure the proper adaptation of the UACS organization and funding source codes in all bank accounts opened in compliance with TC No. 2-2022 in the reporting of collections.
- 8.6 Submit a quarterly report to the concerned BTr Regional/Provincial/District Office of accounts opened and closed on or before the 10th day of the ensuing month following the reference quarter using the prescribed format for **AGDB/AGSB Quarterly Report on Inventory of Bank Accounts (Annex K)**.
- 8.7 Submit quarterly a consolidated inventory of parking accounts opened for the electronic collections arrangement .
- 8.8 Ensure the proper sweeping of all amounts credited in the parking accounts to the designated clearing accounts within the same day.

9.0 REPEALING CLAUSE


This circular repeals TC No. 02-2014 dated 16 June 2014 and TC No. 05-2022 dated 7 November 2022. Further, all circulars, orders, and/or memoranda inconsistent herewith are hereby repealed and/or modified accordingly.

10.0 EFFECTIVITY

This Circular shall take effect immediately.

ORIGINAL SIGNED
SHARON P. ALMANZA
Treasurer of the Philippines

ANNEX A. BTr Form 1 - Request for Authority to Open Bank Account

 BUREAU OF THE TREASURY BTr Form 1 <small>(To be accomplished in quadruplicate)</small>		REQUEST FOR AUTHORITY TO OPEN BANK ACCOUNT	
1 Name of Agency / Bureau / Office		2 Date of Application	
		(MM/DD/YYYY)	
3 Address			
4 Type of MDS Sub-Account		5 Type of Bank Account <small>(Only for Trust Accounts and Revolving Funds)</small>	
<input type="checkbox"/> Regular <input type="checkbox"/> for Operating Expenditures (PS/MOOE/CO) <input type="checkbox"/> Special Account in the General Fund (SAGF) <input type="checkbox"/> Foreign Assisted Project (FAP) - GOP Counterpart <input type="checkbox"/> Trust Account <input type="checkbox"/> FAP - Loan and Grant/Donation Proceeds <input type="checkbox"/> Inter-Agency Transferred Funds (IATF) <input type="checkbox"/> Other than IATF _____		<input type="checkbox"/> Revolving Fund (Peso) <input type="checkbox"/> Current <input type="checkbox"/> Savings <input type="checkbox"/> Pass-through Account <small>(for payroll and mandatory deductions)</small> <input type="checkbox"/> Foreign Currency Deposit Account <input type="checkbox"/> USD <input type="checkbox"/> Others _____ <input type="checkbox"/> Others _____	
6 Legal Basis and Purpose of Opening the Account <small>(State pertinent section/provision, and attach a copy)</small>			
<input type="checkbox"/> Republic Act No. _____ <input type="checkbox"/> Executive Order No. _____ <input type="checkbox"/> Others (e.g. Special Provision in the GAA) _____			
7 Funding Source		8 UACS Funding Source Code	
<input type="checkbox"/> General Appropriations Act Year _____ <input type="checkbox"/> Republic Act No. _____ <input type="checkbox"/> FAP Proceeds _____ <input type="checkbox"/> Others _____			
9 Authorized Signatory / Signatories			
_____ <small>Signature over Printed Name and Position</small>		_____ <small>Signature over Printed Name and Position</small>	
_____ <small>Date</small>		_____ <small>Date</small>	
10 Name of the Head of Agency / Authorized Officer			
_____ <small>Signature over Printed Name and Position</small>			
11 Bank Branch Name and Address where the Agency / Bureau / Office Intends to Open an Account			
Do not fill-up this portion (For Bureau of the Treasury use only)			
Application Reference No. _____ Recommendation _____ Evaluated by _____ <div style="display: flex; justify-content: space-between;"> _____ <small>Name and Position</small> _____ <small>Date</small> </div>		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <div style="display: flex; justify-content: space-between;"> Reason for Disapproval _____ _____ <small>Regional Director / Authorized Approver</small> </div> <div style="display: flex; justify-content: space-between;"> _____ <small>Date</small> </div>	
The approved BTr Form 1 shall be valid within six (6) months from the date of receipt by the Requesting Agency. Valid until (MM/DD/YYYY) _____			
Do not fill-up this portion (For AGDB/AGSB use only)			
This is to confirm the existence of Account Name _____ <div style="display: flex; justify-content: space-between;"> (Complete Account Name) </div> under _____ with Account No. _____ <div style="display: flex; justify-content: space-between;"> (Name of Agency) (Account Number) </div> in branch _____ opened on _____ <div style="display: flex; justify-content: space-between;"> (Name and Address of Bank Branch) (MM/DD/YYYY) </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ <small>Signature over Printed Name of Authorized Bank Officer</small> _____ <small>Date</small> </div>			
The AGDB/AGSB-accomplished BTr Form 1 shall be returned to BTr District/Provincial Office upon opening of account.			

