



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
**DEPARTMENT OF FINANCE**  
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**MEMORANDUM CIRCULAR No. 13-2016**

21 March 2016

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

**SUBJECT :** Guidelines and Procedures Governing the Release of Results of the DOF-CSC Basic Competency on Local Treasury Examination (BCLTE) and Ethics-Oriented and Personality Test (EOPT)

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In line with the directive of the Department of Finance (DOF) to the Bureau of Local Government Finance (BLGF) to officially release the results of the BCLTE and the EOPT<sup>1</sup> to all examinees, the following guidelines are hereby issued:

**1. General Guidelines on the Release of Results**

- 1.1. The results of the BCLTE and EOPT shall be released individually in a sealed envelope, through the respective BLGF Regional Office (RO).
- 1.2. The BLGF RO shall release the individual results **within fifteen (15) days from receipt of official transmittal** from the BLGF Central Office (CO).
- 1.3. The examinee shall acknowledge the receipt of results by affixing his/her signature in the Regional List of Examinees and Acknowledgement Receipt (RLEAR) provided by BLGF CO (see Annex A).
- 1.4. Tampering of sealed envelopes and the contents thereof, and unauthorized release of individual results shall be prohibited. Reports of such acts shall be forwarded immediately to the BLGF CO for appropriate action.
- 1.5. All concerned are required to observe confidentiality of the results, subject to authorization by the DOF or the BLGF CO.
- 1.6. Unclaimed sealed envelopes containing the results shall be returned to DOF, through BLGF CO, within five (5) days after the end of the fifteen-day period of release. Thereafter, those who fail to claim the results from BLGF RO shall claim the documents at the BLGF CO.

**2. Responsibilities of the BLGF RO**

- 2.1 The Regional Director shall ensure the proper and efficient receipt and release of results of the BCLTE and EOPT.
- 2.2 The Regional Director shall inform all Provincial, City and Municipal Treasurers that the results of the BCLTE and EOPT are ready for release at the BLGF RO, with the following advisory:
  - 2.2.1 Results shall be released to individual examinees at the BLGF RO;
  - 2.2.2 Examinees shall bring and present their LGU Identification Card for proper identification by the BLGF Focal Person;

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<sup>1</sup> DOF Department Order No. 110-2015, dated 27 November 2015, directed all Provincial, City and Municipal Treasurers and others concerned to take the BCLTE and the EOPT on 6 December 2015

- 2.2.3 Examinees who cannot personally claim the results shall issue and submit to the BLGF RO an Authorization Letter authorizing his/her representative to receive the sealed envelope. Photocopy of the LGU ID cards of both the examinee and the authorized representative shall be attached to the Authorization Letter.
- 2.2.4 Only employees of the Provincial/City and Municipal Treasurers' Office shall be considered as Authorized Representatives. The Authorized Representatives shall bring and present their LGU Identification Card for proper identification by the BLGF Focal Person;
- 2.2.5 In the event of loss of results by the authorized representative, the DOF will not issue another certificate for the purpose; and
- 2.2.6 Provincial/City/Municipal Treasurers shall inform BCLTE examinees outside the local treasury office that results are ready for release at the BLGF RO.

2.3 The Regional Director shall assign a Focal Person to perform the following:

- 2.3.1 Receive and acknowledge the sealed envelopes containing the results of the BCLTE and EOPT together with the RLEAR from BLGF CO.
- 2.3.2 Check the physical integrity and completeness of the sealed envelopes of examinees based on the RLEAR. If there are missing/tampered sealed envelopes of examinee, please inform the BLGF CO - Capacity Building Division, at (02) 310-3139 immediately.
- 2.3.3 Release the sealed envelope to the examinee/authorized representative according to the type of examinations taken. There are three (3) sets of sealed envelopes, to wit:

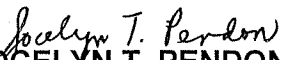
Type of Examination Taken	Contents
1. BCLTE & EOPT	DOF Certificate of Rating and CSC Score Report Form
2. BCLTE	DOF Certificate of Rating
3. EOPT	CSC Score Report Form

- 2.3.4 Ensure that the examinees/authorized representatives have affixed their signatures and date of receipt at the RLEAR.
- 2.3.5 Inform the Regional Director of the unclaimed sealed envelopes.

2.4 The Regional Office shall submit the accomplished original Annex A - RLEAR and the unclaimed sealed envelopes to BLGF CO within five (5) days after the end of the fifteen-day period of release.

Examinees from the National Capital Region and BLGF CO shall get the results from the BLGF CO - Records Unit.

Please be guided accordingly.

  
**JOCELYN T. PENDON**  
 OIC Executive Director