



Republic of the Philippines  
**Department of Finance**  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
Region IV-A (CALABARZON)  
3rd Flr. Marcelita Bldg., National Highway  
Brgy. Real, Calamba City

REGIONAL MEMORANDUM CIRCULAR NO. 01-12  
January 10, 2012

TO : All Provincial/City/Municipal Treasurer  
And All Others Concerned

SUBJECT: SCHEDULE OF DELIBERATION OF PROPOSED  
APPOINTEES TO THE POSITIONS OF LOCAL  
TREASURERS AND ASSISTANT TREASURERS  
BY THE BLGF SELECTION AND PROMOTION  
BOARD

For the information and guidance of all concerned, quoted hereunder is the directive contained in the Memorandum dated January 3, 2012 of the OIC-Executive Director, this Bureau, relative to the monthly schedule of deliberation of the BLGF Selection and Promotion Board on proposed appointees to the positions of provincial/city/municipal treasurers and their assistants for CY 2012, viz.:

"Please be informed of the monthly schedule of deliberation on the BLGF Selection and Promotion Board on proposed appointees to the position of provincial/ city/municipal treasurers and their assistants for CY 2012, as follows:

- 0 January 24
- 0 February 28
- 0 March 27
- 0 April 24
- 0 May 22
- 0 June 26
- 0 July 24
- 0 August 28
- 0 September 25
- 0 October 23
- 0 November 27

---

*Cities: Antipolo, Batangas, Calamba, Cavite, Dasmariñas, Lipa, Lucena, San Pablo, Sta. Rosa, Tagaytay, Tanauan, Tayabas, Trece Martires*  
*Provinces: Batangas, Cavite, Laguna, Quezon, Rizal*  
Telefax No. (049) 545-0800

In this connection, please be reminded anew that the filling of vacant positions of local treasurers and assistant treasurers must be in accordance with Sections 470 and 471, respectively, of the Local Government Code of 1991 (R.A. No. 7160).

It may be mentioned in this connection that one of the causes of delay in the processing of proposed appointments is due to incomplete and/or unupdated documentary requirements.. Thus, to facilitate action thereon, the BLGF Regional Selection/Promotion Boards are hereby directed to ensure that the documentary requirements of all the recommendees are fully complied with before submitting the same to this Bureau for final evaluation /screening.

It is further advised that for a proposed appointment to be subjected for deliberation on a particular schedule, a lead time for pre-evaluation of at least ten (10) working days prior to the deliberation schedule should be considered in the submission of said appointments to this level. Proposed appointments submitted beyond the allotted period shall be included in the next screening schedule."

(SGD)SALVADOR M. DEL CASTILLO  
Executive Director

The Provincial Treasurers are hereby instructed to disseminate the contents hereof to the Municipal Treasurers under their respective jurisdictions for their information and compliance. Moreover, it is also hereby requested that copies of this Memorandum Circular be furnished to their respective local chief executives for their information.

Please be guided accordingly.

  
EDUARDO L. DEL ROSARIO, CSEE, CEO VI  
Regional Director





REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
DEPARTMENT OF FINANCE  
8th Floor EDPF Building, Rangkong Sentral ng Pilipinas Complex  
Roxas Boulevard, Manila 1004 \* Telefax Nos. 527-2780 / 527-2790  
E-mail: blgf@bigf.gov.ph

DEPARTMENT OF FINANCE  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
REGION IV-A (CALABARZON)  
CALAMBA CITY

**RECEIVED**

1-6-12 *fit*  
DATE 0005-01-12 BY

**MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS FOR LOCAL GOVERNMENT  
FINANCE AND TREASURERS OF NATIONAL CAPITAL  
REGION

**SUBJECT:** SCHEDULE OF DELIBERATION OF PROPOSED  
APPOINTMENTS TO THE POSITIONS OF LOCAL TREASURERS  
AND ASSISTANT TREASURERS BY THE BLGF SELECTION  
AND PROMOTION BOARD

**DATE :** January 3, 2012

Please be informed of the monthly schedule of deliberation of the BLGF Selection and Promotion Board on proposed appointments to the positions of provincial/city/municipal treasurers and their assistants for CY 2012, as follows:

- January 24
- February 28
- March 27
- April 24
- May 22
- June 26
- July 24
- August 28
- September 25
- October 23
- November 27

The BLGF Selection and Promotion Board may, however, hold emergency meetings as deemed necessary.

In this connection, please be reminded anew that the filling of vacant positions of local treasurers and assistant treasurers must be in accordance with Sections 470 and 471, respectively, of the Local Government Code of 1991 (R.A. No. 7160).

It may be mentioned in this connection that delay in the processing of proposed appointments is mainly due to the submission of documentary requirements which are either incomplete and/or not updated. Thus, to facilitate action thereon, the BLGF Regional Selection/Promotion Boards are hereby directed to ensure that the documentary requirements of all recommendees are fully complied with and pre-evaluated before submitting the same to this Bureau for final evaluation/screening.

It is further advised that for a proposed appointment to be subjected to deliberation on a particular schedule, a lead time for pre-evaluation of at least ten (10) working days prior to the deliberation schedule should be considered in the submission of said appointments to this level. Proposed appointments submitted beyond the allotted period shall be included in the next screening schedule.

All Regional Directors for Local Government Finance are therefore enjoined to disseminate the contents hereof to all Provincial and City Treasurers in their respective jurisdiction.

For information, guidance and compliance of all concerned.

  
**SALVADOR M. DEL CASTILLO**  
OIC-Executive Director