BTr Form 1 (Revised April 2024)

ANNEX B. BTr Form 2 - Undertaking

UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

This Institution _____ represented by _____, with postal address at _____, under and by virtue of these presents, and in compliance with Treasury Circular No. ____-2024 in the opening of bank account, do hereby agree and undertake to execute, submit and deliver to the Bureau of the Treasury and Authorized Government Depository/Servicing Bank a waiver of confidentiality for each bank account that will be opened or hereinafter be opened to account for government receipts and disbursements.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ in _____.

Name of Agency/Unit

By:

Name and Signature of Authorized Officer

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

Republic of the Philippines)
_____)S.S.

BEFORE ME, Notary Public for and in the _____ this _____ day of _____, 20____ personally appeared:

Name	Complete Proof of Identification	Issued on/Valid Until
_____	_____	_____
Representing <Name of Agency>		

known to me to be the same person/s who executed the foregoing Undertaking and acknowledged to me that the same is his/her true and voluntary act and deed and of the institution represented.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX C. UACS Funding Source Code

Fund Type	Funding Source Code	Fund Type	Funding Source Code
I. Regular Fund	01101101		
II. Trust Fund			
a. Inter-Agency Transfer of Fund (IATF)	07308601		
b. Other than IATF	07308602		
III. Special Account in the General Fund			
Domestic Grant Proceeds	03104104	Special Local Road Fund	03104359
Military Camps Sales Proceeds	03104107	Special Road Safety Fund	03104360
Fiduciary Fund for Agrarian Reform Education	03104321	Tourism Development Fund	03104361
Agrarian Reform Fund	03104322	Micro, Small and Medium Enterprise Development Council Fund	03104362
Agricultural Competitiveness Enhancement Fund	03104323	Special Vehicle Pollution Control Fund	03104363
Agro-Industry Modernization Credit and Financing Program (AMCFP)	03104324	Seat Belt Use Fund (LTO)	03104364
Wildlife Management Fund	03104325	MARINA Tonnage Fees	03104365
Support to the Fertilizer and Pesticide Program	03104326	National Civil Aviation Security Committee (NCASC)	03104366
Livestock Development Fund	03104327	Interest Earnings of the Endowment Fund	03104367
Meat Inspection Service Development Trust Fund	03104328	CFO SAGF	03104368
Early Childhood Care and Development Council	03104329	Higher Education Development Fund	03104369
Instructional Materials Development Center Fund	03104330	DDB SAGF	03104370
Malampaya Gas Fund	03104331	FDCP SAGF	03104371
Collections from other production shares and miscellaneous income	03104332	GAB SAGF	03104372
Technology Transfer for Energy Management Fund	03104333	HLURB SAGF	03104373
Integrated Protected Areas Fund	03104334	Share on the annual revenue collection of MTRCB	03104374
Wildlife Management Fund	03104335	National Endowment Fund for Culture and Arts	03104375
Sale of Confiscated Logs	03104336	The Asian Foundation	03104376
Air Quality Management Fund	03104337	National Sports Development Fund	03104377
Mines and Geosciences Bureau	03104338	PCUP SAGF	03104378
Non-Intrusive Container Inspection System Project Fund	03104339	CCP SAGF	03104379
Super Green Lane Trust Fund	03104340	Tobacco Fund	03104380
Tax Refund	03104341	PCA SAGF	03104381
Special Education Fund	03104342	Tourism Promotions Board Fund	03104382
Bank Penalties Fund	03104343	Remedies Fund	03104384
Fidelity Bond Fund	03104344	National Water Quality Management Fund	03104385
Insurance Commission Fund	03104345	Area Water Quality Management Fund	03104386
Pre-Need Fund	03104346	Seed Fund	03104387
Department of Health (OSEC)	03104347	Competitiveness Enhancement Measures Fund	03104388
DOH OSEC FDA-SAGF	03104348	National Building Code Development Fund	03104389
OSEC-BQIHS SAGF	03104349	Livestock Promotion Fund	03104390
Bureau of Fire Protection (Fire Code fees)	03104350	Fisheries Management Fund	03104391
Department of Justice (OSEC)	03104351	Free Public Internet Access Fund (FPIAF)	03104392
Land Registration Authority	03104352	Rice Competitiveness Enhancement Fund (RCEF)	03104393
Office of the Solicitor General	03104353	Special Road Fund	03104394
Verification Fee Fund	03104354	Coconut Levy Fund	03104395
Special Voluntary Arbitration Fund	03104355	Bangko Sentral ng Pilipinas Equity Infusion	03104396
Asia Pacific Disaster Response Fund	03104356	Philippine Space Development Fund	03104397
AFP Modernization Trust Fund	03104357	Verification Fee Fund	03104398
Special Road Support Fund	03104358	Rewards and Incentives Fund	03104399

