



Republic of the Philippines  
Department of Finance  
**BUREAU OF LOCAL GOVERNMENT FINANCE**

Region IV-A (CALABARZON)  
3<sup>rd</sup> Flr. Marcelita Bldg., National Highway  
Brgy. Real, Calamba City

**REGIONAL MEMORANDUM CIRCULAR NO.02-11**  
February 7, 2011

**TO : All Provincial/City and Municipal Treasurers and Others  
Concerned.**

**SUBJECT : APPROVAL OF DESIGNATIONS OF OFFICERS-IN-  
CHARGE AND IN-CHARGE OF OFFICE  
TREASURERS**

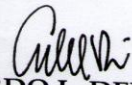
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For the information and guidance of all concerned, quoted hereunder is the first (1<sup>st</sup>) paragraph of BLGF Memorandum dated January 27, 2011 of the Executive Director, this Bureau, in line with Department Personnel Order (DPO) No. 335-03 dated October 1, 2003, which provides:

“In line with Department Personnel No. 335-03 dated October 1, 2003 setting a maximum of two (2) extensions on the designations of OIC/ICO-Provincial/City/Municipal Treasurers and their Assistants, and in consideration of the recent instructions of the Secretary of Finance for this Bureau to obtain prior clearance from the Department of Finance for extension of designations beyond the allowable terms prescribed under DPO- No. 335-03, please be advised that effective February 1, 2011, all requests for extensions of designations beyond the maximum period of two (2) extensions shall be elevated to the Office of the Secretary of Finance for consideration and/or approval”.

The Provincial Treasurers within this Region are therefore, hereby instructed to disseminate the contents of this Memorandum Circular, providing copies thereof to all Municipal Treasurers within their respective jurisdictions.

Be guided accordingly.

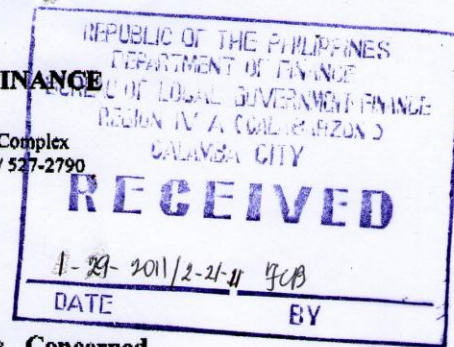
  
**EDUARDO L. DEL ROSARIO**  
Regional Director

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*Cities: Antipolo, Batangas, Calamba, Cavite, Dasmariñas, Lipa, Lucena, San Pablo, Sta. Rosa, Tagaytay, Tanauan, Tayabas, Trece Martires*  
*Provinces: Batangas, Cavite, Laguna, Quezon, Rizal*  
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**MEMORANDUM**

**To** : All BLGF Regional Directors and Others Concerned

**Subject** : Approval of Designations of OIC/ICO Treasurers

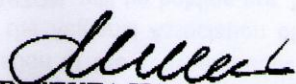
**Date** : January 27, 2011

In line with Department Personnel Order No. 335-03 dated October 1, 2003 setting a maximum of two (2) extensions on the designations of OIC/ICO-Provincial/City/Municipal Treasurers and their Assistants, and in view of the recent instructions of the Secretary of Finance for this Bureau to obtain prior clearance from the Department of Finance for extension of designations beyond the allowable terms prescribed under DPO-335-03, please be advised that effective February 1, 2011, all requests for extensions of designations beyond the maximum period of two (2) extensions shall be elevated to the Office of the Secretary of Finance for consideration and/or approval.

In this regard, please submit on or before February 7, 2011, an inventory of all designated OIC/ICO-Provincial/City/Municipal Treasurers and Assistant Provincial/City/Municipal Treasurers with relevant information per attached template.

Please be guided accordingly.

Thank you.

  
MA. PRESENTACION R. MONTESA, CESO III  
Executive Director