Source:

UACS Website <<https://www.uacs.gov.ph/resources/uacs/object-code/chart-of-accounts>> updated as of Feb. 08, 2024

ANNEX D. BTr Transmittal Letter of Approval

DD MONTH YEAR

NAME OF ADDRESSEE

Agency

Address

Dear _____:

Greetings from BTr Regional Office ____.

This is to inform you that your request for authority to open a <type of bank account> with the <Bank/Bank Branch> has been approved by this office after having satisfactorily complied with all the requirements under Treasury Circular No. ____-2024, issued pursuant to Executive Orders No. 449 and 55, and Bangko Sentral ng Pilipinas (BSP) Circular No. 811.

Please be advised that the authority given hereof shall only be valid for **six (6) months** from the date of receipt by your Agency of the duly approved BTr Form 1.

Further, please return the same BTr Form 1 within five (5) days upon opening of the aforementioned bank account, complete with the required annotations from the AGDB/AGSB Branch. The BTr reserves the right to recall the authority to open bank accounts in the event of failure to return the AGDB/AGSB-accomplished BTr Form 1 within the prescribed period.

Lastly, please submit a quarterly report to the concerned BTr Regional/Provincial/District Office of accounts maintained, opened and closed on or before the 10th day of the ensuing month following the reference quarter using the [Quarterly Report on Inventory of Bank Accounts \(Agency Report\)](#).

For your proper guidance and compliance hereof.

Thank you.

Very truly yours,

NAME OF REGIONAL DIRECTOR

Regional Director

Attention:

The Branch Manager

Name of AGDB/AGSB

Name of AGDB/AGSB Branch

Address

ANNEX E. BTr Transmittal Letter of Disapproval

DD MONTH YEAR

NAME OF ADDRESSEE

Agency

Address

Dear _____:

Greetings from BTr Regional Office ____.

We regret to inform you that your request for authority to open a <type of bank account> with the <Bank/Bank Branch> has been disapproved by this office for the reason/s:

- ☐ Incomplete/unsigned BTr Form 1 and/or supporting documents
- ☐ Signatories to the bank account is/are without a valid Fidelity Bond Coverage
- ☐ Lack of sufficient legal basis or legal authority to open Bank Account
- ☐ Others (pls. specify): _____

Except if the disapproval is for lack of sufficient legal basis/purpose, we encourage your office to comply with the afore-mentioned discrepancy/ies immediately.

Rest assured that we shall be more than happy to assist you in getting your request approved on time.

For your proper guidance and compliance hereof.

Thank you.

Very truly yours,

NAME OF REGIONAL DIRECTOR

Regional Director

Attention:

The Branch Manager

Name of AGDB/AGSB

Name of AGDB/AGSB Branch

Address

ANNEX F. BTr Quarterly Report on Inventory of Bank Accounts

Inventory of Bank Account Template (BTr Report).xlsx

BUREAU OF THE TREASURY REGIONAL OFFICE _____		QUARTERLY REPORT ON INVENTORY OF BANK ACCOUNTS FOR THE QUARTER _____										
I. Opening of Accounts												
Region	Agency Name	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Remarks		
II. Closing of Accounts												
Region	Agency Name	Date Closed	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Reason for Account Closure	Remarks
III. Approved Requests for Authority to Open Bank Account (BTr Form 1)												
Region	Agency Name	Date Approved	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Remarks	Valid Until	
<div> <div>Prepared by _____</div> <div>Approved by _____</div> </div> <div> <div>Name and Position/Designation _____</div> <div>Name and Position/Designation _____</div> </div> <div> <div>_____</div> <div>_____</div> </div> <div> <div>_____</div> <div>_____</div> </div>												

ANNEX G. BTr Template (for opening of Parking account for LinkBiz)

“REQUESTING AGENCY’S LETTERHEAD”

DD/MM/YY

MR.MS _____

Branch Head

LAND BANK OF THE PHILIPPINES-_____ Branch

_____ (Street)

_____ (Municipality/City/Province)

Dear Mr./Ms. _____:

Please open a Link.BizPortal parking account for the (Name of NGA) online/electronic collections to the Land Bank of the Philippines – Cash Department with the following information:

Account Name	Funding Source Code*	UACS Organization Code of Agency to be Credited (12 digits numeric)	Destination Account Number **
BTr- <i>Name of NGA</i> -LinkBiz			

** Funding Source*

Indicate one of the following:

(01-101101) Regular Fund

(07-308601) Trust Fund – IATF

(07-308602) Other than IATF

(03 - - - - -) Specific SAGF Fund Code

*** Destination Account Number*

Indicate one of the following:

3402-2844-20 BTr- Regular Fund

3402-2844-38 BTr- Inter-Agency Transfer of Funds

3402-2844-46 BTr-Other than IATF

3402-nnnn-nn Specific SAGF Clearing Account

The new account will facilitate fast and efficient process of monitoring, recording, reconciliation, and certification of deposited national collections of *(Name of NGA)*.

Moreover, the funds remitted/credited into the requested parking account will eventually be swept to the Other NGAs Mother Account with account number 3402-1036-97. Kindly let us know when the aforementioned account has been opened.

Thank you.

Very truly yours,

Authorized Signatory Name

Designation/ Unit/ Office

ANNEX H. BTr Form 3A - Waiver of Confidentiality (for MDS Accounts)

WAIVER OF CONFIDENTIALITY

KNOW ALL MEN BY THESE PRESENTS:

That pursuant to our request to open a new MDS sub-account we, _____, hereby unconditionally waive our right to the secrecy of bank deposits under the Bank Secrecy Law over Account Number (Bank/Account No.) _____ in favor of the Bureau of the Treasury/Treasurer of the Philippines or his/her duly Authorized Representative and the bank branch to which the bank account is opened and maintained.

That we declare that we have read this document and have fully understood its contents. We further declare that we voluntarily and willingly executed this Waiver with full knowledge of our rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this _____ day of _____.

Name of Agency/Unit

By:

Name and Signature of Authorized Officer

SUBSCRIBED AND SWORN to before me this day of _____, affiant exhibited to me his/her competent proof of identity.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX I. BTr Form 3B - Waiver of Confidentiality (for Other Accounts)

WAIVER OF CONFIDENTIALITY

KNOW ALL MEN BY THESE PRESENTS:

That in compliance with our Undertaking dated _____, in favor of the Bureau of the Treasury and the Authorized Government Depository/Servicing Bank, we, _____, hereby unconditionally waive our right to the secrecy of bank deposits under the Bank Secrecy Law over Account Number (Bank/Account No.) _____ in favor of the Bureau of the Treasury/Treasurer of the Philippines or his/her duly Authorized Representative and the bank branch to which the bank account is opened and maintained.

That we declare that we have read this document and have fully understood its contents. We further declare that we voluntarily and willingly executed this Waiver with full knowledge of our rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand at _____, this _____ day of _____.

Name of Agency/Unit

By:

Name and Signature of Authorized Officer

SUBSCRIBED AND SWORN to before me this day of _____, affiant exhibited to me his/her competent proof of identity.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

ANNEX J. Agency Quarterly Report on Inventory of Bank Accounts

NAME OF NGA / GOCC / LGU / BARMM OFFICE
REGIONAL OFFICE / BRANCH / PROVINCE

QUARTERLY REPORT ON INVENTORY OF BANK ACCOUNTS FOR THE QUARTER _____

I. Opening of Accounts

Region / Branch / Province	Agency Name	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Remarks

II. Closing of Accounts

Region / Branch / Province	Agency Name	Date Closed	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Reason for Account Closure	Remarks

III. Approved Requests for Authority to Open Bank Account (BTr Form 1)

Region / Branch / Province	Agency Name	Date Approved	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Remarks	Valid Until

IV. Maintained Accounts

Region / Branch / Province	Agency Name	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Remarks

Prepared by: _____

Approved by: _____

Name and Position/Designation

Name and Position/Designation

Date

ANNEX K. AGDB/AGSB Quarterly Report on Inventory of Bank Accounts

NAME OF AGDB/AGSB
NAME OF AGDB/AGSB BRANCH

QUARTERLY REPORT ON INVENTORY OF BANK ACCOUNTS
FOR THE QUARTER _____

I. Opening of Accounts

Region/ Branch	Agency Name	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Remarks

II. Closing of Accounts

Region/ Branch	Agency Name	Date Closed	Date Opened	Bank Name	Bank Branch/ Address	Account Name	Account Number	Account Type	Funding Source	Purpose/ Legal Basis	Reason for Account	Remarks

Prepared by: _____
Name and Position/Designation

Approved by: _____
Name and Position/Designation

Date